



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

December 5, 2013

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

**Attendance:** Edmund Brown, Christine Walter, Andrew Huehls, Andy McIntyre, David Young, Joel Young, Kent Hughes, John Arnold, Scott Bays, Ariel Su

**Excused:** Susan Simon, Chris Drewry, Chris Hughes,

**Guests:**

**Indianapolis Chapter Board Meeting called to order 6:50 PM**

- 1) **Review Meeting Minutes of previous Meeting:** **Huehls**
  - a) The Board approved the November meeting minutes. (**Scott Bays/David Young**) Motion Passed.
  
- 2) **Treasurer's Report:** **Drewry**
  - a) Reviewed November's Treasurer's report, and filed for audit
  - b) Filing confirmation IRS form 990N is pending.
  
- 3) **President's Report:** **Brown**
  - a) Outstanding items for 2014: Awards, Golf Outing, and Chapter elections
    - i) Scott Bays, and Ariel Su will be outgoing board Members. David Young will start a new term as Chapter President
  - b) Meeting Locations: (Due to Riverwalk being closed for remodel)
    - i) Motion to have the February Chapter meeting at Martin House (**D Young/K Hughes**) Motion Passed.
    - ii) Ed is to require Riverwalk to provide a proposal by January 9<sup>th</sup> to hold the March, April, and May Chapter Meetings at Riverwalk.
    - iii) The intent is to get Chapter Meeting location contracts in sync with the chapter's fiscal year.
    - iv) 2014 fees for Riverwalk are not yet available.
  
- 4) **Committee Reports:**
  - a) **Growth:**
    - i) **Academic Affairs:** **J. Young**
      - (1) 3 Ball State Students attended November's Chapter meeting as guests.
      - (2) The committee plans to sponsor some students that have shown sincere interest and are likely to attend chapter meetings.
      - (3) Academic Affairs (Joel Young, Paul Sternberg, David Young, Ed Brown) will have a booth at the College of Architecture Job Fair February 24 or 26, 2014
    - ii) **Marketing:** **Su**
      - (1) An RFP had been developed to seek proposals from video marketing firms to continue producing monthly spots for the Chapter YouTube Channel.
      - (2) The RFP will be issued in January. The goal will be to complete proposal review, negotiations, and select a firm for the start of the next fiscal year.
      - (3) A marketing committee is to be formally created. Ariel Su will be the initial committee chairperson and recruit committee members.
    - iii) **Membership Retention and Membership Outreach:** **D. Young**
      - (1) The current membership count is 177 members.
      - (2) The last committee meeting was November 18<sup>th</sup>. There are currently only 2 active members in the committee.
      - (3) We lost 9 members in the last month, who were mostly sponsored students.
      - (4) The committee plans to start a membership drive in 2014 to give rebates to current members for recruiting new members on a sliding scale for number of Professional Members recruited. Proposed guidelines will be presented at next month's Board Meeting.
      - (5) A new round of CSI cards will be printed in January. The current ones have the 2013 #DesignIndy information. Joel Young will produce a markup.
      - (6) Information on National Membership discounts was sent to the Potential Members list.
    - iv.) **Technical:** **K. Hughes**
      - (1) No Report
  - b) **Events:**
    - i.) **Programs:** **Brown**
      - (1) November's Mock Bid was a big success.
      - (2) December – Christmas Party
      - (3) January (to be held at Martin House)–Deep Rock Tunnel Project
      - (4) February – Panel Discussion on Energy Modeling
      - (5) March - ABAA (Air Barrier Association of America) certified applicators
      - (6) April – ADA (specific topic TBD)



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- (7) May – Master Planning (either Butler or Marion University)
- ii.) Education: **Brown**
  - (1) Discussion with Midwest Masonry Council for a spring event
- iii.) Golf Outing: **C. Hughes.**
  - (1) No report
- iv.) Trade Show: **McIntyre**
  - (1) The trade show made a profit for the Chapter this year.
- v.) Special Events **Huehls**
  - (1) No report.
- vi.) GLR Host Committee **Baines**
  - (1) The committee is meeting December 16<sup>th</sup>.
- c) **Administration:**
  - i.) Advertising/Sponsorships; **K. Hughes.**
    - (1) Many inquiries have been sent. The hope is to start selling sponsorships by the end of the month.
    - (2) A spreadsheet for sponsorship levels is being prepared for posting to the Chapter website.
    - (3) The new sponsorship structure will take effect for the fiscal year starting July 1, 2014.
    - (4) The past year generated some issues with competitors being displayed adjacent to each other.
    - (5) Table Tops are in the process of being phased out. Meeting Sponsorships will take the place of Table Tops.
  - ii.) Awards: **Bays**
    - (6) No Report; Activity to start in January
  - iii.) Certification: **Huehls**
    - (1) No more activity until spring.
  - iv.) Roster: **McIntyre**
    - (1) No Report
  - v.) Communications: **Arnold**
    - (1) No Report
  - vi.) Education Foundation: **McIntyre**
    - (1) No meeting this month
    - (2) Next meeting January 8<sup>th</sup>, 2014 @ Seward Sales (7330 E 90<sup>th</sup> St.)
  - vii.) Table Tops: **Simon**
    - (1) No Report

**5.) Old Business:**

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

- a) Chapter recruitment rebate program
- b) It is time to revisit/update the strategic plan. The goal is to complete the update by the end of the fiscal year. David will contact Blake Wagner and Thad Goodman. Ariel Su agreed to be on the committee.
- c) Marketing/Publication:
  - i) To market/publicize Chapter programs through Eventbrite, they charge a 3% fee. It was used for the tradeshow, and it worked well for registrations and payment processing.
  - ii) Constant Contact costs us approx \$75 per month. This includes event hosting, email marketing, survey, email archive and graphic library.
  - iii)
  - iv) We typically prepay to save about 20% every six months at approx \$360 per 6/mo.
  - v)
  - vi) Note, Eventbrite is NOT the same as Constant Contact. It does not allow for general communication with the membership. The one part that is the same would be the event marketing component which is a \$25 chunk of that monthly fee. There is no further charge for people that register other than the % that Paypal takes if a person uses a credit card to pay.
- d) GLR Host Committee (Carry over from November; **need confirmation of account creation**)
  - i) Committee requested authorization from the board to establish a checking account with the Committee Treasurer and Committee Chair as signatories utilizing the \$2,000 from the GLR Host Committee and Region Conference Chapter budgets as seed money.
  - ii) Motion to approve (S. Simon/ Christine Walter); motion carried.



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**7.) New Business:**

a)

**8.) Next Meeting: Thursday January 9, 2013 at BSA Lifestructures, 9365 Counselors Row Indianapolis, IN 46240**

**Indianapolis Chapter Board Meeting was adjourned at \_\_\_9:08\_\_\_ PM.**

**Attachments:** Board Meeting Minutes November 2013  
Treasurer's Report, November 2013

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