



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

December, 1, 2011

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

Attendance: Pete Kerfoot, Edmund Brown, Cheri Longerbone, Mark Smith, Scott Bays David Young, Kent Hughes, Blake Wagner, Chris Drewry

Excused: Ariel Su, Jamie Spice, Andy Meiring

Late: Andy McIntyre

Indianapolis Chapter Board Meeting called to order 6:34PM

- 1) **Review Meeting Minutes of previous Meeting:** **Longerbone**
 - a) The Board approved the minutes. **(Smith/Wagner)** Motion Passed.
- 2) **Treasurer's Report:** **Drewry**
 - a) Review bills and budget. Discussion. Submit for audit.
- 3) **Presidents Report:** **Kerfoot**
 - a) Holiday Party. All board members are encouraged to attend. Discussion
- 4) **Committee Reports:**
 - a) **Growth:**
 - i) **Academic Affairs/Student Affiliate** **Hughes**
 - (1) Ball State Interior Design Dept. is showing interest in CSI. Discussion.
 - ii). **Membership Retention and Membership Outreach** **Young**
 - (1) Held first committee meeting. Meetings to be held every 3rd Monday.
 - (2) Current Chapter membership stands at 187 members. There are 3 new members and 4 dropped members. Discussion
 - (3) Mentors will be assigned to each new member.
 - (4) Continuing to send email form letter to dropped members and contact with any needs to renew membership.
 - (5) Seward Sales will pay for up to 10 students per Chapter meeting in support of student attendance.
 - (6) Next meeting is December 19th.
 - (7) CSI National membership promotion, "Buy One Give One". Discussion.
 - i) **Technical:** **Longerbone**
 - (1) Remaining Practice Guides are in their second draft and will not need additional reviewers.
 - (2) The focus is currently on Green Format. The Application Guide and new PowerPoint(s) are currently in the works in addition to chairing the Task Team.
 - (3) A newsletter article will be written on the new Indiana price preference for local business for contracts awarded by local political subdivisions - IC 5-22-15-20.9.
 - a) **Events:**
 - i) **Programs:** **McIntyre**
 - (1) December 2011 is the Holiday Party
 - (2) January 2012 is a Program on Construction Economic Outlook and Forecast in the form of Panel discussion. Participants to be announced.
 - (3) February 2012 program will be presented by, Greg Graham of Ball State University on The Master Planning of Ball State University
 - (4) March 2012, will be HVAC related topic and joint meeting with ASHRAE.
 - (5) April 2012, will be Mock Trial
 - (6) May 2012, will be Post Mortem on Super Bowl Construction.
 - (7) June 2012, will be the Awards Banquet
 - ii) **Education:** **Brown**
 - (1) November Seminar was held at Ryan Fire Protection. 12 attended. Discussion
 - (2) April Seminar will be on ASHRAE 189.1 Presenter will be announced
 - (3) May Seminar to be Panel Discussion on Value Engineering with Joint meeting with Indiana Subcontractors Association.
 - (4) Committee meeting to be held at the Dal Tile Facility 2nd Monday every month
 - iii) **Golf Outing:** **Meiring**
 - (1) No Report
 - iv) **Trade Show:** **Hughes**
 - (1) Attendance, 77 architects, 9 students, 22 Product Supplier Reps. Discussion
 - (2) Trade show date. Discussion



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- v) Special Events: **Smith**
 - (1) Christmas Party will be held on 2nd Thursday in December at the Skyline Club.
 - (2) Indianapolis Children's Choir Performing.

- b) **Administration:**
 - i) Advertising: **Spice**
 - (1) Committee met December 1st. Draft is formed to offer Sponsorship approach. Discussion
 - (2) There will be no more Banner ads.
 - ii) Awards: **Su**
 - (1) No report
 - iii) Certification: **Spice**
 - (1) No report
 - iv) Communications: **Wagner**
 - (1) Website has registration information for Holiday Party.
 - (2) News letter articles are now listed on Twitter and Face Book Feeds
 - v) Education Foundation: **Wagner**
 - (1) No Report
 - vi) Table Tops: **Drewry**
 - (1) The new Table Tops Committee Chair is Jeremy Hoffman (**sp?**)

- 5) **Old Business:**
 - a) CSI academies to attend upcoming Foundation meeting.

- 6) **Tabled / In-Progress Business:**
 - a) Chapter Bylaws /Policy- In process **Smith**
 - b) Report to be presented at the December board meeting
 - i) No Report

- 7) **New Business:**
 - a) Nominating Committee is; Ed Brown, Blake Wagner, Mark Smith, and Andy McIntyre.
 - b) Motion: To accept Pete Baker and Ivette Ramirez be allocated a maximum of \$250.00 for Construct 2011 Reimbursement. **(Hughes/Smith)** Passed.
 - c) Suggestion was made for location to archive CSI Chapter materials.
 - d) Committee is formed to locate storage facility to house and archive CSI memorabilia. Committee members are: Scott Bays and Ed Brown. Discussion

8) Next Meeting: Thursday January, 12th, 2011 at Drewry Simmons, 736 Hanover Place, St. 200, Carmel, In.

Indianapolis Chapter Board Meeting was adjourned at 8:07PM.

Attachments: Board Meeting Agenda December. 2011
Treasurer's Report, December. 2011

Respectfully Submitted, Cheri Longerbone, Secretary, Indianapolis Chapter CSI