



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

August 8, 2013

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

**Attendance:** Edmund Brown, Susan Simon, Chris Hughes, John Arnold, Christine Walter, Joel Young, Scott Bays, Kent Hughes

**Excused:** Andrew Huehls, Andy McIntyre, Chris Drewry, David Young, Ariel Su

**Indianapolis Chapter Board Meeting called to order 6:35 PM**

- 1) **Review Meeting Minutes of previous Meeting:** **Hughes**
  - a) The Board approved the July meeting minutes. (Ed Brown/Chris Hughes) Motion Passed.
  
- 2) **Treasurer's Report:** **Drewry(Brown)**
  - a) Reviewed July's Treasurer's report, and filed for audit
  - b) *RE: (Ken Schmidt), we have been provided with a new opportunity for receiving payments at chapter meetings and the like. I have signed us up for, and we will soon be receiving in about a week, a "square" that will now allow us to accept credit cards by swiping the cards through a square that connects through the headphone jack in your phone. This square will be used in conjunction with an App downloaded to your phone. Though I have never used one personally, they are very common, and it comes highly recommended by Ken and his colleague (whose wife uses it for her business). The best part (from your humble treasurer's standpoint J) is that it is only a 2.75% transaction fee (less than our pre-existing vendors) and, once swiped, the money is routed directly to our bank account without needing to coordinate through other vendors/websites. I have download information for the App, so I will have to coordinate with the individual(s) working the door at chapter meetings, tours, seminars, etc., to ensure that they have the proper account info.*
  
- 3) **President's Report:** **Brown**
  - a) Reported on GLR Conference last month and encouraged the board to join in on the planning and staffing of the GLRC 2014
  - b) Much new business last month with John Fleck's death and GLRC.
  - c) Susan Simon asked about this year's scheduled Chapter Meetings times (starting, board business, etc) Ed replied, "Dinner Start 630/chapter business 715/ Activity 815ish)
  
- 4) **Committee Reports:**
  - a) **Growth:**
    - i) **Academic Affairs:** **J. Young**
      - (1) Focus on the Trade Show. Attended the Trade Show meeting this past week.
      - (2) Flyer coming out this week. Geared to students. BSU starts Aug 19. Others similar as well.
      - (3) Activity planned - "Fill in the Detail". Joel is working with his team and with Andy. Multiple prizes.
      - (4) Spoke with Larry Podojil regarding the GLRC "student turn-out" for 2014.
      - (5) Considering a "get-in free card" for prospective students/interns.
      - (6) discussed costs for printing flyers, cards, brochures and poster - "Speak to Tony Dargo" (Scott Bayes)
    - ii) **CMT:** **Su**
      - (1) No report
    - iii). **Membership Retention and Membership Outreach:** **D. Young**
      - (1) David Young's family is one larger. Congrats to our fellow board member and family.
      - (2) The chapter is steady holding at 187 members
      - (3) Phil Caito/J. White will do a blitz at YAF, will hand out CDT and certification info.
      - (4) Reinststitute contacting dropped members.
    - iv.) **Technical:** **K. Hughes**
      - (1) No new initiatives at this time. Paul indicated he wanted to thank Steve Cain for his Newsletter articles on ADA issues in the February through May issues of the Winner's Circle. More articles concerning technical issues and practice are encouraged.
  - A.) **Events:**
    - i.) **Programs: (No Change from July)** **Brown**
      - (1) Conference committee on GLRC 2014.
      - (2) Conference has a logo. Ed presented a copy for review.
      - (3) Steve Cain and Mike Brannan will be meeting with Marriott Place folks and NCAA HQ personnel to ensure that the properties meet our needs for space and budget.
      - (4) Education and Leadership training will be a key component of the 2014 conference, as will including the local design community in our activities.



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(5) GLRC 2014 planning is ongoing with regularly scheduled meetings at CSO each month. Participation is encouraged.

- ii.) Education: **Brown**  
(1) No Report
- iii.) Golf Outing: **C. Hughes.**  
(1) Planning out next year's event. Chris is asking for suggestions as to course.
- iv.) Trade Show: **McIntyre**  
(1) 60 booths of 65 are sold.  
(2) AIA and USGBC are intensively marketing the event. Enthusiasm for the show is high.  
(3) A number of board members expressed the need for "the list" from Andy McIntyre (promised last month) of vendors who have registered in order to contact those who have not..
- v.) Special Events **Huehls**  
(1) No report.

**B.) Administration:**

- i.) Advertising/Sponsorships; **K. Hughes**  
(1) All platinum sponsors have selected their booths and 2 of 3 have bought extra spaces.
- ii.) Awards: **Bays**  
(1) No Report.
- iii.) Certification: **A Huehls**  
(1) The certification committee has been having trouble getting the Chapter website updated to reflect the fall exams. The website still has the spring exam information
- iv.) Roster: **McIntyre**  
(1) Ask membership committee to review the roster to see who was left out and reprint new versions.
- v.) Communications: **Arnold**  
(1) No report
- vi.) Education Foundation: **McIntyre**  
(1) No report
- vii.) Table Tops: **Simon**  
(1) Susan wants to contact Eric Jones to coordinate TT with meeting topic.

**5.) Old Business: none**

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

- a) Chapter Bylaws are still on the table,
- b) The revised bylaws were voted on and approved by the chapter (July meeting).
  - i) Institute reviewed the approved version. According to the Institute while the bylaws are in "substantial agreement" with the Model Bylaws there were minor articles which Institute suggested the chapter reconsider.
  - ii) Revised bylaws with the changes made will have to be approved by Institute(minor changes sent).
  - iii) Corrected bylaws will have to be voted on by the Chapter.

**7.) New Business:**

- a) There was ongoing discussion from last month of the combining the awards banquet with the golf outing. It was agreed that combining the two does not help either event. Both will remain separate.
- b) Reporting of LU to AIA by CSI has been passed on to Raun Love and Pete Malm from Kristin Welty and Blake Wagner. The board thanks Kristin and Blake for their hard work. AIA charges CSI \$150 to file the credits. For the past 2 years this has been paid by Kristin out of pocket. It was proposed to reimburse him \$300. (Motion **S. Simon**/second **S. Bays**) motion carried.

**8.) Next Meeting: Thursday September 5, 2013 at BSA Lifestructures, 9365 Counselors Row Indianapolis, IN 46240**

Indianapolis Chapter Board Meeting was adjourned at      8:02      PM.



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**Attachments:** Board Meeting Agenda August 2013  
Treasurer's Report, August 2013

**Respectfully Submitted, K.A. Hughes Chapter VP, Indianapolis Chapter CSI**