



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 8, 2014

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

Attendance: Edmund Brown, Christine Walter, Pete Kerfoot, Joel Young, Kent Hughes, Susan Simon, David Young, Scott Bays, Ariel Su, Chris Drewry,

Excused: Andrew Huehls, John Arnold, Chris Hughes

Guests: Jeremy Hoffman,

Indianapolis Chapter Board Meeting called to order 6:46 PM

- 1) **Review Meeting Minutes of previous Meeting:** **Huehls**
 - a) The Board approved the April meeting minutes as amended. **(Kent Hughes/ David Young)** Motion Passed.

- 2) **Treasurer's Report:** **Drewry**
 - a) Reviewed April's Treasurer's report, and filed for audit
 - b) A lunchtime budget meeting is to be set in June
 - c) 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.
 - i) This issue has been resolved a new check has been cut and the budget will be adjusted.
 - d) We need to investigate a check for \$2,418.00 from Dealer's Wholesale

- 3) **President's Report:** **Brown**
 - a)

- 4) **Committee Reports:**
 - a) **Growth:**
 - i) **Academic Affairs:** **J. Young**
 - (1) Joel will begin recruiting students as the conference gets closer.
 - (2) Joel met with SSC members at IUPUI, the turn out and reception from students was positive, he will continue to work with students in this manner (CM program at BSU is a possibility)
 - (3) Joel to provide and updated tally on student members
 - ii) **Marketing:** **Su**
 - (1) Vinnies proposal was approved \$3,500.00, it will be added to the budget (Susan Simon/Christine Walter) Motion Passed
 - (2) The Committee completed the Video Marketing Program RFP process. We received total of four (4) proposals from four (4) vendors. They are: Construction Marketing Inc., Indy Visual, Vinnie Managalla and Bayonet Media.
 - (3) All four original proposals came in much higher than the Board approved budget of \$2,500. The Committee worked with all four with a alternate RFP scope of consolidating the 12 videos into four (4) shoot dates. Vinnie Managalla submitted the best value proposal of \$3,500 that is much lower than the other three (3) vendors. The Board approved to allocate additional fund, and approved for the Marketing Committee to finalize details and issue a professional service agreement with Vinnie. The first video will be on the Award Banquet and to be released in July.
 - iii). **Membership Retention and Membership Outreach:** **D. Young**
 - (1) The current membership count is 182 members.
 - (2) The membership drive continues until August.
 - (3) Joyce White is taking over as chair to the membership committee
 - (4) Need to cut an \$85.00 check to Joan Hulma for membership refund
 - (5) Discussion for a dues change in 2015 needs to open
 - iv.) **Technical:** **K. Hughes**
 - (1)
 - a) **Events:** **Brown**
 - i.) **Programs:**
 - (1) May – Indiana Masonry Institute and Midwest Masonry Council
 - (2) June – Awards Banquet @ Columbia Club
 - (3) July – The Chapter meeting will be the 5th Thursday at the NCAA Hall of Champions Building
 - (4) August – Transit Center
 - (5) September – Trade Show
 - (6) October – Master Planning (either Butler or Marion University)
 - (7) November – Glazing
 - (8) December – Holiday Party
 - (9) Working to provide more educational programs throughout the month through a mix of webinars, site tours, and other methods.



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- ii.) Education: **Hoffman**
 - (1) Next education/program event will be glazing

- iii.) Golf Outing: **C. Hughes.**
 - (1) Entries and sponsorships are coming in
 - (2) Membership needs to start plugging the event
 - (3) Door prizes need to be acquired
 - (4) Ruth Chris will be catering the event
 - (5) A \$250.00 check will need to be cut for Hole-in-One insurance

- iv.) Special Events **Huehls**
 - (1) Duck Pin Bowling

- b) **Administration:**
 - i.) Advertising/Sponsorships; **Su**
 - (1) We are still planning to have phone banks to call for sponsorships in April

 - ii.) Awards: **Bays**
 - (1) Award Submissions are in

 - iii.) Certification: **Huehls**
 - (1) 2 Candidates passed the CDT exam.
 - (2) We are now waiting for fall.

 - iv.) Roster: **Kerfoot**
 - (1) Consideration/planning for updating the roster will be tabled until the start of the next fiscal year.

 - v.) Communications: **Arnold**
 - (1)

 - vi.) Education Foundation: **Kerfoot**
 - (1)

 - vii.) Table Tops: **Hoffman**
 - (1) Pete and Pete

5.) Old Business:

6.) Tabled / In-Progress Business:

- a) It is time to revisit/update the strategic plan. The goal is to complete the update by the end of the fiscal year
- b) Meeting Locations:
 - i) Ed has received the proposal from Willows and will send it once he has reviewed it

7.) New Business:

- a) Location is To Be Determined for the June Meeting Ed will notify everyone

8.) Next Meeting: Thursday June 12, 2014 at BSA Lifestructures, 9365 Counselors Row Indianapolis, IN 46240

Indianapolis Chapter Board Meeting was adjourned at 7:57 PM.

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

Respectfully Submitted, Andrew Huehls, Secretary, Indianapolis Chapter CSI