



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

November 8, 2012

**Indianapolis Chapter CSI Board Meeting
Drewry Simmons, 736 Hanover Place, St. 200, Carmel, IN 46032.**

Attendance: Pete Kerfoot, Edmund Brown, David Young, Kent Hughes, Andy McIntyre, Jami Spice, Susan Simon, Andrew Huehls, John Arnold, Scott Bays, Ariel Su, Chris Drewry, Chris Hughes

Indianapolis Chapter Board Meeting called to order 6:38 PM

- 1) **Review Meeting Minutes of previous Meeting:** **Spice**
 - a) The Board approved the minutes. **(K. Hughes/ Brown)** Motion Passed.
- 2) **Treasurer's Report:** **Drewry**
 - a) Reviewed and approved October Treasurer's report**(Simon/Young)**
 - b) Will discuss Paypal replacing Credit Card payments at next meeting to save \$\$ on fees.
- 3) **President's Report:** **McIntyre**
 - a) To honor Phil McMullen a memorial book for his family will be available for members to sign at the next chapter meeting
 - b) Chapter to make a donation to the MDA on Phil McMullen's behalf. Gift line item to be used.
 - c) Motion to take \$350 from Roster line item to pay for a single one year membership for Eastern Engineering as an in-kind for printing services. **(Hughes/Bays)** Motion passed.
 - d) Motion to allow TAP (Trade Associate Professionals) to use CSI website to handle Paypal payments for TAP event. **(Huehls/Brown)**. Motion passed
 - e) The CSI new logo and branding will be presented at November Chapter meeting by Thad Goodman, Region President.
- 4) **Committee Reports:**
 - a) **Growth:**
 - i) Academic Affairs: **K. Hughes**
 - (1) 1 Student from Tradeshow attending October chapter meeting.
 - (2) Writing format of application guide
 - ii). Membership Retention and Membership Outreach: **Young**
 - (1) Meeting 10/15 at Brenner discussed updating business card
 - (2) Next meeting 12/19 to get feedback from non-members to see what we can do better to attract members
 - (3) 199 members up 9 members. All are ISU students
 - iv.) Technical: **K. Hughes**
 - (1) Participated in a GreenFormat webinar on 11/6. Well attended but had quality issues. Will be recording the same webinar content later this month to be available on CSINET. ORG. Future webinars are Scheduled.
 - (2) Working to complete writing of the final Format and Application Guide. It will have several review steps to go through before being released around June 2013.
 - A.) **Events:**
 - i.) Programs: **McIntyre**
 - (1) November: SMACNA Sheet Metal Manual and Indoor Air Quality
 - (2) January: NFPA 285 Fire Test for Exterior Walls
 - (3) February: Forensics of Building Envelop Failures
 - (4) March: Panel Discussion on Paints and Coatings
 - (5) April: Social Media
 - (6) May: Reflective Insulation and Radiate Barriers
 - ii.) Education: **Brown**
 - (1) November S.M.A.C.N.A. tour at Tarpenning-Lafollett 2:45pm-4:30pm15 signed up for meeting
 - (2) January NFPA 285 and Metal Wall Panels.
 - (3) Meeting on Monday to discuss new programs
 - iii.) Golf Outing: **C. Hughes**
 - (1) Date change didn't change much as far as attendance
 - (2) Might look at new courses next year
 - (3) Committee will meet this month to start planning
 - iv.) Trade Show: **K. Hughes**
 - (1) October 11th wrap meeting. Positive feedback from vendors
 - (2) No chair for Trade Show committee
 - v.) Special Events **Huehls**
 - (1) No report



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B.) Administration:

- i.) Advertising/Sponsorships; **Spice**
 - (1) Meeting with Blake Wagner and Dan McCloskey on November 21 to discuss plan for 2013

- ii.) Awards: **Bays**
 - (1) Looking for a Chair

- iv.) Certification: **Spice**
 - (1) No report
- v.) Roster: **Simon**
 - (1) New Chair Susan Simon
- vi.) Communications: **Arnold**
 - (1) no report
- vii.) Education Foundation: **Kerfoot**
 - (1) Would like a report from golf outing for Foundation to look at numbers so they can anticipate \$2000 to be transferred to their account
- viii.) Table Tops: **McIntyre**
 - (1) 4 scheduled for November meeting

5.) Old Business:

- a.) No report

6.) Tabled / In-Progress Business:

- a.) Reviewing bylaws

7.) New Business: No new business

8.) Next Meeting: Thursday December 6, 2012 at Drewry Simmons, 736 Hanover Place, St. 200, Carmel, IN 46032

Indianapolis Chapter Board Meeting was adjourned at 8:28 PM.

Attachments: Board Meeting Agenda August 2012
Treasurer's Report, July and August, 2012

Respectfully Submitted, Jami Spice, Secretary, Indianapolis Chapter CSI