



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 10, 2013

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

Attendance: Edmund Brown, Susan Simon, Christine Walter, Andrew Huehls, Andy McIntyre, David Young, Joel Young, Kent Hughes, Chris Drewry

Excused: Ariel Su, John Arnold, Chris Hughes, Scott Bays,

Indianapolis Chapter Board Meeting called to order_6:29__PM

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

- 2) **Treasurer's Report:** **Drewry**
 - a) Reviewed September's Treasurer's report, and filed for audit
 - b) The Square unit will be available for next week's tour
 - c) A credit/debit card is required to reserve space for the 2014 Region Conference; Chris Drewry will obtain one for the chapter. The card will be closed after the conference.

- 3) **President's Report:** **Brown**
 - a) Distributed a calendar of upcoming Board Meeting, committee meetings, and chapter meetings.
 - b) Several Chapter members attended CONSTRUCT; 2 awards will be presented at the next Chapter meeting.
 - c) Next year's CONSTRUCT will be held in Baltimore, MD, in the 2nd week of September.
 - d) All board members were urged to make an effort to attend every board meeting.

- 4) **Committee Reports:**
 - a) **Growth:**
 - i) **Academic Affairs:** **J. Young**
 - (1) Committee meeting will be Tuesday of next week to discuss new incentives to attract student members.
 - (a) Board suggestions: try to tie the monthly education programs to the student coursework, set up CSI booths at job fairs.
 - (2) There were 18 university attendees at the tradeshow. Mostly 4th year students.
 - ii) **CMT:** **Su**
 - (1) No Report
 - iii). **Membership Retention and Membership Outreach:** **D. Young**
 - (1) The current membership count is 182 members, due to some sponsored students not renewing their membership.
 - (2) There were no new memberships from the tradeshow. A suggestion was made to reach out again to non-member attendees again by phone or e-mail.
 - iv.) **Technical:** **K. Hughes**
 - (1) No Report.
 - A.) **Events:**
 - i.) **Programs:** **Brown**
 - (1) October – Manufacturers panel featuring 5 representatives of setting materials (mortars, grouts, membranes) focused on large format tile.
 - (a) Erin Jennings with the IIDA is to moderate.
 - (b) A tour of 800 N. Capitol building conversion project will precede the meeting starting at 4pm, and is limited to 30 people.
 - (2) November – Mock estimating process with ASPE
 - (a) The meeting will need to start earlier to accommodate the time requirements of the program. Ample notifications will be sent to the membership to warn of the earlier start.
 - (b) Afternoon program: Code Compliant Door Hardware presentation by Laura Fry
 - (3) December – Christmas Party
 - (4) January –Deep Rock Tunnel Project
 - (5) February - Building Envelope?
 - (6) March - Joint meeting with DHI?
 - ii.) **Education:** **Brown**
 - (1) See programs
 - iii.) **Golf Outing:** **C. Hughes.**
 - (1) No Report



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iv.) Trade Show: **McIntyre**
 (1) 10/21 – Tradeshow Post-mortem at 11:30 at CHA
 (2) Initial indications are that the Chapter will see about \$23,000 net income
 (3) There were 238 registrants, which is a significant increase from last year.

v.) Special Events **Huehls**
 (1) No report.

B.) Administration:

i.) Advertising/Sponsorships; **K. Hughes**
 (1) No Report

ii.) Awards: **Bays**
 (1) No Report

iii.) Certification: **Huehls**
 (1) The 2013 Fall National Exams will be offered September 30 – October 26, 2013.
 (2) There were no webcast attendees this fall.
 (3) We had three candidates attend our classes for CDT.
 (4) There were no other classes.

iv.) Roster: **McIntyre**
 (1) No Report

v.) Communications: **Arnold**
 (1) No Report

vi.) Education Foundation: **McIntyre**
 (1) Verifying distribution list for scholarship applications
 (2) Working on a new logo for the Foundation to incorporate CSI's new Logo and be more in touch with the target audience-college students.
 (3) In an effort to find various fund raising ideas, adding to the C-Note Club, contacting other CSI Chapters that have Foundations, to determine how they raise their funds.
 (4) Next meeting: December 4 at 6 pm. LTBD.

vii.) Table Tops: **Simon**
 (1) There will be 5 for the October meeting.

5.) Old Business: none

6.) Tabled / In-Progress Business:

- a) Chapter Bylaws are still on the table,
- b) The latest revision has been approved by Institute. They will be voted on by the Chapter in October.
- c) It is time to revisit/update the strategic plan. The goal is to complete the update by the end of the fiscal year.
- d) The ad-hoc committee to locate space for future meetings is made up by Ed Brown, Andy McIntyre, Kathy Bultman
- e) Crystal will be invited to the November meeting to discuss their plans for the facility.
- f) We need a meeting location for the January and February meetings.

7.) New Business:

- a) Discussion about updating the Chapter logo or keeping the 50th anniversary logo. Consensus was to keep the current logo.

8.) Next Meeting: Thursday November 14, 2013 at BSA Lifestructures, 9365 Counselors Row Indianapolis, IN 46240

Indianapolis Chapter Board Meeting was adjourned at 7:58 PM.

Attachments: Board Meeting Agenda September 2013
 Treasurer's Report, September 2013

Respectfully Submitted, Andrew Huehls, Secretary, Indianapolis Chapter CSI