



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](http://www.csiindy.org) ♦ Established 1961

November 14, 2013

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

**Attendance:** Edmund Brown, Christine Walter, Andrew Huehls, Andy McIntyre, David Young, Joel Young, Kent Hughes, Chris Drewry, John Arnold, Chris Hughes, Scott Bays, Susan Simon, Ariel Su

**Excused:**

**Guests:** Kathy Bultman, Glen Baines

**Indianapolis Chapter Board Meeting called to order\_6:48\_\_PM**

- 1) **Review Meeting Minutes of previous Meeting:** **Huehls**
  - a) The Board approved the October meeting minutes. (**Kent Hughes/David Young**) Motion Passed.
  
- 2) **Treasurer's Report:** **Drewry**
  - a) Reviewed October's Treasurer's report, and filed for audit
  - b) IRS form 990N is being filed.
  
- 3) **President's Report:** **Brown**
  - a) Discussed results of Chapter Meeting Food Survey.
  - b) Discussion about ad-hoc committee findings for January & February meetings. (Due to Riverwalk being closed for remodel)
    - i) Food costs for all facilities but one considered are higher than current prices at Riverwalk.
      - (1) Montage will not work with us at all on the menu or pricing
      - (2) Marriot or Sheridan costs start at about \$30 per person plus tax & gratuity
      - (3) Martin House will provide a \$20 plated meal.
    - ii) We will commit to Martin House for January. The ad-hoc committee will continue to look at additional facilities for the February meeting. A decision on location for the February meeting will be made at the December board meeting.
    - iii) The January and February meetings may provide helpful information in considering a permanent move away from Riverwalk. The intention is to explore moving the chapter meetings next year through a
  
- 4) **Committee Reports:**
  - A.) **Growth:**
    - i) Academic Affairs: **J. Young**
      - (1) Student attendees from #DesignIndy will be invited to the November Chapter Meeting via e-mail invitation the week of the meeting.
      - (2) A tentative commitment has been made for the committee to have a presence at the spring Ball State University job fair.
    - ii) CMT: **Su**
      - (1) The video spot from DesignIndy has been received and was reviewed by the board.
        - (a) The video will be posted to the Chapter website, Chapter YouTube channel, and utilized in Chapter marketing going forward.
      - (2) The committee is preparing an RFP for a 1-year marketing package
    - iii). Membership Retention and Membership Outreach: **D. Young**
      - (1) The current membership count is 186 members.
      - (2) We added 5 members in the last month.
      - (3) Information on National Membership discounts will be sent to the Potential Members list.
    - iv.) Technical: **K. Hughes**
      - (1) No Report
  - B.) **Events:**
    - i.) Programs: **Brown**
      - (1) November – Mock estimating process with ASPE
        - (a) The program will start at 6 to accommodate the extended time needed, and will coincide with dinner.
        - (b) Prior to dinner, TK Nelson of Crystal Catering will provide an overview of the upcoming renovations to the facility.
        - (c) Afternoon seminar: Code Compliant Door Hardware presentation by Laura Frye
      - (2) December – Christmas Party
      - (3) January –Deep Rock Tunnel Project
      - (4) February – Panel Discussion on Energy Modeling
      - (5) March - ABAA (Air Barrier Association of America) certified applicators
      - (6) April – ADA (specific topic TBD)
      - (7) May – Master Planning (either Butler or Marion University)



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- (8) To market/publicize Chapter programs through Eventbrite, they charge a 3% fee. It was used for the tradeshow, and it worked well for registrations and payment processing.
  - (a) The current fees being paid through Constant Contact will be presented to the board at next month's board meeting for cost and value comparison to aid in further discussion.

- ii.) Education: **Brown**
  - (1) Included with Programs
- iii.) Golf Outing: **C. Hughes.**
  - (1) The committee will be meeting in December
- iv.) Trade Show: **McIntyre**
  - (1) 10/21 – Tradeshow Post-mortem meeting had 8 attendees.
    - (a) General consensus was that the change of venue and partnering with AIA & USGBC were positive
    - (b) Some details (nametags and logistical issues) could have been addressed better.
    - (c) Light, sound, food quantity and temperature were issues with the venue. If those can't be addressed, another venue change may have to be investigated for next year. Crane Bay wants to meet to discuss the issues.
    - (d) The AIA booth doesn't appear to have been staffed, which needs to be a discussion prior to future joint events.
- v.) Special Events **Huehls**
  - (1) No report.
- vi.) GLR Host Committee **Baines**
  - (1) Committee requested authorization from the board to establish a checking account with the Committee Treasurer and Committee Chair as signatories utilizing the \$2,000 from the GLR Host Committee and Region Conference Chapter budgets as seed money.
    - (a) Motion to approve (**S. Simon/ Christine Walter**); motion carried.
    - (2) Marriot Place for host hotel
    - (3) Event will be at NCAA Hall of Champions
    - (4) Next committee meeting: Monday, 12/16/13 at CSO Architects

C.) **B.) Administration:**

- i.) Advertising/Sponsorships; **K. Hughes.**
  - (1) No Report
- ii.) Awards: **Bays**
  - (2) No Report; Activity to start in January
- iii.) Certification: **Huehls**
  - (1) No more activity until spring.
- iv.) Roster: **McIntyre**
  - (1) No Report
- v.) Communications: **Arnold**
  - (1) No Report
- vi.) Education Foundation: **McIntyre**
  - (1) No Report
- vii.) Table Tops: **Simon**
  - (1) No Report

**5.) Old Business: none**

- i.) The revised Chapter Bylaws were passed by the Chapter membership at the last meeting with all members present voting in favor with one exception. One member voted against approving the revised bylaws.

**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. David will contact Blake Wagner and Thad Goodman. Ariel Su agreed to be on the committee.

**7.) New Business:**

- a)

**8.) Next Meeting: Thursday December 5, 2013 at BSA Lifestructures, 9365 Counselors Row Indianapolis, IN 46240**



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**Indianapolis Chapter Board Meeting was adjourned at \_\_\_ 8:38 \_\_\_ PM.**

**Attachments:** Board Meeting Agenda October 2013  
Treasurer's Report, October 2013

**Respectfully Submitted, Andrew Huehls, Secretary, Indianapolis Chapter CSI**