



CSI Indianapolis Chapter ♦ Box 20802, Indianapolis, IN 46220 ♦ www.csiindy.org ♦ Established 1961

March 12, 2015

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

Attendance: Christine Walter, Joel Young, Kent Hughes, David Young, Andrew Huehls, Edmund Brown, Joyce White, Ralph Pitman, Gene King, Ariel Su, John Arnold,
Excused: Jeremy Hoffman, Susan Simon,
Guest: Chris Hughes, David Fryman, Andy McIntyre
Absent:

Indianapolis Chapter Board Meeting called to order_6:39__PM

- 1) **Review Meeting Minutes of previous Meeting:** **Hoffman**
 - a) Reviewed the February meeting minutes. Motion to Accept as amended (**J Young/Brown**) **Motion Carried**
- 2) **Treasurer's Report:** **Huehls**
 - a) Reviewed Chapter's current holdings
 - b) Update about cancelling credit card processing fees
- 3) **President's Report:** **D. Young**
 - a) No report
- 4) **Committee Reports:**
 - a) **Growth:**
 - i) **Academic Affairs:** **J. Young**
 - (1) Presented sponsorship check to Society of Student Constructors (SSC)
 - (2) SSC would like to make a presentation to the Chapter on their trip
 - (3) Motion to approve the Student Sponsorship Fund Policy as amended (Huehls/Hughes) motion carried
 - ii) **Marketing:** **Su**
 - (1) Discussion about the new Member Spotlight video featuring Mike Halstead
 - (2) Harry's concept of 3-part video for The Life Of a Project is still developing
 - iii). **Membership Retention and Membership Outreach:** **White**
 - (1) Membership currently stands at 204, 23 are student members
 - (2) 4 new members in January
 - (3) 53 members show as having expired memberships; due to National's computer/database issues
 - iv.) **Technical:** **K. Hughes**
 - (1) No Report
 - b) **Events:**
 - i.) **Programs/Education** **Hoffman**
 - (1) Doug Pearmain has resigned as Committee Chair; Jeremy Hoffman has taken over the committee
 - (2) February – LEED V4
 - (3) March - New Members
 - (4) April – ICRI – Concrete
 - (5) May – Orangutan Exhibit
 - (6) June – Awards Banquet
 - (7) July – Quarter Sawn Wood
 - (8) August – Mock Trial
 - (9) September – Trade Show
 - ii.) **Golf Outing:** **Hughes**
 - (1) Chris Hughes and David Fryman presented to the Board.
 - (2) Addressing shortfalls from last year
 - (3) Penciled in for 1st week in June @ Golf Club of Indiana @ same rates as last year
 - (4) Still investigating other potential venues & dates, also working to make sure the outing doesn't conflict with other major events
 - (5) Request from the Board for a budget & listing of committee members by the next Board meeting
 - (6) Request from the Board to put CSI in the name of the event.
 - iii.) **Trade Show:** **Young**
 - (1) Andy McIntyre presented to the board
 - (2) Brian Detty is now Co-Chair
 - (3) Request to add NAWIC, due to long-standing ties

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- (4) Discussing potential partnerships with ASHRAE and IIDA this year
 - (a) No date conflicts with either organization at this time
 - (b) Neither is putting on their own trade show this year
 - (c) Mechanical designers having to look at building envelopes due to building codes
 - (d) IIDA and ASHRAE expected to sell 10 booths each
 - (5) Marketing
 - (a) Impact of reach of additional partner organizations
 - (b) Social media reach
 - (c) Direct personal contact & phone calls
 - (6) Flow & schedule improvement
 - (7) Proposed venue change to JW Marriott due to limited space and lack of separate presentation rooms
 - (a) Financing based on 90 booths (20 total from IIDA and ASHRAE, 70 from CSI) is positive
 - (b) Does not require an increase in booth cost
 - (8) 1st tradeshow committee meeting @ CHA on 3/24/15
 - (9) Need 6 consistent committee members to assist with sub-committee roles
 - (10) The Board supports the new plan, contingent upon commitments from ASHRAE and IIDA for
- iv.) Social Events **Hughes**
- (1) Orangutan Exhibit with the Indianapolis Zoo to tie in with the planned program progressing
 - (2) Will be sending out a request for ideas for future events
- c) **Administration:**
- i.) Advertising/Sponsorships; **Su**
 - (1) Jamie has resigned as Committee Chair; the committee is now vacant
 - ii.) Awards: **Brown**
 - (1) Working on award submissions
 - (2) Next meeting is 3/24; no new updates
 - iii.) Certification: **Huehls**
 - (1) 1 class each for CDT and CCS has been held. There will be 4 more of each.
 - (2) 4 people are attending the CDT classes
 - (3) 1 person is attending the CCS classes
 - iv.) Communications: **Arnold**
 - (1) Mike Halstead is planning several changes and improvements to the newsletter
 - (2) Blake will be adding registration links for the Chapter Meeting to the event on the Chapter Calendar, and would like to see the next 6 months of programs to put on the calendar.
 - (3) The website was down a couple of times last month due to issues with National
 - (4) Dan McCloskey issued the electronic ballot for the election of new Directors
 - v.) Education Foundation: **Brown**
 - (1) Next meeting is April 22, all scholarship applications should be in by then.
 - vi.) Table Tops: **Hughes**
 - (1) No tabletops are currently scheduled for this month.
 - vii.) Nominating Committee: **Brown**
 - (1) Electronic Balloting has begun
 - (2) Paper ballots will be counted at the Chapter meeting for those not utilizing the electronic ballots
 - viii.) Great Lakes Region: **Young**
 - (1) Bi-Region in Chicago 7-9 May
- 5.) **Old Business:**
- i.) Policy Manual/Administrative Guide:
 - (1) Ralph has been making progress on reconstructing the manual
 - (2) All scans are back and converted, and will be sent to Committee Chairs for edits
 - ii.) Chapter Charter
- 6.) **Tabled / In-Progress Business:**
- a) CEU's / AIA LUs – Ed Brown has agreed to be the new Chair
 - b) Mentorship Program
 - c) Bylaws Revisions
 - d) GLRC Profit allocation
 - (1) Suggested allocations to be considered next month
 - (a) \$2000 to sponsor students to attend Construct and/or GLRC

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- (b) \$2000 to the Education Foundation
- (c) \$3696.22 to Chapter Marketing Budget
- e) Chapter history video
 - i) There are productions that have been put together by Ralph that need to be added to the Chapter YouTube Channel.
 - (1) He is polishing them prior to being published

7.) New Business:

- a) Ariel Su has tendered her resignation, effective at the end of the current fiscal year

8.) Next Meeting: Thursday April 9, 2015 at Brenner Design, 620 N Delaware Street, Indianapolis

Motion to Adjourn (Huehls/Arnold) Motion Carried
Indianapolis Chapter Board Meeting was adjourned at ___9:33___PM.

Attachments: None

Respectfully Submitted, Jeremy Hoffman, Secretary, Indianapolis Chapter CSI