



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

July 14, 2011

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

**Attendance:** Blake Wagner, Pete Kerfoot, , Edmund Brown, Cheri Longerbone, Mark Smith, Jami Spice,  
Scott Bays, David Young, , Chris Drewry

**Excused:** Kent Hughes, Ariel Su, Andy McIntyre, Andy Meiring

**Guest:** Eric Spohn, Spohn Associates

**Indianapolis Chapter Board Meeting called to order 6:23pm**

- 1) **Review Meeting Minutes of previous Meeting:** **Longerbone**
  - a) The Board approved the minutes. ( **Wagner/Brown** ) Motion Passed.
  
- 2) **Treasurer's Report:** **Drewry**
  - a) Review bills and budget. Submit for audit.
  
- 3) **Presidents Report:** **Kerfoot**
  - a) The 4 key points of Strategic Plan was discussed and bi-monthly review was suggested..
  - b) The Great Lakes Region is hosting a Pecha Kucha and has asked Pete Kerfoot, CSI Chapter President, to present the Indianapolis Chapter accomplishments Fiscal Year 2011.
  
- 4) **Committee Reports:**
  - a) **Growth:**
    - i) **Academic Affairs/Student Affiliate:** **Hughes**
      - (1) There will be a meeting with Bill White to develop strategic plan to increase student interest beyond education into future Chapter membership.
    - ii). **Membership Retention and Membership Outreach** **Young**
      - (2) Student membership development was discussed and the benefit to the student as member of CSI..
      - (3) A public relations consultant was suggested as a resource for information on ways to increase Chapter Membership. .
    - ii) **Technical:** **Longerbone**
      - (1) Paul Sternberg is chairing Green Format Program Maintenance Task Team.
      - (2) The Green Format Task Team will be emphasizing stakeholder review of format and encouraging adoption of Green Format as the Sustainability characteristics data format by manufacturers and design firms
      - (3) The Product Representation Practice Guide Task Team and Facility Management Practice Guide Team are seeking authors.
  - b) **Events:**
    - i) **Programs:** **McIntyre**
      - (1) July 2011 is the Tour of the Palladium and program on Acoustics.
      - (2) August 2011 is Pecha Kucha on Sustainable Construction.
      - (3) September 2011 is Part II Bid Day Happenings.
        - (a) Randy Reifsnider, AIA, CSI, CCS, LEED AP, SCIP, Member of the Louisville CSI Chapter and Past Region President will be Moderator..
      - (4) October 2011 Tradeshow
      - (5) November 2011 Program and Tour concerning Fire Suppression..
      - (6) December 2011 Holiday Party
      - (7) Potential future program on the Master Planning of Ball State University.
    - ii) **Golf Outing:** **Meiring**
      - (1) Committee meeting took place week of July 12<sup>th</sup>. .
    - iii) **Education:** **Brown**
      - (1) Palladium Tour next Chapter meeting
    - iv) **Trade Show:** **Hughes**
      - (1) Title for Seminar: Demolition or Building Re-use and Responsible Brownfield Development
      - (2) Discussion: Development of Certificate of Participation format to provide reference document of CEU learning unit participation for attendees in CEU or Seminar Programs.
      - (3) Trade Show Committee meeting is July 22<sup>nd</sup> @BDMD.
      - (4) Committee is working on Post Cards which will be mailed..
    - v) **Special Events:** **Smith**
      - (1) Indians Game will be Friday evening Sept. 2<sup>nd</sup>..



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- (2) **Motion:** I move we allocate \$500.00 from budget line 0302, Holiday Party, to fund Baseball Event on Sept. 2<sup>nd</sup>.  
**Wagner/Smith Passed**

c) **Administration:**

- i) Advertising: **Spice**  
(1) Discussed the advertisers who are up for renewal.
- ii) Awards: **Su**  
(1) No report
- iii) Certification: **Spice**  
(1) Fall information can be referenced on website.  
(2) Early Deadline is July 26, 2011  
(3) Fall Deadline is Aug. 26<sup>th</sup>, 2011  
(4) Test will be Sept 26 through Oct.8<sup>th</sup>, 2011
- iv) Communications: **Wagner**  
(1) The Chapter is moving to a new Website format, Micro Site that is projected to be live October 1, 2011.  
(2) Input from the Board on the new website is requested and discussed.  
(3) Newsletter was discussed with possible change to blog format
- v) Education Foundation: **Wagner**  
(1) Board meeting was held July 13<sup>th</sup> at Broad Ripple Brew Pub  
(2) The elected officers are; President: Jack Morgan , Vice president: Henry Stellema, Secretary: Mike Brannan, and Treasurer: Kristin Welty  
(3) Fundraising ideas were discussed.  
(4) The Foundation is seeking a CPA.  
(5) Next meeting will be the 2<sup>nd</sup> Wednesday in August held at the Broad Ripple Brew Pub.  
(6) Phil McMullen is the Foundation Liaison to the Golf Outing Event.
- vi) Nominations: **Brown**  
(1) No report
- vii) Table Tops: **Drewry**  
(1) No report

5) **Old Business:**

a)

6) **Tabled / In-Progress Business (No discussion Needed):**

- a) Chapter Policy – In Process – Don Amt Chair.  
b) Suggestion was made for a move to new chair.  
c) Blake Wagner will be joining committee

7) **New Business:**

- a) **Presentation:** Eric Spohn from Indiana Construction Round Table presented information on the “Educational Event of the Year”, Sept. 29<sup>th</sup>, 2011.  
b)

8.) **Next Meeting: August 4, 2011 at Drewry Simmons, 736 Hanover Place, St. 200, Carmel, In.**

**Indianapolis Chapter Board Meeting was adjourned at 8:52pm**

**Attachments:** Board Meeting Agenda July 2011  
Treasurer's Report July 2011

**Respectfully Submitted, Cheri Longerbone, Secretary, Indianapolis Chapter CSI**