



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

July 11, 2013

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

Attendance: Edmund Brown, Andy McIntyre, Susan Simon, Andrew Huehls, David Young, Ariel Sue, Joel Young, Chris Drewry, and Kent Hughes

Excused: John Arnold, Chris Hughes, Scott Bayes, Christine Walter

Indianapolis Chapter Board Meeting called to order 6:29 PM

- 1) **Review Meeting Minutes of previous Meeting:** **Huehls**
 - a) The Board approved the June meeting minutes. (D. Huehls/K Hughes) Motion Passed.

- 2) **Treasurer's Report:** **Drewry**
 - a) Reviewed June's Treasurer's report, and filed for audit

- 3) **President's Report:** **Brown**
 - a) Welcomed new board members
 - b) Cathy Boltman provided an overview of Robert's Rules of Order
 - c) Focus for this term: Value of membership; the board was challenged to keep the value of membership to all members in mind in all decisions.

- 4) **Committee Reports:**
 - a) **Growth:**
 - i) **Academic Affairs:** **J. Young**
 - (1) Trying to recruit committee members, and has contacted several members, 2 have committed
 - (2) Due to the geographic distance, meetings may be held through videoconference.
 - ii) **CMT:** **Su**
 - (1) Made contact with Tom Frank, who is willing to help continue the youtube videos without professional equipment.
 - (2) Discussion about bartering for additional professional videos to attract members.
 - (3) Discussion about highlighting the videos at the tradeshow and region conference to increase visibility
 - iii) **Membership Retention and Membership Outreach:** **D. Young**
 - (1) No report
 - iv.) **Technical:** **K. Hughes**
 - (1) Paul Sternberg has completed his term as Chairman of the GreenFormat Task Team and will continue on this year as a Team member
 - (2) Version 2 of GreenFormat is substantially and are sending it to Technical Committee and later to stakeholders for review
 - (3) This year's focus will be on local technical issues.
 - (4) Looking for suggestions of local interest (LEED 4.0 and Building Code updates are on the table)
 - A.) **Events:**
 - i.) **Programs:** **Brown**
 - (1) July – Social Media. Joy Davis, CSI
 - (2) August – Prevention thru Design John Lindenschmidt, President, RMS Safety
 - (3) September – Tradeshow
 - (4) October – Possible manufacturers panel, still looking for alternatives to the tile program
 - (a) Mock estimating process with ASPE as afternoon program
 - (5) November – joint meeting with DHI, program to be a Door Program, follow-up with Laura Fry
 - (6) December – Christmas Party
 - (7) January - Deep Rock Tunnel Project
 - (8) Looking to do a program on energy modeling and Pepsi Collesium at some point in the future
 - ii.) **Education:** **Brown**
 - (1) Mock estimating process with ASPE, and joint meeting with ASPE
 - (2) Looking to do a program on energy modeling and Pepsi Collesium
 - iii.) **Golf Outing:** **C. Hughes**
 - (1) No report
 - iv.) **Trade Show:** **McIntyre**
 - (1) 43 booths of 65 are sold – meets the break-even cost for the chapter



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

- (2) Committee is working on fine details for layouts, timing, etc
- (3) New map will be posted tomorrow showing taken/available booths
- (4) 6 week marketing blitz starts August 1st
- (5) A professional videographer will document the tradeshow and get video testimonials for chapter marketing

v.) Special Events

Huehls

- (1) The chapter social event at Bier Brewery had 17 attendees, 2 tours of the brewery were provided, as well as guided taste testing by one of the owners. The event went very well.
- (2) We will consider
- (3) Region conference committee – From Glen Baines
 - (a) The committee has met twice; 1st to establish subcommittees and responsibilities, 2nd to decide the date.
 - (b) The Conference will be held July 31, 2014 through August 2, 2014
 - (c) Tentatively schedules (not booked) for Marriot Place and the NCAA Headquarters conference center.

B.) **Administration:**

- i.) Advertising/Sponsorships;
(1) No report

K. Hughes

- ii.) Awards:
(1) Both Institute award submissions were won
(2) 6 submissions are in to Region
(3) Chapter, Region, and Institute awards will be combined into

Bays

- iii.) Certification:
(1) No report

A Huehls

- iv.) Roster:
(1) Some people were left out of the 1st run of the new Roster
(2) Andy will work with Matt from Mapei to fix the issues

McIntyre

- v.) Communications:
(1) We are renewing our Constant Contact for another Pre-pay period

Arnold

- vi.) Education Foundation:
(1) No report

McIntyre

- vii.) Table Tops:
(1) Eric Jones is running Table Tops now
(2) 1 table top (Lightsource) for July meeting

Simon

5.) **Old Business: none**

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

- a) Bylaws are still on the table, and will be voted on by the chapter at this month's meeting
i) A redline version and the version being voted on was distributed to the membership July 1.

7.) **New Business:**

- a) Review and approval of the 2013/2014 fiscal year chapter budget (K Hughes/ D. Huehls) motion passed
i) Andy McIntyre stated that the Tradeshow expenses and projected income are conservative and are expected to beat their budgets to the benefit of the chapter.
b) Discussion about potentially combining the golf outing and awards banquet to increase attendance at both.
i) Motion to refer to the Golf and Awards committees for further consideration. (K Hughes/C Drewery)
c) Discussion about how to honor the passing of John Fleck, founding member of the chapter, past president
i) Try to get an article about his contributions to the city and state in the Star and Indianapolis Business Journal
ii) Article about his contributions to CSI in the Chapter Newsletter.
iii) Discussion about making a donation by the chapter to an appropriate scholarship fund or charity.
(1) Tabled until the Fleck Family can be contacted to see if a charity or fund will be set up in John's name.

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

Indianapolis Chapter Board Meeting was adjourned at 8:36 PM.

Attachments: Board Meeting Agenda July 2013
Treasurer's Report, June 2013

Respectfully Submitted, Andrew Huehls, Secretary, Indianapolis Chapter CSI