



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

May 10, 2012

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

Attendance: Pete Kerfoot, Edmund Brown, Cheri Longerbone, Mark Smith, David Young, Blake Wagner, Andy McIntyre
Excused: Jamie Spice, Ariel Su, Andy Meiring, Scott Bays, Kent Hughes, Chris Drewry
Guest: Chris Hughes

Indianapolis Chapter Board Meeting called to order 6:35 PM

- 1) **Review Meeting Minutes of previous Meeting:** **Longerbone**
 - a) The Board approved the minutes. **(McIntyre/Brown)** Motion Passed.
- 2) **Treasurer's Report:** **Drewry**
 - a) Review bills and budget. Discussion. Tabled for June Meeting
 - i) Budget committee to meet Thursday May 17th in preparation for June board meeting.
- 3) **Presidents Report:** **Kerfoot**
 - a) Chapter of the Year Award was submitted to Institute.
 - b) Looking for new Awards Chair
- 4) **Committee Reports:**
 - a) Growth:
 - i) Academic Affairs/Student Affiliate **Hughes**
 - (1) .no report
 - ii). Membership Retention and Membership Outreach **Young**
 - (1) Had a net gain of 4 members. Current membership stands at 188.
 - (2) Monthly meeting held on 4/16.
 - (3) Promotional meetings are in the works.
 - (4) Membership pin new supplier options. Discussion.
 - i) Technical: **Longerbone**
 - (1) Will have Green Format 2.0, Application Guide and new presentation by the end of the Fiscal Year.
 - a) Events: **McIntyre**
 - i) Programs:
 - (1) May is Specification Jeopardy
 - (2) June 2012, will be the Awards Banquet
 - (3) July 2012, will be Post Mortem on Super Bowl Construction presented by Shawn Hitchcock of Shiel Sexton.
 - (4) August 2012, Lady Victory Restoration presented by Arsee Engineers
 - (5) October 2012 will be a Joint meeting with ASHRAE.
 - ii) Education: **Brown**
 - (1) April Seminar topic was changes in the ADA Code. Discussion
 - (2) September Trade Show Presentation topic will be *Evidence Based Design*. Special Guest Speaker, Ana Pinto-Alexander IIDA, Principal and Director of Healthcare Interiors, HKS Maregatti Interiors.
 - (3) Committee meeting to be held Monday May 14th.
 - (4) New program Check-in registration and CEU tracking processes were discussed.
 - (5) Speaker selection process and required speaker questionnaire. Discussion
 - iii) Golf Outing: **Meiring**
 - (1) The Golf Outing was a success! Number of golfers 61. 73 attended dinner. 17 hole sponsors, There were several Beverage sponsors.
 - (2) 2013 Golf Outing date to be confirmed.
 - iv) Trade Show: **Hughes**
 - (1) Trade Show Chair is needed for next fiscal year.
 - (2) Early Booth sales will go through July 14th.
 - (3) On line pre-registration is open for attendees. There will be a raffle for early attendee registrants.
 - (4) Post Card mailings, Facebook, and promotion to AIA and other ally organizations are planned to promote Trade Show event.
 - v) Special Events: **Smith**
 - (1) Indianapolis Indians Game Event will be June 29th.



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- b) **Administration:**
 - i) Advertising: **Spice**
 - (1) No report
 - ii) Awards: **Su**
 - (1) New Chair needed.
 - (2) Blake Wagner is willing to be Co-Chair
 - iii) Certification: **Spice**
 - (1) No report
 - iv) Communications: **Wagner**
 - (1) News letter is going out this week featuring the Chapter Golf Outing Event.
 - (2) Golf outing will be published in Builders Excellence.
 - (3) Twitter feed has been very active.
 - (4) Chapter Facebook page will be linked with the Chapter Foundation page
 - v) Education Foundation: **Wagner**
 - (1) May is annual meeting.
 - (2) Election will be tabled for June meeting
 - (3) Dan McClosky and Bill White will run again for the Board.
 - (4) Decision was made to adjust number of board members to 9 members.
 - (5) Potential new board members were proposed and discussed. Discussion
 - (6) Next meeting will be June 13th
 - (7) Pete Kerfoot will be liaison to BOD for Foundation.
 - vi) Table Tops: **Drewry**
 - (1) Doing well.
 - vii) Membership Roster:
 - (1) The roster will be ready to finalize in June.
- 5) **Old Business:**
 - a) ..no report.
- 6) **Tabled / In-Progress Business:**
 - a) Chapter Bylaws /Policy- In process **Smith**
 - i) Bylaws will be ready for submission after final editing.
- 7) **New Business:**
 - a) The J. Warren Hoy, Fran E Schroeder, and Member of the Year Awards were nominated and voted.
- 8) **Next Meeting: Thursday June, 14th at Drewry Simmons, 736 Hanover Place, St. 200, Carmel, In.**

Indianapolis Chapter Board Meeting was adjourned at 8:19 PM.

Attachments: Board Meeting Agenda May, 2012
Treasurer's Report, April, 2012

Respectfully Submitted, Cheri Longerbone, Secretary, Indianapolis Chapter CSI