



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

October 13, 2011

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

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

Indianapolis Chapter Board Meeting called to order 6:23pm

- 1) **Review Meeting Minutes of previous Meeting:** **Longerbone**
 - a) The Board approved the minutes. **(Hughes/Brown)** Motion Passed.
- 2) **Treasurer's Report:** **Drewry**
 - a) Review bills and budget. Submit for audit.
- 3) **Presidents Report:** **Kerfoot**
 - a) **no report**
- 4) **Committee Reports:**
 - a) **Growth:** **Hughes**
 - i) Academic Affairs/Student Affiliate
 - (1.) Student competition details are coming together. Vendors will participate in the details.
 - (2.) Student competition awards and donations. Discussion
 - (3.) Prizes will be; 1st Place \$100.00, 2nd Place \$50.00, and 3rd Place \$25.00.
 - ii). Membership Retention and Membership Outreach **Young**
 - (1.) Membership committee has added new members, Bill Cochran, Phil Caito, and Ken Schmidt.
 - (2.) Continuing the update new and dropped members. discussion
 - (3.) Badge samples from Bardach Awards are being finalized. discussion
 - iii) Technical: **Longerbone**
 - (1.)No report
 - b) **Events:** **McIntyre**
 - i) Programs:
 - (1.) October 2011 Tradeshow
 - (2.) November 2011 will be an Educational Seminar with Program and Tour concerning Fire Suppression.
 - (a) An on-site demonstration is planned during Seminar. Discussion...
 - (3.) December, 2011 is the Holiday Party is at Skyline Club
 - (4.) January 2012, is a program on Construction Economic Outlook and Forecast.
 - (5.) February 2012, Greg Graham is confirmed presenter, Program topic will be Master Planning of Ball State University.
 - (6.) March 2012, will be a Mock Trial. Discussion
 - (7.) April 2012, Joint meeting with ASHRAE
 - (8.) May 2012, Post Mortem on Super Bowl Construction
 - (9.) June, 2012, Awards Banquet
 - ii) Education: **Brown**
 - (1.) Trade Show seminar, will be 2 CEU learning units.
 - (2.) November Seminar presented by, Mark Riffey with Ryan Fire Protection.
 - (3.) Suggestion was made to increase cost for seminars to meet line item amounts for income. Discussion
 - (4.) April will be full day seminar on ASHRAE 189.1. Additional details will follow..
 - (5.) May Seminar will be a Panel Discussion on Value Engineering. A joint meeting was proposed with the Indiana Subcontractors Association.
 - iii) Golf Outing: **Meiring**
 - (1.) The 2012 Golf outing date has changed tentatively to May 10th. Discussion.
 - iv) Trade Show: **Hughes**
 - (1.) Trade show booths have sold out.
 - v) Special Events: **Smith**
 - (1.) The 2012 date for the Indians Game event may be changed. **Discussion**
 - c) **Administration:**
 - i) Advertising: **Spice**



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- (1.) There are a total of 7 advertisers.
- (2.) Trade Show promotion of advertising was discussed.
- (3.) Replacement of the use of the word *advertising* with the word *sponsorship* in future publications of newsletter and website was discussed.
- ii) Awards: **Su**
 - (1.) No report
- iii) Certification: **Spice**
 - (1.) The Intern Development Program had 3 attendees and 4 speakers.
 - (2.) Possible change in approach may be implemented to promote participation due to low enrollment. Discussion
 - (3.) CTD registration was low this fall. Discussion.
- iv) Communications: **Wagner**
 - (1.) This month newsletter is coming out this week and is now the Constant Contact format.
 - (2.) Comments on new website and newsletter are welcomed.
 - (3.) A new Linked in Group is now created which replaces the original. Discussion
- v) Education Foundation: **Wagner**
 - (1.) The meeting to be held on October, 12th.
 - (2.) Scholarship Application is almost finalized. Discussion
 - (3.) Donations are still encouraged for the Foundation Gift Baskets.
- vi) Table Tops: **Drewry**
 - (1.) Enhanced communication is being implemented between Programs Committee and Table Tops to increase number of Table Tops participants.
- 5) **Old Business:**
 - (a.) Organizational Chart discussion. Tabled until further notice **McIntyre**
 - (b.) Member reimbursements: GLR Conference & Construct. Discussion **Wagner/Hughes**
 - (i) **Motion:** I move to approve \$250.00 reimbursement each for Ralf Pittman and Mike Maxwell: **Wagner/Hughes** Motion passed
 - (c.) Construct Event reimbursements tabled for next month
- 6) **Tabled / In-Progress Business:** **Smith**
 - a) Chapter Bylaws/Policy- In process –
 - i) no report
 - b) Mark Smith, Chair
- 7) **New Business:**
 - a) Consolidation of registration sign in process with on line live with Constant Contact for future discussion **Brown**
 - b) CSI Academies to be under Education Committee. Education Committee to create policy for funding for future Discussion. **Brown**
- 8.) **Next Meeting: November 10th, 2011 at Drewry Simmons, 736 Hanover Place, St. 200, Carmel, In.**

Indianapolis Chapter Board Meeting was adjourned at 8:10PM.

Attachments: Board Meeting Agenda Oct. 2011
Treasurer's Report Oct. 2011

Respectfully Submitted, Cheri Longebone, Secretary, Indianapolis Chapter CSI