



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

September 5, 2013

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

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

**Excused:** Chris Hughes, Scott Bays, Chris Drewry

**Indianapolis Chapter Board Meeting called to order\_6:49\_\_PM**

- 1) **Review Meeting Minutes of previous Meeting:** **Huehls**
  - a) The Board approved the August meeting minutes. **(Kent Hughes/David Young)** Motion Passed.
- 2) **Treasurer's Report:** **Drewry**
  - a) Reviewed August's Treasurer's report, and filed for audit
  - b) On-Site payment credit card payment for meeting charges will now be available with a Square unit.
- 3) **President's Report:** **Brown**
  - a) Distributed a calendar of upcoming Board Meeting, committee meetings, and chapter meetings.
- 4) **Committee Reports:**
  - a) **Growth:**
    - i) **Academic Affairs:** **J. Young**
      - (1) Met 9/4 to review activities for students attending the tradeshow. An e-mail blast has gone to several universities, and several positive responses have been received.
      - (2) Student attendees of the tradeshow will be invited to attend 1 chapter meeting for free in an a recruitment
    - ii) **CMT:** **Su**
      - (1) 4 proposals have been received to produce a video marketing piece for the chapter out of footage from the trade show.
        - (a) The piece would be used as a recruitment tool in addition to marketing for booths and attendees for future trade shows.
        - (b) Since all booths are sold, and attendance is anticipated to be high, this is a prime opportunity to create this tool.
      - (2) After the trade show, options for continuing member spotlights at future meetings will be explored.
    - iii). **Membership Retention and Membership Outreach:** **D. Young**
      - (1) The current membership count is 186 members.
      - (2) The 9 university students that Ken Schmidt sponsored memberships for last year are anticipated to drop off of the roster next month.
      - (3) Last week Joyce White and Phil Caito went on a blitz to 30 architectural firms to market the trade show.
      - (4) The committee will give away chapter dues for tradeshow attendees that join the chapter within a defined time period after the tradeshow.
    - iv.) **Technical:** **K. Hughes**
      - (1) Andy McIntyre has joined Paul Sternburg on the Green Format Committee Task Team
  - A.) **Events:**
    - i.) **Programs:** **Brown**
      - (1) September – Tradeshow
      - (2) October – Manufacturers panel featuring 4 representatives of setting materials (mortars, grouts, membranes) focused on large format tile.
        - (a) Erin Jennings with the IIDA is to moderate.
      - (3) November – Mock estimating process with ASPE
      - (4) December – Christmas Party
      - (5) January –Deep Rock Tunnel Project
      - (6) February - Building Envelope?
      - (7) March - Joint meeting with DHI?
    - ii.) **Education:** **Brown**
      - (1) No Report
    - iii.) **Golf Outing:** **C. Hughes.**
      - (1) No Report
    - iv.) **Trade Show:** **McIntyre**



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- (1) 65 booths of 65 are sold. There is a waiting list of 5.
- (2) We have 138 confirmed attendees. Last year, there were 40
- (3) AIA and USGBC are intensively marketing the event. Enthusiasm for the show is high.

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

**B.) Administration;**

i.) Advertising/Sponsorships; **K. Hughes**  
(1) All platinum sponsors have selected their booths and 2 of 3 have bought extra spaces.  
(2) Sponsorship packages will be revised after the committee meeting following the tradeshow.

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

iii.) Certification: **Huehls**  
(1) There are 3 local participants in the certification class.  
(2) This is the 3<sup>rd</sup> week of the class.  
(3) There are no participants attending via webcam

iv.) Roster: **McIntyre**  
(1) Investigating updates/corrections to the roster  
(2) Working to determine timeframe for roster updates, current thinking is semi-annually.

v.) Communications: **Arnold**  
(1) There are a couple of upset advertisers. We believe the issues have been resolved through follow-up advertising for the platinum sponsors.

vi.) Education Foundation: **McIntyre**  
(1) The Foundation is updating the 2014 Scholarship Application.  
(2) We are preparing documents to promote Estate Planning to help support the Foundation.  
(3) Continuing to promote the 'C' Note Club to raise funds for the Foundation. Every Board Member has pledged \$100.  
(4) No Alcohol Raffle at the Trade Show.  
(5) Next meeting is October 9 at Seward Sales.

vii.) Table Tops: **Simon**  
(1) Anticipating 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.

**7.) New 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) On 8/16, Andy McIntyre, Edmund Brown, and Kathy Bultman met with the Riverwalk to discuss various issues.
  - (1) More meal diversity should be available at future meetings. (for some reason they had a note on our account to provide vegie lasagna at all meetings, this has been corrected)
  - (2) Kathy Bultman will be selecting the menu for the remainder of the calendar year.
  - (3) We may move to plated meals for those with special diet considerations.
  - (4) Crystal Catering, who owns Riverwalk, will not be renewing 5 Star's (current caterer) lease on January 1, 2014. Crystal Catering will be **closing Riverwalk in January and February of 2014 for renovations.**
    - (a) It may be time to consider a new venue, as Riverwalk's rates will increase after the renovations.
- c) Proposal to form an ad-hoc committee to explore options for future monthly Chapter meeting locations (**Simon/K Hughes**) motion passed.
  - i) Proposals for new locations with pricing are due to the board by the December board meeting (12/5/2013).
- d) Crystal will be invited to the November meeting to discuss their plans for the facility.
- e) **We need a meeting location for the January and February meetings.**

**8.) Next Meeting: Thursday October 10, 2013 at BSA Lifestructures, 9365 Counselors Row Indianapolis, IN 46240**

Indianapolis Chapter Board Meeting was adjourned at  8:52  PM.

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



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