



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

March 13, 2013

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

Attendance: Edmund Brown, Christine Walter, Andrew Huehls, Pete Kerfoot, Joel Young, Kent Hughes, Ariel Su, , Chris Drewry, John Arnold

Excused: Susan Simon, David Young, Scott Bays, Chris Hughes

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/ John Arnold**) Motion Passed.

- 2) **Treasurer's Report:** **Drewry**
 - a) Reviewed February'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 will re-issue the check upon return of the un-deposited one.

- 3) **President's Report:** **Brown**
 - a) Chapter meetings will return to Willows on Westfield (formerly Riverwalk) starting in April.
 - b) Electronic balloting for this year's Board of Directors election is underway; paper ballots will be available at the Chapter meeting for those that did not participate in the electronic balloting.

- 4) **Committee Reports:**
 - a) **Growth:**
 - i) **Academic Affairs:** **J. Young**
 - (1) Attended the Ball State Job Fair 2/24/14 for recruiting. Interactions were had with 61 students. Some have shown an interest in joining. Follow-ups for potential new members are ongoing.
 - (2) Going to IUPUI Student Design Organization Meeting next week.
 - (3) Investigating the possibility of getting a student (group) to create a CSI mobile app.
 - ii) **Marketing:** **Su**
 - (1) The marketing video created from #designindy 2013 is live on the Chapter YouTube channel.
 - (2) Committee meeting by conference call on 2/28
 - (3) The RFP to seek proposals from video marketing firms to continue producing monthly spots for the Chapter YouTube Channel is to be issued this month. Two potential vendors are lined up; seeking more firms to ask to respond to the RFP. The goal is to complete proposal review, negotiations, and select a firm for the start of the next fiscal year.
 - (4) The Chapter Membership demographics to guide marketing strategy are:
 - (a) 47 Architects
 - (b) 2 Interior Designers
 - (c) 12 Specifiers
 - (d) 76 Manufacturer's Representatives
 - (e) 10 Students
 - (f) 6 Construction Contract Administrators
 - (g) 14 Contractors & Subcontractors
 - (h) 9 Trade Associations
 - (i) 1 Lawyer
 - (5) Development of the Marketing Plan is continuing.
 - iii). **Membership Retention and Membership Outreach:** **D. Young**
 - (1) The current membership count is 180 members.
 - (2) The membership drive is well under way, 7 new members have signed up in the past month.
 - (3) Joint meetings with Marketing and Membership are being moved to the 3rd Tuesday of the month with conference call attendance as an option.
 - (4) A new round of CSI cards has been printed.
 - iv.) **Technical:** **K. Hughes**
 - (1) No report.

 - b) **Events:** **Brown**
 - i.) **Programs:**
 - (1) March – ABAA (Air Barrier Association of America) certified applicators
 - (2) April – ADA (specific topic TBD)
 - (a) Hopefully returning to Willows on Westfield (formerly Riverwalk)
 - (3) May – Indiana Masonry Institute and Midwest Masonry Council



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- (4) June – Awards Banquet @ Columbia Club
- (5) July – The Chapter meeting will be the 5th Thursday at the NCAA Hall of Champions Building
- (6) August – Transit Center
- (7) September – Trade Show
- (8) October – Master Planning (either Butler or Marion University)
- (9) November – Glazing
- (10) December – Holiday Party

- ii.) Education: **Brown**
 - (1) See Programs.
- iii.) Golf Outing: **C. Hughes.**
 - (a) No Report
- iv.) Special Events **Huehls**
 - (1) Looking into organizing a Duckpin Bowling Event.
- c) **Administration:**
 - i.) Advertising/Sponsorships; **Su**
 - (1) Working to simplify the benefit matrix.
 - (2) Developing cover letter and sponsorship packet to provide to potential sponsors
 - (3) Recruiting help to make calls to solicit sponsors.
 - ii.) Awards: **Bays**
 - (1) Working on Institute and Region award submissions.
 - (2) Discussion about nominating members to be Fellows. May require formation of a separate committee due to the volume of documentation required.
 - iii.) Certification: **Huehls**
 - (1) We have given two classes. We have two attendees here and two on WebEx. We have three classes (weeks) to go.
 - iv.) Roster: **Kerfoot**
 - (1) The board believes that updating the roster every 2 to 3 years should be adequate.
 - (2) Consideration/planning for updating the roster will be tabled until the start of the next fiscal year.
 - (3) The information for the next iteration of the roster should have the information vetted to ensure that the information (companies, contact information, etc.)
 - v.) Communications: **Arnold**
 - (1) No Report
 - vi.) Education Foundation: **Kerfoot**
 - (1) Next meeting is 3/26; no new information
 - vii.) Table Tops: **Simon**
 - (1) 1 possible for this month.

5.) Old Business:

6.) Tabled / In-Progress Business:

- a) Proposal from Drewry Simmons Vornheim to be the Chapter's Legal Counsel.
 - i) Motion to accept the proposal in concept, contingent on presentation of a formal proposal for review (**David Young/Kent Hughes**) Motion Passed, Chris Drewry abstained.
 - ii) A budget line will be established in next year's budget to fund the agreement, if accepted.
 - iii) The agreement will begin at the start of the next fiscal year.
- b) It is time to revisit/update the strategic plan. The goal is to complete the update by the end of the fiscal year
- c) Meeting Locations:
 - i) Chapter meetings will be at Willows on Westfield in April and May
 - ii) Willows' proposal for the next fiscal year will be provided at the April Board meeting.
- d) GLR Host Committee
 - (1) The contract with the Courtyard Marriott has been signed.
 - (2) The registration will be going live shortly. Final touches are being added.
 - (3) Sponsors are being sought. Two have paid to date at the Touchdown level.
 - (4) Conference schedule is complete. Speaker lineup is being finalized. A gala event is scheduled for Friday evening at the NCAA HOC for a separate fee of \$35.

7.) New Business:

- a) CSI Academies sponsorship



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- i) Motion to authorize \$500 for the CSI Academies Reception to be funded by \$250 from Academic Affairs and \$250 from the Vice President budgets (**Pete Kerfoot/Susan Simon**) Motion Passed.
- b) GLR reimbursement request of chapter meeting during conference.
 - i) Ed to request clarification of the request.

8.) Next Meeting: Thursday April 10, 2013 at BSA Lifestructures, 9365 Counselors Row Indianapolis, IN 46240

Indianapolis Chapter Board Meeting was adjourned at ___9:03___PM.

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

Respectfully Submitted, Andrew Huehls, Secretary, Indianapolis Chapter CSI