



To advance building information management  
and education of project teams  
to improve facility performance

**The Construction Specifications Institute**

Indianapolis Chapter CSI ♦ Box 20802, Indianapolis, IN 46220 ♦ [www.csiindy.org](http://www.csiindy.org) ♦ Established 1961

April 10, 2014

**Indianapolis Chapter CSI Board Meeting  
BSA Lifestructures, 9365 Counselors Row Indianapolis, IN 46240**

**Attendance:** Edmund Brown, Christine Walter, Andrew Huehls, Pete Kerfoot, Joel Young, Kent Hughes, John Arnold, Susan Simon, David Young, Scott Bays,

**Excused:** Ariel Su, Chris Drewry, Chris Hughes

**Guests:** Jeremy Hoffman, Gene King, Ralph Pitman

**Indianapolis Chapter Board Meeting called to order 6:39 PM**

- 1) **Review Meeting Minutes of previous Meeting:** **Huehls**
  - a) The Board approved the January meeting minutes. (Kent Hughes/ David Young) Motion Passed.
  
- 2) **Treasurer's Report:** **Drewry**
  - a) Reviewed February's Treasurer's report, and filed for audit
  - b) There is a 2-year-old check from the Chapter to the Foundation that was recently found and was never deposited. The chapter will re-issue the check upon return of the un-deposited one.
  
- 3) **President's Report:** **Brown**
  - a) Chapter meetings will return to Willows on Westfield (formerly Riverwalk) starting in April.
  - b) The incoming board members were welcomed for the organizational meeting.
  
- 4) **Committee Reports:**
  - a) **Growth:**
    - i) **Academic Affairs:** **J. Young**
      - (1) Considering getting students involved in the Regional Conference.
      - (2) Some interest has been shown following Academic Affairs attendance at recent job fairs.
      - (3) Continuing to investigate the possibility of getting a student (group) to create a CSI mobile app.
    - ii) **Marketing:** **Su**
      - (1) 4 proposals have been received, we are still expected to continue to produce monthly spots for the Chapter YouTube Channel. Drew and Ariel need to verify this is the correct language.
    - iii). **Membership Retention and Membership Outreach:** **D. Young**
      - (1) The current membership count is 186 members.
      - (2) The membership drive continues until August.
      - (3) The next joint Marketing and Membership meeting is next Tuesday, April 15.
    - iv.) **Technical:** **K. Hughes**
      - (1) No Report
  - b) **Events:**
    - i.) **Programs:** **Brown**
      - (1) April – ADA (specific topic TBD)
      - (2) May – Indiana Masonry Institute and Midwest Masonry Council
      - (3) June – Awards Banquet @ Columbia Club
      - (4) July – The Chapter meeting will be the 5<sup>th</sup> Thursday at the NCAA Hall of Champions Building
      - (5) August – Transit Center
      - (6) September – Trade Show
      - (7) October – Master Planning (either Butler or Marion University)
      - (8) November – Glazing
      - (9) December – Holiday Party
      - (10) Working to provide more educational programs throughout the month through a mix of webinars, site tours, and other methods.
    - ii.) **Education:** **Brown**
      - (1)
    - iii.) **Golf Outing:** **C. Hughes.**
      - (1) The golf outing will be June 5<sup>th</sup> at the Golf Club of Indiana
      - (2) Golf club of Indiana has held their pricing and waved all banquet facility charges of we return.
      - (3) We have committed to hold the outing again at the Golf Club of Indiana and expect to use Ruth Chris for catering again this year.
      - (4) Invitations for foursomes and sponsorship opportunities will be given to Dan M. on Monday so he can do an email blast and add the information on to the newsletter and web site.



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- (5) I will need to discuss the use of our PayPal system (if we actually have a system) and how best to communicate who has paid, when they paid, and what they paid for....to ensure all payments have been received that were committed. It can get confusing when some people pay me over the phone or with checks and some use the PayPal and some send corporate checks to the po box, but I'm sure Dan and I can work it out.
- (6) We have secured several sponsorships already.

iv.) Special Events **Huehls**  
(1) Looking into organizing a Duckpin Bowling Event.

c) **Administration;**

- i.) Advertising/Sponsorships; **Su**  
(1) We are still planning to have phone banks to call for sponsorships in April
- ii.) Awards: **Bays**  
(1) Working on Institute and Region award submissions.
- iii.) Certification: **Huehls**  
(1) The classes were over March 22.  
(2) There was one WebEx attendee from Cincinnati and one from Pella, Iowa.  
(3) There were three people who started here, but one stopped after two weeks and joined by WebEx and one of the other three attended two or three classes and didn't show after that. One person attended all 5 classes here.  
(4) The candidates have the entire month of April in which to take the exam.  
(5) We are now waiting for fall.  
(6) Are continuing education credits still offered for the CDT Classes?
- iv.) Roster: **Kerfoot**  
(1) Consideration/planning for updating the roster will be tabled until the start of the next fiscal year.
- v.) Communications: **Arnold**  
(1) No Report.
- vi.) Education Foundation: **Kerfoot**  
(1) A decision has been made for the 3 scholarship recipients this year.  
(2) A total of \$2,500 will be awarded between the 3 scholarships.  
(3) Considering Skeet Shooting or Duckpin Bowling fundraisers for the coming year.
- vii.) Table Tops: **Hoffman**  
(1) Unsure if there will be any tabletops this month.

5.) **Old Business:**

6.) **Tabled / In-Progress Business:**

- a) Motion to accept the proposal from Drewry Simmons Vornheim to be the Chapter's Legal Counsel, as the net expenditure is minimal and adds value to the Chapter and for the Chapter Members (**Susan Simon/Andrew Huehls**) Motion passed.
- b) It is time to revisit/update the strategic plan. The goal is to complete the update by the end of the fiscal year
- c) Meeting Locations:
  - i) Willows' proposal for the next fiscal year will be e-mailed to the Board when received next week.

7.) **New Business:**

- a) GLR reimbursement request of chapter meeting during conference.
  - i) Motion to give the GLR Host Committee \$1,800 to pay for the Indianapolis Chapter Members' attendance at the Chapter Meeting to be held NCAA Hall of Champions in July, including dinner (**Andrew Huehls/Kent Hughes**) Motion passed. This is the approximate average cost of the monthly meetings.
- b) Nominations were made for the following Chapter Awards
  - i) Fran E Schroeder Memorial Award (Professional Member)
  - ii) J Warren Hoy Award (Industry Member)
  - iii) Member of the Year
- c) Chapter Officer Elections: FY 2014-2015 Officers
  - i) President-Elect:
    - (1) Nomination: Kent Hughes – Declined
    - (2) Nomination: Susan Simon – Declined
    - (3) Nomination: Andrew Huehls – Declined
    - (4) Nomination: Joel Young (**Ed Brown/David Young**), Accepted, Elected Unanimously
  - ii) Treasurer:
    - (1) Nomination: Andrew Huehls (**David Young/Ed Brown**), Accepted, Elected Unanimously
  - iii) Vice-President
    - (1) Nomination Ralph Pittman (**Susan Simon/Kent Hughes**), accepted, Elected Unanimously



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iv) Secretary:

- (1) Nomination: Jeremy Hoffman (**David Young/ Andrew Huehls**), accepted Elected
- (2) Nomination: Christine Stull, declined
- (3) Nomination: Susan Simon (**Ed Brown/Jeremy Hoffman**), accepted
- (4) Nomination: John Arnold, declined

**8.) Next Meeting: Thursday May 8, 2013 at BSA Lifestructures, 9365 Counselors Row Indianapolis, IN 46240**

**Indianapolis Chapter Board Meeting was adjourned at \_\_\_9:00\_\_\_PM.**

**Attachments:** Board Meeting Minutes, March 2014  
Treasurer's Report, March 2014

**Respectfully Submitted, Andrew Huehls, Secretary, Indianapolis Chapter CSI**



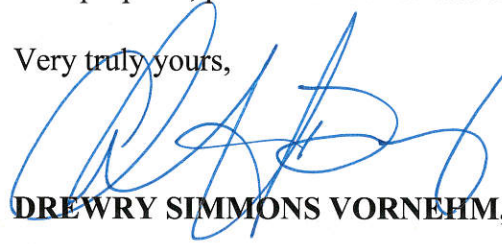
- (5) DSV will present an annual seminar at a chapter meeting at the Board's (or the Program Committee's) discretion;
- (6) DSV will become a Platinum level sponsor for the chapter;
- (7) DSV will maintain active membership for Christopher S. Drewry and, at a minimum, membership for one (1) additional attorney;
- (8) DSV will submit an article for publishing in the CSI Indy newsletter on at least a quarterly basis and as often as monthly;
- (9) DSV will provide a "first call free" to CSI members seeking legal consultation;
- (10) DSV will agree to provide a 10% fee discount for CSI members on any separate engagement as their counsel;
- (11) In conjunction with the Platinum level sponsorship, CSI Indy will provide the opportunities commiserate with such sponsorship level (including but not limited to marketing, email recognition, newsletter recognition, website recognition, verbal recognition at chapter meetings, signage at CSI events, and event promotion);
- (12) In addition to the Platinum level sponsorship opportunities, and to the extent possible, CSI Indy will list or state DSV as "Chapter Counsel";
- (13) CSI Indy will notify its members on an ongoing basis of the aforementioned "first call free" and 10% fee discount for CSI members.

Additionally, the retention of DSV by CSI Indy can be renewed on an ongoing annual basis upon agreement of the parties.

It has been a great pleasure serving the Board and CSI Indy as a whole over the past few years, and it is my sincere hope that my commitment (and that of DSV's) to the chapter will remain strong moving forward. Although I will no longer be a member of the Board, I look to maintaining a presence with the organization. Additionally, DSV believes that its status as Chapter Counsel can provide a great benefit to CSI Indy and its collective members. We hope that you can place your confidence in our firm, and we look forward to having the opportunity to work with CSI Indy.

If you have any questions about the above proposal, please do not hesitate to contact me.

Very truly yours,

A handwritten signature in blue ink, appearing to be 'Drewry Simmons Vornehm', written over the typed name below.

**DREWRY SIMMONS VORNEHM, LLP**