



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

January 9, 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, Susan Simon, Chris Drewry

Excused: Chris Hughes

Guests:

Indianapolis Chapter Board Meeting called to order 7:05 PM

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

- 2) **Treasurer's Report:** **Drewry**
 - a) Reviewed December's Treasurer's report, and filed for audit
 - b) Filing confirmation IRS form 990N is received.

- 3) **President's Report:** **Brown**
 - a) Outstanding items for 2014: Awards, Golf Outing, CSI Academies, and Chapter elections
 - i) Please pass information for those known to be interested in serving on the board to Ed

- 4) **Committee Reports:**
 - a) **Growth:**
 - i) **Academic Affairs:** **J. Young**
 - (1) Attending the Ball State Job Fair for recruiting.
 - ii) **Marketing:** **Su**
 - (1) 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.
 - (2) A marketing committee has been formally created. Ariel Su is the committee chairperson and is recruiting committee members.
 - (3) An initial framework, objectives, and action plan for the committee were presented.
 - (4) It was suggested that the marketing committee hold joint meetings with Membership and Academic Affairs to both increase participants and due to overlapping interest.
 - iii) **Membership Retention and Membership Outreach:** **D. Young**
 - (1) The current membership count is 175 members.
 - (2) The last committee meeting was December 16th. There are currently only 2 active members in the committee.
 - (3) Guidelines for the proposed guidelines were presented.
 - (4) A new round of CSI cards is still anticipated be printed in January. The current ones have the 2013 #DesignIndy information. Joel Young will produce a mock-up.
 - iv.) **Technical:** **K. Hughes**
 - (1) Very little movement on Green Format at this time. Working on a few technical edits.
 - b) **Events:**
 - i.) **Programs:** **Brown**
 - (1) January (to be held at Martin House)—Deep Rock Tunnel Project
 - (2) February – Panel Discussion on Energy Modeling
 - (3) March - ABAA (Air Barrier Association of America) certified applicators
 - (4) April – ADA (specific topic TBD)
 - (5) May – Master Planning (either Butler or Marion University)
 - ii.) **Education:** **Brown**
 - (1) Still in discussion with Midwest Masonry Council for a spring event
 - iii.) **Golf Outing:** **C. Hughes.**
 - (1) No report
 - iv.) **Special Events** **Huehls**
 - (1) No report.
 - c) **Administration:**
 - i.) **Advertising/Sponsorships:** **K. Hughes.**



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

- (1) A spreadsheet for the sponsorship information for the Chapter website is under development, and should be done next week.
- ii.) Awards: **Bays**
 - (1) Organization for first committee meeting is underway.
- 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) Meeting postponed until January 15th, 2014 @ Seward Sales (7330 E 90th St.)
- vii.) Table Tops: **Simon**
 - (1) Would like new member contact information from Membership to reach out for Table Tops

5.) Old Business:

6.) Tabled / In-Progress Business:

- a) Meeting Locations:
 - i) Ed will contact Riverwalk tomorrow to provide a proposal to hold the March, April, and May Chapter Meetings at Riverwalk.
- b) An outline for a Chapter recruitment incentive program was distributed and discussed for a new membership drive.
 - i) Motion to approve the Membership Drive as proposed (**Kent Hughes/Joel Young**) motion passed.
- c) 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.
- d) GLR Host Committee (Carry over from November; the approved account was created 1/9/2014 and the previously approved transfer of \$2,000 from the GLR Host Committee and Region Conference Chapter budgets as seed money was executed.)
- e) GLR Host Committee
 - (1) Andy McIntyre is stepping down from the board for personal reasons with the support of the Board of Directors, but will continue as tradeshow chair with some assistance to the GLR Committee.
 - (2) Due to Andy's role as Immediate Past President, the board not being able to vote another existing Director to this Officer position, and desire to maintain the guidance of a recent Chapter President, recent Chapter Past Presidents will be requested to sit in on the remaining Board of Directors meetings for the remainder of this fiscal year. **Update: Past President Pete Kerfoot has agreed to fill in for Andy for the remainder of the fiscal year.**

7.) New Business:

- a) A request from Pete Baker was read to increase attendance fees to the Chapter Holiday Party and Awards Banquet for non-members (other than members and their spouses), since the Chapter subsidizes the member-rates.
 - i) Setting the fees for these programs is the responsibility of the Special Events Committee. If the committee wants to take this direction, they have the board's support.

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

Indianapolis Chapter Board Meeting was adjourned at 8:39 PM.

Attachments: Board Meeting Minutes December 2013
Treasurer's Report, December 2013

Respectfully Submitted, Andrew Huehls, Secretary, Indianapolis Chapter CSI