



THE WINNER'S CIRCLE

A Publication of the Indianapolis Chapter of the Construction Specifications Institute

MEETING DATE:

Thursday September 16, 2010

TRADE SHOW SCHEDULE:

1-3 P.M. - Seminar

3-8 P.M. - Trade Show

MEETING LOCATION:

Riverwalk Banquet Center
Indianapolis, IN

FEES:

See pricing for Seminar

Trade Show - Free!

RESERVATIONS:

Please RSVP via the chapter website, or contact the Chapter Voice Mail, (317) 465-1491

36TH ANNUAL INDIANAPOLIS CHAPTER CSI TRADE SHOW & SEMINAR: SUSTAINABILITY & SOFTWARE: FUELING GREEN DESIGN WITH BIM

An annual tradition!

Education and Trade Show Committee

Date: September 16th

Location: Riverwalk Banquet Center

CSI TRADE SHOW SEMINAR

The presentation will cover how building information modeling (BIM) technology provides the basis for sustainable design and energy analysis, yielding opportunities for informed decision-making on the part of the project team - architecture and engineering firms; government energy, facility, design, or construction departments; and energy service companies. Click [here](#) for Trade Show Seminar information and registration.

36TH ANNUAL INDIANAPOLIS CHAPTER CSI TRADE SHOW

Mark your calendars for Thursday, September 16, 2010 to be sure and attend the BEST architectural product trade show in Indiana and we think the best in the Midwest! You will not only see dozens of exhibit booths which will contain information and examples of a myriad of architectural construction products and services, but you will also have the opportunity to win booth prizes and CSI prizes. The Trade Show is from 3:00pm to 8:00pm and is preceded by an educational seminar. The Trade Show is free, parking is free, and free appetizers and non-alcoholic beverages will be available throughout the show as well as a cash bar.

CSI TRADE SHOW STUDENT COMPETITION

For the first time, the Indianapolis Chapter CSI will be hosting a Student Specification Competition. In an effort to get our young designers and specifiers in front of the professionals that represent fine products, to strengthen the importance of good specifications, and their incorporation into a document's detail; this competition will focus on matching of specification sections with a generic wall section. It should be a fun exercise as well as rewarding as there are cash prizes and a participation prize for all certified contenders. For more info on this competition, click [here](#).

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SEPTEMBER 16, 2010

CSI Trade Show

OCTOBER 21, 2010

October: Tour Convention Center Expansion

SEPTEMBER 16, 2010

Trade Show Seminar - Sustainability & Software: Fueling Green Design with BIM

NOVEMBER 11, 2010

November: Veneer Factory Tour and AWI Program



VIEW FROM THE TOWER

September 2010

D. Blake Wagner, AIA, CSI, CCCA, LEED AP



It's September and time for the 36th Indianapolis Chapter CSI Trade Show! This year's Trade Show has sold out of booth space and is ready to go. A special thanks to Glen Baines and his Trade Show Committee, it takes a lot of coordination and volunteer man hours. This year has the new twist of a real student competition, thanks to Pete Kerfoot and his Academic Affairs Committee. I don't want to give it away, but I will tell you it involves an incomplete wall section, short

specification, and a lot of note cards. See it on Thursday, September 16th at the Riverwalk Banquet Center and come out to see the latest products while supporting Indianapolis CSI. Immediately preceding the Trade Show on Thursday is the annual Trade Show Seminar with Erin Hoffer discussing Sustainability and Software: Fueling Green Design with BIM. The presentation will cover how building information modeling (BIM) technology provides the basis for energy analysis, a process to achieve sustainable ratings, such as LEED certification, and the concept of rapid energy modeling - how a basic 3D model for existing buildings can be developed, an initial energy analysis performed and the energy efficiency of potential building designs compared. Thanks go to Edmond Brown and the Education Committee for their work arranging our presenter and the logistics of the event.

Looking ahead to October, we will be touring the Indiana Convention Center. This is your first tour opportunity to see the much anticipated spaces within the convention center prior to being open to the general public. The tour will be limited to the first 120 registrants, so be sure *(continued on page 3)*



to watch for registration to open immediately after the Trade Show. A few highlights are seeing "the cube" from inside, the "trees" in the entry, the three story atrium with bridges connecting meeting rooms, the tunnel, and much more! A special thanks Andy McIntyre and his Programs Committee for their work ironing out the logistics and making the connections to work through a tour of such a large public project. The standing reservation list will not be in effect for October, so everyone will need to register online. Be sure to register early and don't let this opportunity pass you by.

One final event to mention took place last month, the return of the CSI Family Picnic (the origin of my close-up picture for this month). The grill was sizzling with grill master Mark Smith, the coordinator of the picnic in full swing when my family arrived in Forest Park. It was a great opportunity to meet the families that so graciously let us do what we do as CSI members. It is safe to say we all had a great time with lots to eat, a playground large enough for kids and a few adults, and a chance for all of our kids to play together. I'm looking forward to next year's family picnic and recommend you mark your calendar early and don't miss it.

I can already feel the crisp air changing to cooler and the trees are beginning to turn from green to their beautiful fall colors, and I'm looking forward to seeing all of my CSI friends and the architects of central Indiana Thursday, September 16th at the Trade Show. Don't forget to go online and register for the October meeting right after the Trade Show, this one will probably sell out. I'm always open to new ideas and constructive criticism, feel free to drop me line (317.263.9655), email (bwagner@interdesign.com) or stop by my office to let me know how Indy can continue to be the outstanding chapter it has been for the past 50 years.

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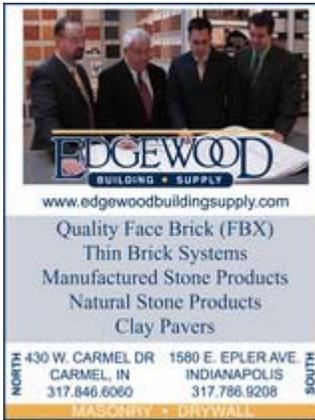
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AUGUST PHOTOS





WHY WE NO LONGER 'STAMP' SHOP DRAWINGS

At Leo A Daly

Dale L. Munhall, AIA

Yes, Leo A Daly has retired this venerable old artifact of our industry—even though architects have traditionally 'stamped' shop drawings for generations. But bear with me here. Let's step outside the traditional box for a moment to ask ourselves why architects ever stamped contractors' submittals in the first place—and, more importantly, ask ourselves why, in the modern world, would we keep on doing it?

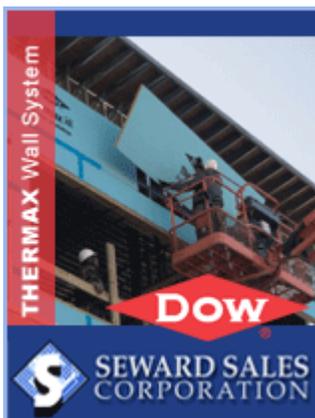
Shop drawings, as we all know, are NOT part of the Construction Contract Documents. (All submittals are of the contractor, by the contractor and for the contractor for their own use in their Work Plan, and for emonstrating their proposed construction means, ethods, techniques, sequences and procedures to carry out requirements of the actual Contract Documents). The contractor's submittals are certainly NOT the architect's design work—not contractually, not professionally and not legally. So, why do architects need to put their mark them by 'stamping' them as though they were somehow a design product? Contractor submittals are not like mortgage loan papers, requiring the borrower's signature on every page. Why, then, did we perpetuate this false impression by signing contractors' submittals in the past?

Unfortunately, our profession's tradition of stamping shop drawings has led to the erroneous belief by many contractors and owners—and sometimes even by attorneys—that architects are somehow responsible for 'designing' and 'approving' shop drawings, similar to the way we legally 'stamp' and sign our design of the actual Contract Documents with our professional seal.

At Leo A Daly we have encountered this misconception from every one of those parties over the years, and it seems that the frequency and the confusion resulting from 'stamping' of shop drawings have recently been on the rise. Here's the key concept underlying the submittals process: plans and specifications define design intent as well as the scope and terms of the construction contract—they are NOT an instruction manual for how to assemble a building. Architects define the what and the why of a project via the Contract Documents, and contractors, via their submittals, determine the when and the how of constructing it.

Yes, architects are obligated via contract with the owner to "promptly review" and "take appropriate action" on the contractor's submittals—but only for the limited purpose of verifying compliance with the specified materials and workmanship (and/or compliance with the reasonably inferable intent) of our design, as expressed in the Contract Documents that we prepare. We review shop drawings for conceptual compliance—not to order quantities or give assembly instructions or protect the contractor or coordinate their subcontractors.

(continued on page 6)





The basic point of our role in the review process is this: we review the contractor's submittals to check for compliance with terms of the Contract because construction delays, especially ones resulting from misunderstandings that could have been prevented at the shop drawing stage, would have a negative impact on our client's project if not discovered before installation. Shop drawing 'approval' can never alter contract requirements, anyway (remember, any change or Substitution requires a Change Order with the owner's signature).

Think of it this way: an architect cannot slip a code-violating detail into a stack of plans and specs submitted to code officials for their 'approval' and expect that we will not be held liable when the official discovers it later during, or even after, the Occupancy Inspection. Similarly, the contractor cannot slip a contract-deviation into a stack of shop drawing submittals and expect that they will not be held responsible when the architect discovers it later during, or even after, construction. We need to insist on sufficient information from contractors to show compliance on their shop drawings, just as code officials insist on sufficient information from us. Contractors approve submittals as their Work Plan; architects only review them.

The sole purpose of submittals is for the contractor to show us that they have a Work Plan and understand the results they are to achieve per contract. Our specifications require the contractor to use the standard Leo A Daly Transmittal Form as their submittal cover sheet—this form already contains all necessary identification and explanations, and it serves as a record of action taken. The Transmittal Form, as a cover page, is inseparable from the submittal (especially with modern electronic submittals). Our reviewer's initials on the form are all that is needed for reference and tracking, so no separate 'stamp' is ever necessary. There is also no longer a need for multiple copies of paper-and-ink prints or slow mail shipments.

We can, and should, be specifying all-electronic submittals whenever appropriate to our client's needs (and preferably with a good project website service to post, log and record project construction 'paperwork'). The counterproductive ink stamp was redundant at best, and it was a misleading liability at worst. We simply don't need it any longer, and so we have let the old shop drawing stamp gently fade into history.

Dale L. Munhall, AIA, is one of the Nebraska Design & Construction Industry Council Chairs, and works with Leo A. Daly in their Omaha, Nebraska office.





I-BEAM TRAINING PROGRAM

– URGENT MESSAGE –

INDIANA STATE BUILDING COMMISSIONER

WHAT: ATC Training for ATC 20-45 for Volunteers for our Indiana Building Emergency Assessment & Monitoring (I-BEAM) program. This program is provided to provide the State of Indiana with volunteers to assist around the state in case of natural or man-made disasters strike. Our I-BEAM team will assist in the evaluation and review of buildings to determine their future use in the areas struck by disaster. We need your expertise and help with this program.

WHEN: November 3 & 4, 2010. ALL DAY CLASSES.

WHERE: Wayne Township Fire Department Facility Classroom – 700 North High School Road, Indianapolis, IN. 317.247.8501. Those professionals interested in attending this class and live outside of a 50-mile radius, are eligible for hotel rooms paid for by the federal grant.

WHO: All licensed Architects, Engineers (Structural, Mechanical, Electrical and Plumbing), as well as those on track for licensure, with experience in forensic analysis of buildings. We are looking to provide this class for those desiring to participate in the I-BEAM program only. If you are not willing to participate in the I-BEAM program, we will not be able to provide seats for you. We need as many professionals as we can obtain to help volunteer for this program across the State of Indiana. Eventually we will have as many as two separate response groups that will be willing to go to areas of disaster that need assistance, such as earthquake, flood or high-wind damage to assess the facilities.

CREDIT: Up to 11.0 AIA HSW Learning Units are available.

COST: The class is provided at NO COST to the first 70 design professionals who elect to attend. If we have a good response, we will look at adding another class in the future. If you live outside a 50-mile radius from the test site, we can also provide you a hotel room for November 3, 2010. We cannot provide for food. At this time, you will need to obtain your own meals during the class. If this changes, we will let you know.

CONTACT: Please contact Scott Perez, Indiana State Building Commissioner / Building Law Compliance Officer at sperez@dhs.in.gov, or 317.232.1404, or his administrative assistant, Angie Biggs (abiggs@dhs.in.gov) for additional information. Please provide your name, company and contact data, specifically your e-mail address, in order to forward you important documentation that you need to review prior to the class. We will also provide you with application forms to fill out for both you and your company as they come available. We have forms for sign up for the program.

(continued on page 8)

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Additional Info on the Class is as follows:
Course Descriptions:

ATC 20 Post Earthquake Safety Evaluation of Buildings: When earthquake disaster strikes a community, there is an immediate need for damage inspections throughout the affected areas. People need to be kept from using unsafe buildings, and safe shelter must be provided for those left homeless. It is essential that qualified building inspectors quickly identify structures that are safe for reentry and those that must be avoided. Regular building inspection officials may become overloaded instantly and require additional help.

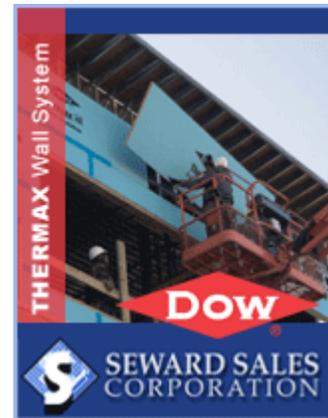
Under such emergency conditions, qualified volunteer inspectors, including architects, engineers, and building inspectors are needed from unaffected regions and certain other qualified design and construction professionals can provide help with the post earthquake safety evaluations. These volunteers will typically be activated through a pre-existing agreement with state and local emergency management officials.

Attendees of this course will receive inspector qualification training, experience to become a team member for inspecting earthquake damaged buildings, and a field manual to guide their future work. A panel of earthquake and structural experts and building officials has approved all training materials used in this course. During the course, procedures and documents are presented which promote uniformity in the rating of building damages so that different individuals examining the same building will arrive at the same conclusion about its relative safety.

This course will be instructed in a classroom style setting, although student interaction is welcomed and encouraged. Some of the topics that will be covered in the course are -

- Earthquake 101 Review
- Structural Basics
- Steel Frame Structures
- Concrete Structures
- Wood Frame Structures
- Masonry Structures
- Non-Structural Hazards
- FEMA 154: Rapid Visual Screening
- ATC20: Post-Earthquake Safety Evaluation of Structures
- Hazardous Materials & Field Safety
- Discussion / Questions

ATC-45 Safety Evaluation of Buildings after Windstorms and Floods: As the nation responds to
(continued on page 9)





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the disastrous effects created by natural and man-made disasters, the Indiana Department of Homeland Security and other organizations have been organizing volunteers to provide damage assessment expertise to the affected regions. This is the training needed to effectively participate in damage assessment efforts. The newly developed ATC-45 Safety Evaluation of Buildings after Windstorms and Floods is an essential tool for building safety professionals and volunteers responsible for evaluating wind and flood-damaged buildings. It is patterned after the widely-used standard for post-earthquake safety evaluation of buildings (ATC-20).

Participants in this training seminar will be instructed on the contents of the ATC-45 Field Manual: Safety Evaluation of Buildings after Windstorms and Floods, which was published by ATC in August 2004. The ATC-45 Field Manual provides guidelines and procedures to determine whether damaged or potentially damaged buildings are safe for use after windstorms or floods, or if entry should be restricted or prohibited. It also covers related topics including how to deal with owners and occupants of damaged buildings and field safety issues. Participation in this training will prepare you to assist in damage assessment now in the future in our own region, or others.

FOLLOW UP INFO: In October, 2010 (actual dates and times to follow), I-BEAM will mobilize with the mobile Disaster Mortuary (D-MORT) team in Evansville, Indiana. At that location anyone interested in seeing additional information as well as the equipment we have for I-BEAM, may see the trailer and command center fully deployed. Everyone who participates in this program is invited to attend to see our group. Please let me know if you are able and would like to attend so that I may arrange the appropriate contacts for you in regards to security, arrival, etc.

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BIM: BEYOND THE BASICS

Conference Report

Ivette Ramirez Bruns CSI, CCS

DAVE KERR, RA, LEED AP, M+A ARCHITECTS
 SETH OAKLEY, RA, LEED AP, M+A ARCHITECTS

M+A'S BEGAN USING BUILDING INFORMATION MODELING IN 2005 AS A MEANS TO EXPAND ITS SERVICES AND HELP PROVIDE EXISTING SERVICES MORE EFFICIENTLY.

BIM: Beyond the Basics

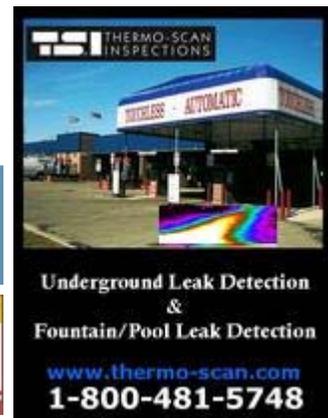
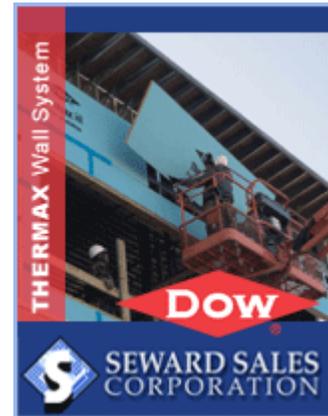
Building Information Modeling (BIM) is the virtual representation of the physical and functional characteristics of a facility from inception onward. One model serves as a shared information depository for collaboration from concept throughout the facilities' life cycle. Many firms are utilizing BIM programs and finding that their approach to building design and in-house management of BIM projects is changing.

It has become evident that many architecture firms have invested time and money in Building Integrated Modeling Programs. The extent to which the firm and consultants for a particular project invest in BIM varies. This is primarily dependent on consultants use and integration of the architect's model and programs. It has been admitted that the initial use of a BIM programs for a project can involve significant time on the part of the entire team especially during the early phases of the project.

In current design practices, the majority of time is spent during the Construction Document (CD) phase of the project. With BIM, more time is spent during the Schematic Design (SD) and Design Development (DD) phase. Finalizing the design early during the DD phase becomes crucial for integration of consultant information and consultant's use of the model, especially structural design.

Selecting a team willing to work in BIM and share documents is critical to producing a fully integrated project. The structural engineer has to establish the structural requirements early in the project to allow the model to move forward. This compels the architect to finalize major design aspects of the project earlier than under standard practices. Initial coordination of the model with other consultants can take a significant amount of time. However, once the model is established and the process of integration of consultant information worked through, the design moves forward quickly.

Currently, programs do not have a way of producing specifications. It is the impression and hope of many architects that BIM programs will produce specifications based on the material characteristics input during drawing the model. Unfortunately, there is no program that can produce the technical specifications. There have been advances made to programs that can take information from the BIM software and create a spreadsheet with the material information incorporated. This can be updated as changes are made to the model. However, a specifier is still needed to use this information to determine the specification sections needed and develop the *(continued on page 11)*





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sections. It is a definite advantage to have this information pulled from the drawings to ensure that all aspects of the model are covered in the specifications. It must be understood that the information pulled from the drawings is completely dependent on the information provided by the CAD operator while developing the model. This is why a specifier involved with the development of the model during the DD phases becomes more important to ensure that pertinent material information is being included in the model as it is being drawn.

Utilizing BIM for design has many advantages. Initial use can be time demanding and needs to be incorporated in design project management scheduling. The approach to design development also needs to be altered and understood by all the consultants on the team. In time, full life-cycle utilization of the model developed by design will promote the use of BIM as the prevalent design tool.

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CERTIFICATION QUIZ

Indianapolis Chapter CSI Quizmaster

Jack P. Morgan, CSI, CCS, CCCA, MAI, AIA

CERTIFICATION QUIZ

*Jack P. Morgan, CSI, CCS, CCCA, MAI, AIA
Indianapolis Chapter Quizmaster*

1. What organizational system is used in the Preliminary Project Description?
 - a. MasterFormat
 - b. UniFormat
 - c. SectionFormat
 - d. PageFormat

2. Contract modifications include all of the following EXCEPT:
 - a. Change Orders
 - b. Construction Changes Directives/Work Change Directives
 - c. Addenda
 - d. Architect's Supplemental Instructions/Field Order

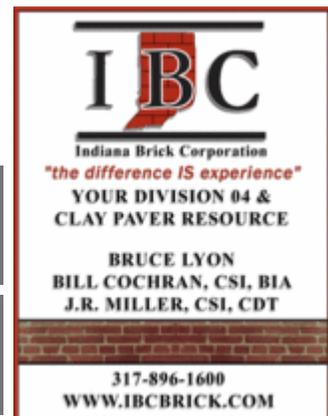
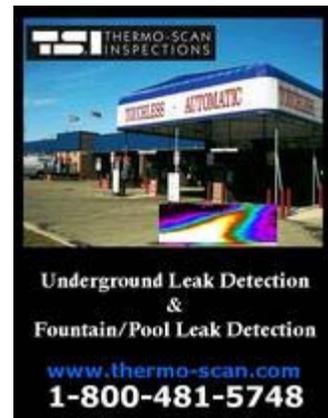
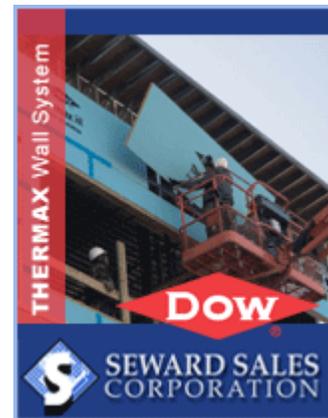
3. During the Planning/Pre-Design Phase, the A/E may be retained to:
 - a. Develop Outline Specifications
 - b. Describe the character of the mechanical system
 - c. Prepare renderings
 - d. Assist in financial studies

4. The third part of the Three-Part Section Format is:
 - a. Application
 - b. Execution

(continued on page 13)

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c. Installation

5. On most projects, all of the following are principal entities EXCEPT:

- a. Contractor
- b. Owner
- c. Electrical Contractor
- d. Architect/Engineer

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CHAPTER PHOTOS

Indianapolis Chapter CSI

Ralph R Pitman, Jr., CSI, CDT



The Indianapolis Chapter of CSI is fast approaching its 50th Anniversary in 2011. What I'd like to do is archive our history in picture for posterity. I have been taking pictures for the chapter for a short time now and need your help. What I'm looking for are any and all photos that have been taken since the beginning of the Chapter. It doesn't matter if they are old black & whites or new digitals, we need them all. All photos submitted to me will be scanned and returned or you could scan them and send me a disk. If anyone can help locate all the

pictures taken during the SpecSource days that would be a start.

A special thanks to everyone for allowing me to take your pictures and upload them this past year. I am looking for photos taken at the picnic this year. Below is a NEW link to all the pictures I have collected so far, 110+ galleries. Stop by and leave a comment about who's in the picture or where it was taken.

Please see me at the monthly meetings or contact me at Sebree Architects, Inc., via e-mail at rpitman@sebreearchitects.com make sure to put 'Old Pics' in the subject line or at (317) 272-7800.

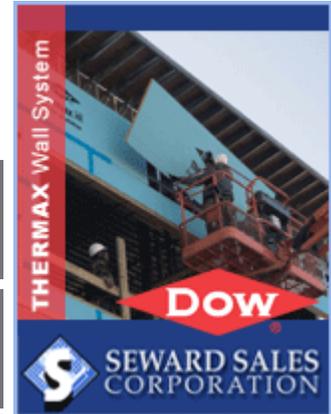
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TABLE TOP PRICES

Indianapolis Chapter CSI

Ralph R Pitman, Jr., CSI, CDT



The Indianapolis Chapter of CSI is accepting reservations for Table Tops for upcoming Chapter meetings. The list of programs for upcoming Chapter meetings is published in this newsletter, the web site, or contact Program chairman Andy McIntyre, so if you would like to target a particular meeting, make sure to get your reservation in early. We do have a limit of four spaces available for Table Tops in a standard meeting room and 10 if we have a double room.

Table Tops are an opportunity to promote your company, products,

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or services to all attendees of our regular chapter meeting during the social hour. There is a maximum of 20 minutes for Table Top presentation at a regular Chapter meeting. You have the floor for maximum of five minutes during the dinner to communicate to the entire group if there are four presenters. If there is a greater demand, the 20 minutes will be divided by the number of presenters and rounded down to the nearest 30 seconds.

The Table Top presentations are FREE, one time, to new members, and cost current Indianapolis Chapter members only \$75. Non-members get the same opportunity for \$125. A 30 by 60 table with a cover and skit will be included. All proceeds go to support the Chapters Education Fund. Another opportunity for a Table Top is during an Education Seminar. The cost is if you combine it with the Chapter meeting and Education Seminar the cost would be \$100 for current members and \$150 for non-members.

If you would like to schedule a Table Top for a future meeting or seminar, contact Ralph Pitman, Sebree Architects, Inc., via e-mail at rpitman@sebreearchitects.com (317) 272-7800 or Matt Maier at mmaier@edgewoodbuildingsupply.com (317) 846-6060 make sure to put 'Table Top Request' in the subject line

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INDIANAPOLIS CHAPTER CSI JUNE BOARD MEETING MINUTES

July 8, 2010

Robin Leising - Secretary

Indianapolis Chapter CSI July Board Meeting
InterDesign, 141 E. Ohio Street, Indianapolis

Attendance: Blake Wagner, Pete Kerfoot, Scott Bays, Andy Meiring, Robin Leising, Mark Smith, Cheri Longerbone, Ralph Pitman, Jami Spice, Kent Hughes, Andy McIntyre, Phil McMullan
Excused: Edmund Brown
Guest:

Indianapolis Chapter Board Meeting called to order 6:17 pm

1.0 Review Meeting Minutes of previous Meeting: Leising
1.1 The Board approved the minutes. (Pitman/Bays) Motion Passed.

2.0 Treasurer's Report:
2.1 Review bills and budget. Submit for audit. Meiring

3.0 Committee Reports:
3.1 Growth:
3.2 Academic Affairs/Student Affiliate: Kerfoot
3.2.1 Currently focusing on student competition at the September Tradeshow.
3.2.2 Competition is designed to be a scavenger hunt.
3.2.3 The Committee plans to use the competition as a stepping stone to get higher education facilities involved.
3.2.4 Looking for sponsorship.

3.3 Membership Outreach: Bays
3.3.1 Committee to try and meet sometime during July 2010.
3.3.2 Looking to reach out to the Institute for other incentives for membership.
3.3.3 The committee is planning to split so that there will be a focus on member retention.

3.4 Technical: Longerbone
3.4.1 David Dixon volunteered Indianapolis Chapter to populate Division 7 on the Institute WIKI.
3.4.2 David Dixon is setting up an event at IUPUI to promote CSI through a roofing presentation.

3.5 Programs: McIntyre
(continued on page 17)





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- 3.5.1 July 2010 program on expansion joints.
- 3.5.2 August 2010 program on daylighting and skylights that will be a joint with USGBC.
- 3.5.3 September 2010 Tradeshow.
- 3.5.4 October 2010 tour of the new Indiana Convention Center expansion.
- 3.5.5 November 2010 AWI seminar and program joint with DHI.
- 3.5.6 December 2010 Holiday Party.
- 3.5.7 January 2011 panel discussion concerning what happens two prior and after bidding. Possibly a joint meeting with an Owner group.
- 3.5.8 February 2011 possible joint with IIDA on energy efficient lighting.
- 3.5.9 March 2011 joint meeting with USGBC on Green Schools.
- 3.5.10 April 2011 50th Anniversary
- 3.5.11 May 2011 program involving health care engineers.
- 3.5.12 Surveys were sent out for the May program.

3.6 Region Conference: McMullan

- 3.6.1 July 22 – 25, 2010 in Columbus, Ohio at the Hyatt. Register is still open online.

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3.7 Golf Outing: Meiring/McMullan

- 3.7.1 Thursday July 29th at Bear Slide. Discussion
- 3.7.2 Ruth Chris to cater.

3.8 Education: Brown/McIntyre

- 3.8.1 September tradeshow:
- 3.8.2 Speaker has been confirmed.
- 3.8.3 Fees are set.
- 3.8.4 Registration is open.
- 3.8.5 Two learning units will be offered
- 3.8.6 Plant tour scheduled for November from 1-3:30.
- 3.8.7 2 learning units offered.
- 3.8.8 No fee for the tour.
- 3.8.9 January 2011 seminar on Integrated Project Delivery with Turner Construction.

3.9 Trade Show: Hughes

- 3.9.1 Still registering for booth space. Currently registration is low. Discussion.

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3.10 Special Events: Smith

- 3.10.1 Indianapolis CSI picnic has been set for August 14th, 2010. Discussion.
 - 3.10.2 Christmas event is booked at the Columbia Club. Discussion.
- (continued on page 18)*

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- 3.11 CSIINDY 50th Anniversary: McMullan
 - 3.11.1 Flyer for the anniversary party will be included with the tradeshow flyer that will be mailed. Discussion.
- 3.12 Certification: Spice
 - 3.12.1 Early fall registration deadline is July 20th. No one registered as of yet. Final deadline is August 20th.
 - 3.12.2 Classes will be five Saturday's before the exam.
 - 3.12.3 Discussion on marketing strategies to promote CDT exam among the community.
- 3.13 Communications: Leising
 - 3.13.1 Looking for a new advertising chair.
 - 3.13.2 Newsletter will be out Friday.
- 3.14 Membership Retention: Bays
 - 3.14.1 This is a new committee which Bill Cochran will chair to investigate methods to keep members involved in the Chapter.
- 3.15 Nominations: Kerfoot
 - 3.15.1 No report.
- 3.16 Table Tops: Pitman
 - 3.16.1 There will be two for July. Nothing scheduled for August yet.
- 4.0 Old Business:
 - 4.1 None
- 5.1 Tabled / In-Progress Business (No discussion Needed):
 - 5.1 By-Laws – In Process – Don Amt Chair.
 - 5.2 Policy Manual / Administrative Guide - Pete Kerfoot
- 6.0 New Business:
 - 6.1 FY 2011 Goals and Committee appointments.
 - 6.2 Draft Chapter Policies document.
 - 6.3 Discuss meal fees for non-chapter dues paying members.
 - 6.3.1 Move to set guest cost or non-canceled reservations costs at \$20 per meeting. (McIntyre/Hughes) Motion passed.

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6.3.2 Table all other costs of meetings until contract is renewed.
6.4 Chapter Administrative Guide posted to <http://csiindy.wikispaces.com>

7.0 Next Meeting: August 12, 2010 InterDesign

Indianapolis Chapter Board Meeting was adjourned at 8:53 pm

Attachments: Board Meeting Agenda July 2010
Treasurer's Report July 2010
FY2011 Goals and Committee appointments

Respectfully Submitted, Robin Leising, Secretary, Indianapolis Chapter CSI

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CERTIFICATION QUIZ ANSWERS

ANSWERS: 1. -b; 2. -c; 3. - d; 4. - b; 5. - c

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Editorial content for future monthly communications, whatever form they may take, should be emailed to Scott Perez at sperez@fulcrum-studios.com or a disk mailed to: Indianapolis Chapter CSI; Box 20802; Indianapolis IN 46220

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