

**To:** Steve Mangin  
**Subject:** January Board Meetings

## Meeting Minutes

### *CSI Memphis Chapter*

Chapter Board Meeting, January 13<sup>th</sup>, 2002

The Board of the Memphis Chapter-CSI convened at the Pickering Firm, 6<sup>th</sup> Floor Conference Room at 6:00p.m., with President Steve Mangin presiding.

#### Attendees:

<u>Names</u>	<u>Officers</u>	<u><i>present</i></u>
Steve Mangin	President	x
Scott Guidry	President-Elect	x
Chris Bird	Vice-President	x
Pam Davidson	Vice-President	
Lisa Turner	Secretary	x
Brenda Page	Assistant Secretary	x
Harvey Wilmoth	Treasurer	x
John Stancil	Assistant Secretary	x
Louis Medcalf	Immediate Past President	x
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<b>Board of Directors</b>		
Hans Faulhaber	Professional	x
Bill Morley	Professional	x
Ron Roberts	Professional	x
Danny Clark	Industry	x
Butch Mullins	Industry	

Carl Drennan                      Industry                      x

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*The Memphis Perspective*

Duke Walker                      Editor                      x  
Jammie Smith                      Assistant Editor  
Jim Neison                      Business Manager

### Committee Chairs

#### *Bylaws/Operating Guide*

Cliff Watson	Chapter Operations	x	
Tanya Guidry	Conferences/Conventions	x	
Tommy Smith	Database		x
Gary Copeland	Education		x
Gary Wagoner	Fellowship	x	
Jack Moran	Scholarship	x	
Ronnie Bonner	Technical		x
Zach Smith	Student Affiliate President	x	

**Minutes of Last Meeting:**                      **Minutes of the December meeting were read and approved.**

**President's Mailbag:**                      **The application for an award for the Memphis Chapter prepared by Carl Drennan is due at any moment for a decision from the Institute. Secondly, the chapter is in the planning stages for organizing delegates to attend the "Construct America" show in April.**

**Treasurer's Report:** Harvey Wilmoth noted that he had no written report to distribute this month, as there had been minimal activity with only (3) checks disbursed. Too, he noted that he had mailed the IRS document and had paid our regional dues.

*Committee Reports:*

**The Memphis Perspective:** updates on the Product Show.

The monthly magazine can be reviewed on the website and includes

**Product Show:** As of the day of this meeting, Ron Roberts reported there are (40) reservations. The next committee meeting is to be held on Wed., Jan. 15<sup>th</sup>, at 11:45a.m., at Anderton's Restaurant.

**Academic Affairs:** Sheet metal has been acquired for the university students to utilize for their booth. Zach Smith confirms that he has a current updated phone-list. Scott Guidry commented on the feasibility of a mini-product show, ( maybe 10-15 exhibitors), to be held in the lobby of the Engineering Building at Univ. of Memphis.

**Annual Dinner:** The Kemmons Wilson Hotel School was suggested as a possible location for this affair and will be investigated.

**Bylaws:** Confirmed review is complete....a minute revision; and is awaiting approval.

**Certification:** To be held the 1<sup>st</sup> Saturday in the month of April,...April 5th, at the Pickering Firm.

**Chapter Operations:** Cliff Watson announced that he now has an e-mail address being [cmwatson@bellsouth.net](mailto:cmwatson@bellsouth.net)! Too, Mr. Watson noted that Wally Bostelmann would soon as of January 15<sup>th</sup>, celebrate his 70<sup>th</sup> birthday, thus being eligible for emeritus.

**Conferences/Conventions:** Tanya Guidry noted that the regional conference is coming up On May 16<sup>th</sup>. We should consider hosting the chapter meeting this particular month on the 4<sup>th</sup> Thursday in the month, making the date May 22<sup>nd</sup>.

**Database:** Tommy Smith reaffirmed that his list of mailing labels is current. The logistics of producing & forwarding the mailing labels for the monthly magazine was a revisited issue. It was duly noted that for a 50cents differential, bulk-mail does not forward, and that 1<sup>st</sup> class does forward. For the upcoming product show in March, it was determined that (100) extra copies be made available.

**Seminars:** Gary Copeland is in charge of the annual seminar to be held on the day of the product show being Tuesday, March 25<sup>th</sup>. The price will be \$125.00 for CSI members, and \$175.00 for non-members. Students may attend free, but will be responsible for their own food. Danny Clark will see to a mailing of the aforementioned details during the month of February. Lastly, there will be a vote in Feb., to determine if students can utilize the credit of CSI (s), denoting student status to reflect their affiliation with the organization.

**Fellowship:** Gary Wagoner says that he will have something definitive to report from his

committee at the next board meeting on Feb. 17<sup>th</sup>.

**Golf Tournament:** The goal is to host this event in the month of July.

**Membership:** nil

**Nominating/Programs;** The upcoming program on January 16<sup>th</sup> is to be on "Slag Cement". A smidgen of adverse discussion as to the food "dropping" at the December meeting. Noted that the maximum # of persons to be seated in the private meeting room is 50 persons. Scott Guidry distributed a calendar with the following programs scheduled:

Feb.20	Electronic Document Management
Mar. 25	Product Show & Seminar
Apr. 17	Farrell-Calhoun Plant Tour
May 15	911 Revisited
Jun. 19	Annual Dinner
Jul. 17	NO MEETING
Aug. 21	Weather Proofing Glazing Systems

**Planning:** nil

**Scholarship:** Jack Moran has contacted everyone concerning last year, 2002. He received some verbal agreements for 2003-04, but has not yet received any money. Insisted that response was definitely positive.

**Student Affiliate President:** Zach Smith commented on the mentorship program. Zach promoted an interesting idea in that he would like to have a short biography of students/'orphans' who wish to be adopted.....this would in turn, peak the interest of potential sponsors.

**S A Faculty Advisor:** Mr. Tom Mason procured a room, # 308 in the Engineering Science Building located off Zach Curlin at Central Avenue on the Univ. of Memphis campus for the upcoming 'Fundamentals of Construction Documents', class to be held for (5) consecutive Tuesdays from 6:00-9:00p.m., beginning on Feb. 4<sup>th</sup>. Brochure to follow immediately and the fee is \$125.00 for CSI-members, and \$150.00 for non-members.

**Technical:** nil

**Webmaster:** Scott Guidry distributed a very comprehensive and-out on the visits/ accesses to the CSI Memphis Homepage website. Scott announced his intentions to write an article addressing the real purpose of the Product Show & Program.

**Unfinished Business:** Concerning details to fulfill for documents class...i.e...e-mailing, brochure, cart w/computer & projector...ability to do power-point.

Scott Guidry announced that his professional residence is now at Archimania!

**Adjournment:** The meeting adjourned at 7:00p.m.

Respectfully submitted,

**Lisa Heafner Turner  
Secretary**

***Amendment/ As of Feb.11<sup>th</sup>, Gary Copeland revised the price of the BURSI seminar scheduled for March 25<sup>th</sup> to \$75.00 for members, and \$90.00 for non-members!***

# Meeting Minutes

## CSI Memphis Chapter

Chapter Board Meeting, September 16, 2002

The Board of the Memphis Chapter-CSI convened at the Pickering Firm at 5:30 p.m., on September 16th, 2002, with President Steve Mangin presiding.

### *Attendees:*

<u>Names</u>	<u>Officers</u>	<u><i>present</i></u>
Steve Mangin	President	x
Scott Guidry	President-Elect	x
Chris Bird	Vice-President	x
Pam Davidson	Vice-President	
Lisa Turner	Secretary	x
Brenda Page	Assistant Secretary	x
Harvey Wilmoth	Treasurer	
John Stancil	Assistant Treasurer	
Louis Medcalf	Immediate Past President	x
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<u>Board of Directors</u>		
Hans Faulhaber	Professional	x
Bill Morley	Professional	
Ron Roberts	Professional	x
Danny Clark	Industry	x
Butch Mullins	Industry	x
Carl Drennan	Industry	x
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<u><i>The Memphis Perspective</i></u>		
Duke Walker	Editor	
Jammie Smith	Assistant Editor	
Jim Neison	Business Manager	x
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<u>Committee Chairs</u>		
Wally Bostelmann	Bylaws/Operating Guide	
Cliff Watson	Chapter Operations	x
Tanya Guidry	Conferences/Conventions	x
Tommy Smith	Database	
Jack Moran	Scholarship	x

## Call to Order & Roll Call

### Minutes of last Meeting:

Minutes of the August meeting were read and approved.

### President's Mailbag: (3) issues briefly "skirted"

- a...attention to conference calls re:various subjects & are "free.
- b....audio exchange reminder/ masterformat discussion
- c... Lynn Vanderhoff resignation/ will be missed as liaison

Treasurer's Report & other Officer's Reports: Budget report was distributed, however; since Harvey was unable to attend, it was deemed appropriate to "table" any discussion.

### Committee Reports:

*Perspective:* nil

Academic Affairs: It was announced that the student scavenger hunt/pizza party was upcoming.

Annual Dinner/Holiday Party: Brenda Page eagerly noted that she is working to deliver a special holiday party, possibly at the Galloway House.....maybe, a harpist, and probably on Dec. 12<sup>th</sup>.

Awards: nil

Business Manager: Plan/report submitted by Jim Neison & co-chair Greg Campbell stating that all overdue invoices have been billed/mailed and even a follow-up action plan. Other changes and suggestions are spelled out in a most positive direction.

Bylaws/Operating Guide Wally Bostelmann has officially resigned this position. A meeting has been called for 9-17!

Certification: nil

Chapter Operations/Finance: Chairman of the Audit Committee, Cliff Watson provided an extremely accurate review of the fiscal accounting of the Memphis Chapter of CSI... Included in his summary was the revised balance sheet ending the year at 6-30-02, the audit/reconciliation statement 7-01-01 through 6-30-02, an income/expense report of the same period, and both the checking & investment bank account statements. Moreover, Mr. Watson authored a cover letter which delineating the steps to his approach; and lastly suggested "several items to review and change."

Conferences/Conventions: Tanya Guidry reported that the Memphis Chapter actually had (8) members, (3) students, & (3) spouses attend the regional conference. The article in the *Perspective* was duly noted. Also, the expense summary was reported as \$2,300 and Tanya questioned how to handle the excess allocation? The next CSI show will be in Chicago in April,

then followed with a regional conference in Nashville during May. Some concerned remarks re: the CSI University which is scheduled for June in Philadelphia?

Database: nil

Education: There was a mentioning of considering the Hotel & Management School as a candidate for the Product Display Show in the future?  
CDT/ in hopes to conduct the fundamentals of the construction document class again as soon as January. Testing for credit would then be in April. Lastly, the group asked Gary Copeland about receiving CEU(s) at meeting.....Scott Guidry agreed to requisition the appropriate form & is familiar how to teach all how to "self-report".

Fellowship: nil

Golf Tournament: nil

Membership nil

Nominating/Programs: nil

Planning: Louis Medcalf says that the Master Format Symposium will probably be in Nov., and that he is currently looking for a place. More details to follow.

Product Show: Ron Roberts' group has already met twice and are satisfied with their progress.

Publicity: nil

Scholarship: nil

Student Affiliate: On behalf of Zach Smith, S. Guidry distributed an excellent recap of the students upcoming plans. Too, Zach reported the outcome of the student affiliate officers.

SA Faculty Advisor nil

Technical: nil

Webmaster:

Unfinished Business

1. Chapter Bylaws:
2. MasterFormat:

New Business:

Announcements:

Adjournment: The meeting adjourned at 6:30 p.m.

Respectfully submitted,

Lisa Heafner Turner  
Secretary

Meeting Minutes  
 CSI Memphis Chapter  
 Chapter Board Meeting, October 14, 2002

The Board of the Memphis Chapter-CSI convened at the Pickering Firm at 5:30 p.m. on October 14, 2002, with President Steve Mangin presiding.

**Call to Order & Roll Call**

***Attendees:***

Names	Officers	
Steve Mangin	President	present x
Scott Guidry	President-Elect	x
Chris Bird	Vice-President	
Pam Davidson	Vice-President	x
Lisa Turner	Secretary	x
Brenda Page	Assistant Secretary	x
Harvey Wilmoth	Treasurer	
John Stancil	Assistant Treasurer	
Louis Medcalf	Immediate Past President	

**Board of Directors**

Hans Faulhaber	Professional	
Bill Morley	Professional	
Ron Roberts	Professional	x
Danny Clark	Industry	x
Butch Mullins	Industry	
Carl Drennan	Industry	x

**THE MEMPHIS PERSPECTIVE**

Duke Walker	Editor
Jammie Smith	Assistant Editor
Jim Neison	Business Manager

**Committee Chairs**

Cliff Watson	Bylaws/Operating Guide	
Tanya Guidry	Chapter Operations	x
Tommy Smith	Conferences/Conventions	
Jack Moran	Database	
Zach Smith	Scholarship	x
	Student Affiliate President	

**Minutes of last Meeting:**

Minutes of the September meeting were read and approved.

### **President's Mailbag:**

Acknowledged a check in the amount of \$6,557.00, item#E215 on CSI's Budget Report for scholarship signed by President Shirley Raines, President of University of Memphis.

Thanked Hilti ,Inc. for picking up the tab for pizza at the student chapter's scavenger hunt party.

President Mangin commented on a conference call in which he participated on Sept.27<sup>th</sup>, re: the national schedule of future CSI events, and he also announced specific contact persons for various honors, awards, fellowships, etc....Also, Steve referenced the current status of different drafts of the proposed changes of **MasterFormat**, which Dennis Hall narrated during the conference call, as well as the deadlines for input, and lastly Steve encouraged all to e-mail their thoughts & positions for consideration.

### **Treasurer's Report:**

Though Harvey Wilmoth was absent, all in attendance reviewed the distributed budget report.

One item was questioned to be removed, #115.1.....

Steve Mangin accepted the treasurer's report.

### **Committee Reports:**

*Perspective* nil

Academic Affairs: The recent Scavenger Hunt was enjoyed by all and a lot of new friend Ships were created. The students were looking forward to a visit from the firm Archimania on Oct. 25<sup>th</sup>.

Annual Dinner: Brenda Page says that the Galloway House is not an an option for the holiday party; however she is certain to soon announce the location.

Awards: nil

Bylaws/Operating Guide: It was reported that the Bylaws update were real close to being forwarded to Attorney, Cliff Lipman for review. Afterwards, the Board will peruse together. Carl Drennan suggested that any mentioning of dates citing years be omitted, and that merely refer to the calendar by month will enhance the life of the Operating Guide.

Certification: nil

Chapter Operations/Finance nil

Conferences/Conventions nil

Database: nil

Education: nil

Fellowship nil

Golf Tournament: nil

Membership: nil

Nominating/Programs: Scott Guidry reconfirmed that November's program would be guest-

-speaker, John Norman featuring a lecture on Metal Roofing.

Planning: nil  
Product Show: Ron Roberts reported an update showing super progress on exhibit space sold for the annual product show. This committee had their monthly meeting scheduled for the next Wed., at Anderton's, and very soon will be meeting even more frequently.

Publicity: nil

Scholarship: Jack Moran had met with Jim & identified his next step as meeting with Becky McCoy as to recent increases for expenses & tuition. There was an interesting discussion on "how much to ask for?" One suggestion was to diversify tiers of giving by naming categories...

Student Affiliate nil

SA Faculty Advisor nil

Technical nil

Webmaster Scott Guidry distributed his monthly extremely accurate report of the CSI website; denoting # of online visits, additions, new features, etc. Scott commented in specific re: CSI application form, on the calendar of events, product show...Lastly, he explained how the student chapter was working hard on their website.

**Unfinished Business:** Chapter Bylaws/ Nearing completion...next step to Cliff Lipman.  
MasterForma/ On hold, until Louis Medcalf reviews the 2<sup>nd</sup> draft.  
Continuing Education/ Scott to distribute certificate forms at chapter meeting. Emphasized that signature is very necessary!

**New Business:** none

**Announcements:** none

**Adjournment:** The meeting adjourned at shortly @ 6:45p.m.

Respectfully Submitted,

Lisa Heafner Turner  
Secretary

**MEMPHIS CHAPTER CSI  
MONTHLY BOARD MEETING MINUTES**

The Board of the Memphis Chapter –CSI convened at the Pickering Firm at 5:30 p.m., on Monday, November 18<sup>th</sup>, 2002 with President Steve Mangin presiding.

**Call to Order & Roll Call**

**Attendees:**

<i>Names</i>	<i>Officers</i>	<i>present</i>
Steve Mangin	President	x
Scott Guidry	President-Elect	x
Chris Bird	Vice-President	
Pam Davidson	Vice-President	
Lisa Turner	Secretary	x
Brenda Page	Assistant Secretary	x
Harvey Wilmoth	Treasurer	
John Stancil	Assistant Treasurer	
Louis Medcalf	Immediate Past President	x
 <i>Board of Directors</i>		
Hans Faulhaber	Professional	x
Bill Morley	Professional	
Ron Roberts	Professional	
Danny Clark	Industry	x
Butch Mullins	Industry	
Carl Drennan	Industry	x
 <i>The Memphis Perspective</i>		
Duke Walker	Editor	
Jammie Smith	Assistant Editor	
Jim Neison	Business Manager	x
Greg Campbell	Co-Business Manager	
 <i>Committee Chairs</i>		
Wally Bostelmann	Bylaws/Operating Guide	
Cliff Watson	Chapter Operations	x
Tanya Guidry	Conferences/Conventions	
Tommy Smith	Database	x
Gary Copeland	Education	x
Jack Moran	Scholarship	x

- **Approval of October board meeting minutes** The minutes of the October meeting were read and approved.

• **Mail Bag:** Two local chapter members being Jerry Durham and Albert Mallory, formally applied for retired status.....subsequently, the board approved.

• **Treasurer's Report & other Officer's Reports** Though Harvey Wilmoth was unable to attend, a budget report was distributed. On another note, Cliff Watson announced that he was in receipt of a notice from Independent Bank to renew two "CD(s)"... in approximate amounts of 8k & 21k.....both will simply "roll-over". Lastly, the intentions to fund Scott Guidry to the CSI University in Philadelphia, and then others to the national product show in Chicago was reconfirmed. The treasurer's report was accepted.

### • **Committee Reports**

**Business Manager/** Jim Neison & Greg Campbell - A written report distributed noting the

status of '01 collections, new ad sales, resolution of a complaint, & the commendable proactive invoicing 'FY '03'!!

***The Memphis Perspective*** Duke Walker- Various comments were offered re: if bulk mailing of the magazine was being practiced?, if time constraints were a real issue for publication?, & if there exists a fair understanding of the timeline for

Steve Mangin promises to revisit these issues in order to alleviate these concerns.

**Academic Affairs/-** Scott Guidry made an upbeat recap of the students' recent walking tour through a residence site in Harbour Town. With a guided tour hosted by an architect from Archimania, approximately (7) students enjoyed a 2-hour lecture.

**Annual Dinner/Holiday Party** -Brenda Page announced that the Christmas party will be held on Thurs., Dec. 12<sup>th</sup> from 7:00p.m.-9:00p.m., at Askew, Nixon & Ferguson on Union

Avenue. An authentic recipe for eggnog is one of the many promises of the evening...

**Awards /-** Carl Drennan -Is currently working diligently on "the Outstanding Chapter", and looks

forward to relaying his progress.

**Bylaws/** Steve Mangin recounted that on 11-08-02, the revised bylaws, as well as the "old"/ existing bylaws were forwarded to the new secretary of the Institute. Steve confirmed to all that attorney, Cliff Lipman had reviewed and signed off prior to mailing.

**Certification/-** On a 11/8/02, Charles Cooper resigned. Also, he did not renew his CSI member-

-ship. Meanwhile, Steve Mangin will "fill in" his position.

Tommy Smith is striving to secure a classroom facility at the Univ of Mphs.

Mr. Smith's goal is to have the schedule set by the week after Christmas.

**Chapter Operations/Finance-**Cliff Watson-Briefly mentioning of (2) issues....a) income tax is due

on November 15th... & b) Mr. Watson is in receipt of a bankruptcy notice from Copperweld(?) from the state of Ohio....

**Conferences/Conventions**-Simply noted that the seminar schedule is posted...

**Database/-** Tommy Smith posed the question as to who deserved to receive the complimentary issue of the magazine? Also, how many?...principals of large firms? ASHE(American Society of Hospital Engineers)? President Mangin tabled the discussion for an ad hoc committee.

**Education /** -Gary Copeland-Had in hand a copy of a contract to be signed for the Fogelman Center...Room #123,sloped floors,desk-type writing chairs, (120)person capacity,

Secured for the day of the Product Show—March 25<sup>th</sup>,featuring continental breakfast, continuous breaks/snacks,---lunch,--afternoon snacks.---Lots of audio visual equipment, power-point, on-site technician. Price is \$125.00 members, & \$175.00 for nonmembers. Declared that it is now the time to begin publicizing on website and in Perspective . The Memphis chapter will issue a check for deposit of this location.

**Fellowship,Golf Tournament,&Membership Committees/-nil**

**Nominating/Programs**-Scott Guidry confirmed that the ensuing program on 11/21 would indeed be John Norman, speaking on *Metal Roofing*.

**Operating Guide** -Hans Faulhaber proposed that the current only available copy of the operating guide is a sole hardcopy....With the aid of Louis Medcalf on the scanner, they

will soon provide the chapter with disk copies.

**Planning-** -Louis Medcalf had been in a meeting this very day as to proposing a response

to MasterFormat. It appears that no definitive resolution is in sight. A draft of professional liability concerns will be presented by Mr. Medcalf at the December meeting.

**Product Show** -Though Ron Roberts was unable to attend, comments were made saying that the Product Show was almost sold out, and that the website is updated very frequently for anyone interested in its progress.

**Publicity/** - nil

**Scholarship/** -Mr. Jack Moran announced his committee's decision to proceed this year with one level (\$), of sponsorship; and that his goal is to procure (20) sponsors for this very worthwhile endeavor.

**Student Affiliate, S A Faculty Advisor, & Technical/- nil**

**Webmaster/** Scott Guidry's expertise here, is apparent to all who visit the website, and he reconfirmed the never-ending update of the product show details, as well as today's meeting notice.

**Unfinished Business/**

Jim Neison proposed a very thorough 6-page document prepared by himself and Tommy Smith addressing chapter policy for conducting our affairs. The concept was clearly noted that this work is deemed

as

a draft only, but would serve as a base of (9) years of research by

these

gentlemen to provide insight as to how we as an organization should proceed in being...defining ,i.e...our purpose,organization,

delineating

what comprises our administration and responsibilities of every single officer, etc., etc., etc.... The board passed the motion to accept this gift as an appendix to our Chapter Operating Guide.... many

“Kudos” followed for Jim Neison’s and Tommy Smith’s accomplishment.

Proliferation abounds in the being of Jim Neison.... in the very next point of discussion on the agenda, Mr. Neison distributed a very valuable resource for the Donald W. Manley Award. Here, the history is reconstructed from inception, the criteria is outlined in detail, all past recipients in order of

award date are listed, and even the presentation ceremony dialogue is included!!! The Board agreed to adopt this document as a guide for future inductions of this award, and it was noted that the Board would need to take formal

action to make any changes. Again, much gratitude to Jim Neison for

documenting and fulfilling the resources to operate the Memphis Chapter of CSI as it has evolved to date.

- **New Business/** A suggestion was made that the Board consider procuring a safety deposit box for safe-storage of all valuable documents, such as the state charter, bylaws, Manley award, financial documents, disks, etc., etc.... The board will ask Harvey Wilmoth to investigate some costs & report back.

Announcements / nil

- Adjournment 7:25p.m.

· **Next Board Meeting: 5:30 PM, Monday 16 December 2002 at Pickering Firm, 6<sup>th</sup> Floor Conference Room.**

Respectfully Submitted,

Lisa Heafner Turner