



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 09, 2012

**Indianapolis Chapter CSI Board Meeting
Drewry Simmons, 736 Hanover Place, St. 200, Carmel, IN 46032.**

Attendance: Pete Kerfoot, Edmund Brown, David Young, Kent Hughes, Chris Drewry Ariel Su; Andy McIntyre, Jami Spice, Scott Bays, Susan Simon, Andrew Huehls, John Arnold
Excused: Chris Hughes

Indianapolis Chapter Board Meeting called to order 6:26 PM

- 1) **Review Meeting Minutes of previous Meeting:** **Spice**
 - a) The Board approved the minutes. (**K. Hughes/ Brown**) Motion Passed.
- 2) **Treasurer's Report:** **Drewry**
 - a) Reviewed and approved August Treasurer's report
 - b) New signature cards from the bank to be signed by Brown, McIntyre, Young and Spice to execute signatures for checks
- 3) **President's Report:** **McIntyre**
 - a) Presented Construction Marketing Team (CMT) member spotlight videos.
 - b) Discussion
 - c) Goal is to video 2 members/months to have 12 videos for CSI video marketing program by the end of the fiscal year
 - d) Motion to create Marketing line item funded initially with \$500 (\$300 from Programs \$100 from President \$100 from President Elect) to Pay Tom Frank for professional video services. (**Su/Huehls**) Motion passed.
- 4) **Committee Reports:**
 - a) **Growth:**
 - i) **Academic Affairs:** **K. Hughes**
 - (1) Trade Show Student Competition will be a mentoring opportunity this year. CSI Mentors will participate with the Students to answer questions and introduce students to exhibitors.
 - (2) Focusing on local programs IUPUI and IVY Tech
 - (3) Working on getting mentors, and questions that will be available in 2 weeks.
 - (4) Review program after Trade Show to see how to proceed with Student Competition next year 2013
 - ii) **Construction Marketing Team (CMT) Project:**
 - (1) Discussion and motion under President's Report
 - iii) **Membership Retention and Membership Outreach:** **Young**
 - (1) No membership meeting last month
 - (2) Membership 184
 - (3) Next meeting 8/20
 - (4) Follow up on new board members list at institute(Spice)
 - (5) Created tracking log of old or potential new members. E-mail blasts generated (3) new members.
 - iv.) **Technical:**
 - (1) No report **Bays**
 - A.) **Events:**
 - i.) **Programs:** **McIntyre**
 - (1) August Program: Topic: "Lady Victory Restoration". Presenter: Arsee Engineers-Victoria Emery. Joint meeting with the Indianapolis Chapter, International Concrete Repair Institute (ICRI).
 - ii.) **Education:** **Brown**
 - (1) CEU issue should be corrected. AIA registration had expired. AIA is in the process of approving 2011 past programs and seminars
 - (2) September Trade Show seminar Presenter: Ana Alexander with HKS-Maragatti.
 - (3) S.M.A.C.N.A. Standards Seminar is being considered and proposed to be held at SMACNA Facility on November 15' Topic: New SMACNA manual and Indoor Air Quality (speaker to be determined).
 - iii.) **Golf Outing:**
 - (1) No report **C. Hughes**
 - iv.) **Trade Show:** **K. Hughes**
 - (2) 42 Exhibitors
 - (3) Sending e-mails and telemarketing
 - v.) **Special Events:** **Huehls**
 - (1) No report



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B.) Administration:

- i.) Advertising/Sponsorships; **Spice**
 - (1) Updating sponsorship packages menu selections
 - (2) Adding sponsorship options and paypal payment option on CSI website
- ii.) Awards: **Bays**
 - (1) no report
 - (2) Motion to pull the funds from awards this year to pay for 3 pins(**Kerfoot/Arnold**)Motion passed
- iii.) CMT **Su**
 - (1) Discussion; planning video graphing 2 members/ month at monthly Chapter meetings
- iv.) Certification: **Spice**
 - (1) Fall registration is open
- v.) Roster: **Simon**
 - (1) no report
- vi.) Communications: **Randall**
 - (1) no report
- vii.) Education Foundation: **Kerfoot**
 - (1) Discussion on how to better promote scholarships
- viii.) Table Tops: **McIntyre**
 - (1) 1 scheduled for August meeting
 - (2) 5-6 potential tabletop participants for future meetings

5.) Old Business:

- a.) No report

6.) Tabled / In-Progress Business:

- a.) Chapter Bylaws /Policy-

7.) New Business: No new business

8.) Next Meeting: **Thursday September 13, 2012 at Drewry Simmons, 736 Hanover Place, St. 200, Carmel, IN 46032**

Indianapolis Chapter Board Meeting was adjourned at 8:12 PM.

Attachments: Board Meeting Agenda August 2012
Treasurer's Report, July and August, 2012

Respectfully Submitted, Jami Spice, Secretary, Indianapolis Chapter CSI