



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

February 13, 2013

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

Attendance: Edmund Brown, Christine Walter, Andrew Huehls, Pete Kerfoot, David Young, Joel Young, Kent Hughes, Scott Bays, Ariel Su, Chris Hughes

Excused: Chris Drewry, Susan Simon, John Arnold,

Guests:

Indianapolis Chapter Board Meeting called to order_6:41__PM

- 1) **Review Meeting Minutes of previous Meeting:** **Huehls**
 - a) The Board approved the January meeting minutes. (**Kent Hughes/ Ariel Su**) Motion Passed.

- 2) **Treasurer's Report:** **Drewry**
 - a) Reviewed January's Treasurer's report, and filed for audit
 - b) There is a 2-year-old check from the Chapter to the Foundation that was recently found and was never deposited. The chapter may need to re-issue the check.
 - i) Motion to re-issue the check to the Foundation upon receipt of the original check by the Chapter (**D. Young/ K. Hughes**) Motion Passed.

- 3) **President's Report:** **Brown**
 - a) A moment of silence was taken in memory of Max Hartzler
 - b) David Fryman has volunteered to be the Chapter's Good Will Ambassador

- 4) **Committee Reports:**
 - a) **Growth:**
 - i) **Academic Affairs:** **J. Young**
 - (1) Attending the Ball State Job Fair 2/24/14 for recruiting.
 - ii) **Marketing:** **Su**
 - (1) Working on ideas for how to sell the value of CSI Indy.
 - (2) The RFP to seek proposals from video marketing firms to continue producing monthly spots for the Chapter YouTube Channel has been tweaked for the board to review. The goal will be to complete proposal review, negotiations, and select a firm for the start of the next fiscal year.
 - iii). **Membership Retention and Membership Outreach:** **D. Young**
 - (1) The current membership count is 178 members.
 - (2) The membership drive is well under way.
 - (3) The next committee meeting will be 2/18 in a joint meeting with Marketing.
 - (4) A new round of CSI cards is to be printed soon. The current ones have the 2013 #DesignIndy information. Joel Young will produce a markup.
 - iv.) **Technical:** **K. Hughes**
 - (1) Very little movement on Green Format at this time. Working on a few technical edits.
 - b) **Events:** **Brown**
 - i.) **Programs:**
 - (1) February – Panel Discussion on Energy Modeling
 - (2) March – ABAA (Air Barrier Association of America) certified applicators
 - (3) April – ADA (specific topic TBD)
 - (a) Hopefully returning to Willows on Westfield (formerly Riverwalk)
 - (4) May – IMI, Indiana Masonry Institute and Midwest Masonry Council
 - (5) June – Awards Banquet @ Columbia Club
 - (6) July – The Chapter meeting will be the 5th Thursday at the NCAA Hall of Champions Building
 - (7) August – Transit Center
 - (8) September – Trade Show
 - (9) October – Master Planning (either Butler or Marion University)
 - (10) November – Glazing
 - (11) December – Holiday Party
 - ii.) **Education:** **Brown**
 - (1) See Programs
 - iii.) **Golf Outing:** **C. Hughes.**
 - (1) Considering moving the outing back to July
 - (2) Potential courses are being investigated.



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- (a) Golf Club of Indiana is very interested in having the event again
- (b) Plumb Creek and Fort Harrison are also being considered

iv.) Special Events **Huehls**
(1) Looking into organizing a Duckpin Bowling Event.

c) Administration:

i.) Advertising/Sponsorships; **K. Hughes.**
(1) Jami needs to step down as chairperson and would like to find a replacement.
a. Ariel Su agreed to speak to Jami to see about helping.

ii.) Awards: **Bays**
(1) Meeting tomorrow to coordinate for Chapter, Institute, and Region awards.

iii.) Certification: **Huehls**
(1) The committee is prepared for the certification classes, the website is current, but we have not heard from anyone as of yet that plans (has registered) to take any of the exams.

iv.) Roster: **Kerfoot**
(1) Discussion about the frequency and process for updating the roster

v.) Communications: **Arnold**
(1) No Report

vi.) Education Foundation: **Kerfoot**
(1) Scholarship applications are out
(2) Considering skeet shooting, bowling, paddle boat race on the canal, wine basket at GLR, and other fundraisers

vii.) Table Tops: **Simon**
(1) 3 Table Tops are expected for this month.

5.) Old Business:

- a) 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.

6.) Tabled / In-Progress Business:

- b) Roster Updates
- c) Meeting Locations:
 - i) Ed will contact Riverwalk tomorrow to provide a proposal to hold the April, and May Chapter Meetings at Riverwalk.
- d) GLR Host Committee
 - (1) The contract with the Courtyard Marriott has been signed.
 - (2) A contract with the NCAA Headquarters has been negotiated (I am not sure if it has been signed yet). A required advance payment will be made next week to reserve the spaces. This will be sent with the signed contract.
 - (3) A tentative conference schedule has been outlined.
 - (4) Sponsorships are being solicited.
 - (5) Thursday, July 31 will be the monthly Indianapolis Chapter CSI meeting, to be held at the NCAA HQ with a presentation by Ratio on the design and construction of the HQ and Hall of Champions.
 - (6) A gala event is scheduled for Friday evening at the NCAA HOC.
 - (7) Registration will be underway within the next 30 days.

7.) New Business:

- a) Proposal from Drewry Simmons Vornheim to be the Chapter's Legal Counsel in exchange for:
- b) Elections:
 - i) Nominations will be opened to the Chapter at next month's meeting
 - ii) David Young has 3 people to have agreed to run, a minimum 4th is needed to have a full slate (Chris Drewry, Scott Bays, Ariel Su, and Pete Kerfoot are leaving the board)
 - iii) Elections will be in March

8.) Next Meeting: Thursday March 13, 2013 at BSA Lifestructures, 9365 Counselors Row Indianapolis, IN 46240

Indianapolis Chapter Board Meeting was adjourned at 8:59 PM.

Attachments: Board Meeting Minutes January 2014
Treasurer's Report, January 2014



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Respectfully Submitted, Andrew Huehls, Secretary, Indianapolis Chapter CSI