



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 17, 2014

**Indianapolis Chapter CSI Board Meeting
Brenner Design, 620 N Delaware Street, Indianapolis**

Attendance: Christine Walter, Joel Young, Kent Hughes, Susan Simon, David Young, Ariel Su, Andrew Huehls, John Arnold, Ralph Pittman, Gene King, Joyce White

Excused: Jeremy Hoffman, Edmund Brown

Indianapolis Chapter Board Meeting called to order_6:38__PM

- 1) **Review Meeting Minutes of previous Meeting:** **Huehls**
 - a) Review The June meeting minutes is Tabled un the August meeting.

- 2) **Treasurer's Report:** **Drewry**
 - a) No Report

- 3) **President's Report:** **D. Young**
 - a) Discussion regarding Robert's Rules of Order
 - b) New name badges are being ordered per the new design. Badges will only be made for those that attend Chapter Meetings.
 - c) Discussion about Great Lakes Region Conference and attendance of Board Members
 - d) Reminder to the Board members about a scholarship available from the GLRC host committee for Chapter Leadership
 - e) Board members are expected to volunteer for the GLRC

- 4) **Committee Reports:**
 - a) **Growth:**
 - i) **Academic Affairs:** **J. Young**
 - (1) Sending an invitation to students to attend the GLRC
 - (2) Working to grow committee membership
 - (3) The next committee event will be the Chapter Tradeshow

 - ii) **Marketing:** **Su**
 - (1) Viewed proposed final video of Annual meeting from Vinnie Managalla (Chroma Productions)
 - (2) Suggestion to ask Scott Perez for feedback, since he is on the Institute Awards Committee, which gave an award to the marketing video for the 2013 CSI Tradeshow
 - (3) A member spotlight video will be shot at the GLRC

 - iii). **Membership Retention and Membership Outreach:** **White**
 - (1) Working on "Benefits of Membership" initiative
 - (2) Trying to get more events populated to the Chapter calendar
 - (3) The membership drive continues until August.

 - iv.) **Technical:** **K. Hughes**
 - (1) Will continue on the Green Format task team for 1 more year
 - (2) Will start writing articles for the newsletter again

 - a) **Events:**
 - i.) **Programs:** **D. Young**
 - (1) July – The Chapter meeting will be the 5th Thursday at the NCAA Hall of Champions Building
 - (2) August – Transit Center
 - (3) September – Trade Show
 - (4) October – Master Planning (Marion University)
 - (5) November – Glazing
 - (6) December – Holiday Party

 - ii.) **Education:** **Hoffman**
 - (1) No report

 - iii.) **Golf Outing:** **Pittman**
 - (1) This year's outing had (13) foursomes.
 - (2) The photos are going to be published in *Building Excellence* along with an article
 - (3) This was the 25th Annual Bud Reed Memorial Golf Outing
 - (4) We need to start promoting the outing earlier next year
 - (5) Several previously steady attendees were not in attendance

 - iv.) **Trade Show:** **Young**
 - (1) 17 of 70 booths have been sold



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(2) Suggestion to list registrants and booth purchasers on the website for the Trade Show

v.) Special Events **Su**
(1) Duck Pin Bowling – planning is continuing. The event will be a tournament format, and held on a Friday.

b) **Administration;**

- i.) Advertising/Sponsorships; **Su**
(1) No Report
- ii.) Awards: **Brown**
(1) No report
- iii.) Certification: **Huehls**
(1) Waiting for fall, we are still in Early Bird registration
- iv.) Communications: **Arnold**
(1) No report
- v.) Education Foundation: **Simon**
(1) No report
- vi.) Table Tops: **Simon**
(1) Motion to maintain the current Tabletop program, but keep Table Tops free to Sponsors according to the sponsorship agreement **(Simon/King). Motion Carried**
(2) Motion to approve the budget as amended (Hughes/King). **Motion Carried**

5.) Old Business:

6.) Tabled / In-Progress Business:

- a) A ad-hoc committee has been formed to update the Strategic Plan.

7.) New Business:

- a) FY2014-15 Budget Review and Approval
 - i) Motion to amend the budget with \$1,000 added to item 0208 Publicity for press releases/advertising, to be balanced by adding \$1,000 1602 Tabletops **(Pittman/Young) Motion Carried**
- b) Badge Slogan Revision
 - i) Motion to change the byline on the new name badges to “uniting, connecting, building” **(Hughes/Su) Motion Carried**
- c) Suggestion regarding adding events to the BOD meeting agenda in order to help the Board track and anticipate marketing/advertising needs to ensure those needs are met.

8.) Next Meeting: Thursday August 14, 2014 at Brenner Design, 620 N Delaware Street, Indianapolis

Motion to Adjourn **(King/Arnold) Motion Carried**

Indianapolis Chapter Board Meeting was adjourned at ___ 9:00 ___ PM.

Attachments:

Respectfully Submitted, Jeremy Hoffman, Secretary, Indianapolis Chapter CSI