



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 ♦ Established 1961

August, 4th, 2011

Indianapolis Chapter CSI August Board Meeting
Drewry Simmons, 736 Hanover Place, St. 200, Carmel, In.

Attendance: Pete Kerfoot, Edmund Brown, Cheri Longerbone, Mark Smith,
David Young, Ariel Su, Andy McIntyre, Andy Meiring, Kent Hughes
Excused: Blake Wagner Chris Drewry, Scott Bays, Jamie Spice

Indianapolis Chapter Board Meeting called to order 6:21pm

- 1) **Review Meeting Minutes of previous Meeting:** Longerbone
 - a) The Board approved the minutes. **(Hughes/McIntyre)** Motion Passed.
- 2) **Treasurer's Report:**
 - a) Review bills and budget. Submit for audit. Drewry
- 3) **Presidents Report:** Kerfoot
Next week is Great Lakes Region Conference. Board of Directors is encouraged to attend.
- 4) **Committee Reports:**
 - a) **Growth:**
 - i) Academic Affairs/Student Affiliate: Hughes
No report
 - ii). Membership Retention and Membership Outreach Young
 - (1) Chapter membership update was discussed and there are 7 new members since February. New Badges are being made for the new members.
 - (2) A new badge supplier for the Chapter is being evaluated by the board and being considered as a new source for badges. Samples will be provided by Bardach Awards for Board of Directors review.
 - (3) An email message draft will be reviewed by the Board to be sent to those members whose membership has not been renewed or approaching renewal.
 - (4) The board is continuing discussion on use of public relations firm to assist in increasing Chapter membership.
 - (5) The committee is working on compiling an accurate electronic file on inactive and active members so that Chapter can develop ways to communicate and also encourage meeting attendance...
 - iii) Technical: Longerbone
 - (6) No report
 - b) **Events:**
 - i) Programs: McIntyre
 - (1) August 2011 is Pecha Kucha on Sustainable Construction.
 - (a) Presenters to date: Blake Wagner, Alan Cradler, Paul Sternberg
 - (2) September 2011 is Part II Bid Day Happenings.
 - (a) Randy Reifsnider, AIA, CSI, CCS, LEED AP, SCIP, Member of the Louisville CSI Chapter and Past Region President will be Moderator..
 - (3) October 2011 Tradeshow
 - (4) November 2011 will be Joint Meeting and Educational Seminar with Program and Tour concerning Fire Suppression..
 - (5) December 2011 is the Holiday Party
 - (6) Potential future program for February may be, Master Planning of Ball State University.
 - ii) Golf Outing: Meiring
15 teams participated in the Golf Outing
 - iii) Education: Brown
 - New tracking methods for CEU learning units for Chapter members and non members were discussed.
 - The Palladium Tour was a success.
 - The Trade show seminar speaker is confirmed for October 20th.
 - iv) Trade Show: Hughes
 - Committee meeting was held on 8/22. Past year vendors will be contacted to inquire about participation in the upcoming CSI Trade Show.
 - The next meeting will be held on 8/26
 - The Trade Show Committee is looking for Architectural firms to sponsor the Student Competition.
 - v) Special Events: Smith
The Indians Game Event is Friday night, September 2, 2011



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c) **Administration:**

- i) The September Chapter Meeting has been changed to the 4th Thursday to accommodate the CSI National Convention..
Kerfoot
- ii) Advertising: No report
Spice
- iii) Awards: No report
Su
- iv) Certification: (1) No report
Spice
- v) Communications: Wagner
There is a new graphic for advertisers on the Chapter website.
The newsletter format is being re evaluated.
The use of Constant Contact is confirmed and will be implemented..
- vi) Education Foundation: Wagner
The next meeting will be held on 8/10
- vii) Nominations: Brown
- viii) Table Tops: Drewry
No report

5) **Old Business:**

a)

6) **Tabled / In-Progress Business (No discussion Needed):**

Smith

- a) Chapter Policy – In Process – Don Amt Chair.
***bylaws are still in works
- b)

7) **New Business:**

- a.) A Committee Organizational Chart proposed by Andy McIntyre is being discussed by the board.

8.) **Next Meeting: September 8th, 2011 at Drewry Simmons, 736 Hanover Place, St. 200, Carmel, In.**

Indianapolis Chapter Board Meeting was adjourned at

Attachments: Board Meeting Agenda Aug. 2011
Treasurer's Report Aug. 2011

Respectfully Submitted, Cheri Longebone, Secretary, Indianapolis Chapter CSI