

The Construction Specifications Institute – Memphis Chapter

Meeting Minutes

July 19, 2003

Opening:

The Transfer of Power Retreat of The Construction Specifications Institute Memphis Chapter was called to order at 8:00 a.m. on July 19, 2003 at the Memphis Shelby County Visitors Information Center by Scott Guidry, 2003-2004 President.

Present:

President	Scott Guidry,
President-Elect	Harvey Wilmoth,
Vice President-Industry	Chris Bird,
Secretary	Brenda Page,
Assistant Treasurer	Eric Busbey,
03-06 Board of Director	Jammie Smith,
01-04 Board of Director	Bill Morely,
02-05 Board of Director	Carl Drennan,
02-05 Board of Director	Ron Roberts,
Awards Chair	Louis Medcalf,
Certification Chair	Steve Mangin,
Conference/Conventions Chair	Byron Graves,
Education Chair	Gary Copeland,
Finance/Chapter Operations Chair	Cliff Watson
Magazine Editor	Tanya Guidry,
Technical Chair	John Bingham

A. Approval of Agenda

The purpose of this meeting was to formalize the transfer of power from the previous administration to the current administration. All attendees were in approval of the proposed agenda.

B. Approval of Minutes

The minutes of the previous meeting were not read.

C. Open Issues

Open issues from previous meetings were not discussed.

D. New Business

Scott distributed a binder of information to each of the attendees. He then introduced himself to the group for those who did not know him. He then asked that each attendee introduce himself or herself; state what their position is with CSI for the upcoming year

and how long they have been a member of CSI. Scott went through the binder of information with the attendees beginning with:

Chapter 1 – The Roster

Chapter 2 – Budget

Chapter 3 – Goals Status Report for last year

Scott commented that while most of the goals of the previous administration had been met, there were a couple of items that will need to be addressed by the incoming administration. Scott applauded the work of the previous administration for all that they did accomplish.

Chapter 4 – Goals for 2003-2004

The goals were read to the attendees and the attendees agreed to the new goals for this administration with two additional goals to be added to the list:

1. Design new CSI-Memphis shirts
2. Achieve 40% member attendance at Membership Meetings.

Chapter 5 – Event Calendar

Scott reminded attendees of important dates to remember. The following items were added to the calendar:

1. Filing of incorporation papers on October 1, 2003
2. Filing income tax return with IRS on November 15, 2003
3. Student events (once received from Sanjay Patel, Student Affiliate President).

There was also a request that if there were changes to be made to the calendar that notification would go out via e-mail and a notice in the Memphis PerSPECTive Magazine.

Chapter 6 – Chapter Operating Guide

Scott discussed the purpose of the Chapter. He went over who is on the Executive Committee, and Board and who is able to vote at board meetings.

At this point, Scott had all attendees close their binders and gave the attendees a quiz on what position is responsible for what duties. He would read out a duty and the attendees were to tell Scott who was responsible for that task. It became clear that no one person could state who was responsible for what within the organization. Scott reminded us to read over and familiarize ourselves with the Memphis Chapter Operating Guide.

Scott then had each attendee fill out a form outlining the goals and objective for the particular office they held. The attendees then presented those goals and objectives to the group. It was open for discussion if anyone else had suggestions or advise for that particular position.

Harvey spoke about fiduciary responsibilities for chairpersons. He emphasized that this is a non-profit business with no shareholders. CSI is trusting individuals to act responsibly with the organizations money. It was also discussed that the only person authorized to sign a contract or to obligate the Chapter financially is the current Chapter President.

Scott concluded the meeting by establishing the board-meeting place at the Hilton Hotels Corporate Headquarters near Perkins and Park. He stated that he expected a written report from each committee member at every board meeting, regardless if the chairperson was in attendance or not. Tanya gave her cell number just in case anyone was late to the board meeting because she has to hold the door open. (901) 409-6171.

Scott reminded the attendees about the Roberts Rules of Order and vowed to reinstitute them at the board meetings.

E. Agenda for Next Meeting

The agenda for the next meeting was not discussed.

Adjournment:

Scott Guidry adjourned meeting at 12:00 p.m. The next board meeting will be at 5:30 p.m. on **Tuesday, August 19, 2003 in Hilton Hotels Corporate Headquarters** (755 Crossover Lane – Building “A”).

Minutes submitted by: Brenda Page

Approved by: Scott Guidry

The Construction Specifications Institute – Memphis Chapter

Meeting Minutes
September 15, 2003

Opening:

Scott Guidry, 2003-2004 President, called the Monthly Business Meeting of The Construction Specifications Institute Memphis Chapter to order at 5:30 p.m. on September 15, 2003, at the Hilton Hotels Corporate Headquarters.

Present:

President	Scott Guidry
President-Elect	Harvey Wilmoth
Vice President-Industry	Pam Davidson
Vice President-Industry	Chris Bird
Secretary	Brenda Page
Treasurer	Not Present
Assistant Treasurer	Eric Busbey
03-06 Board of Director	Jammie Smith
01-04 Board of Director	Bill Morely
02-05 Board of Director	Not Present
02-05 Board of Director	Ron Roberts
Finance/Chapter Operations Chair	Cliff Watson
Magazine Editor	Tanya Guidry / Jamie Smith
Product Show	Ron Roberts
Scholarship	Jack Moran
Student Affiliate President	Sanjay Patel
Table Tops	Harvey Wilmoth
Webmaster	Scott Guidry

A. Approval of Agenda

All attendees were in approval of the proposed agenda (see attached agenda).

B. Approval of Minutes

The minutes of the previous meeting were read and approved.

C. Mailbag

Scott reported having no mail in this month's mailbag.

D. Treasurers Report

The Treasurer, John Stancil, was not present – no report was given other than Harvey Wilmoth stating that John needed more time to figure out the software.

E. Committee Reports

1. Academic Affairs – Carl Drennan was not present.
2. Certification – Steve Mangin was not present.
3. Awards – Luis Medcalf was not present. Scott reported that the Awards committee did meet this past month and divvied up responsibilities. They are also planning on submitting Wally Bostelmann for the Bob Bishop Award.
4. Bylaws – Chair not present. No report was provided.
5. Chapter Operations – Cliff Watson reminded Scott that the Corporate Annual Report must be mailed to the Secretary of State with a check for \$20 no later than October 1, 2003.
6. Conferences and Conventions – Chair did not have a report prepared.
7. Data Base – Pam Davidson reported that she needs three addresses for CSI members whose magazines were returned. Data base software, that would be most compatible with what main stream computer users use, was discussed for ease of distribution. No conclusions were made.
8. Education – Committee Chair, Gary Copeland, was not present. No report provided.
9. Fellowship – Committee Chair, Gary Wagoner, was not present. No report was provided.
10. Finance – Cliff Watson provided an audit report, which indicated a fiscal year loss of \$2,954.94. Also provided was a reconciled bank account balance sheet, budget report and a copy of the bank statement. The audit committee recommended transferring \$700 from the operating funds into the scholarship fund. The audit committee also recommended that there be a separate line item for bulk mail and that it be removed from the magazine account. There was no motion placed before the board because it was decided that it was a simple “bookkeeping” matter.

Ron Roberts made the motion to the board that if any committee had to mail more than 200 pieces, that they use the bulk mail system. Harvey Wilmoth second the motion and the motion passed.

There is still controversy over allowing committee chairs to submit expense reports for meals when committees have meetings. Back in May there was an Ad-Hoc Committee formed to determine if the practice should cease and desist. The members of the Ad-Hoc Committee were as follows: Clifton Watson, Jim Neison, Chris Bird, Pam Davidson, Hans Faulhaber, John Stancil and Steve Mangin. Cliff Watson resubmitted a copy of a letter dated May 22, 2003 regarding the decision made by the Ad-Hoc Committee because Ron Roberts had turned in another expense report for reimbursement of meals.

11. Golf – Committee Chair was not present and did not give a report.
12. Historian – Committee Chair, Tom Smith, was not present. No report was submitted.

13. Magazine – Jamie Smith gave a report but unfortunately I was out of the room at the time and have no idea what was said.
14. Magazine Business Editor – Greg Campbell was not present – no report was given.
15. Membership – Jamie Smith reported that there are 148 total member, which includes 12 student members.
16. Nominating – Harvey Wilmoth reported that it is too soon to have a report.
17. Operating Guide – Committee Chair, Hans Faulhaber was not present. Scott suggested that we all look at two sections of the Operating Guide per month and make suggestions for change in the following months meeting. Last month's assignment was to look at Academic Affairs and the Golf Tournament. Scott said he received e-mails about each but did not read them to the board. Next month Scott wants the board to look at Awards and Product Show. Tanya suggested that the comments be forwarded to the appropriate committee chairs for their take on the comments before sharing the comments with the board members.
18. Planning – Steve Mangin was not present – no report was given.
19. Programs – Harvey Wilmoth was present but no report was given.
20. Publicity – No report was provided.
21. Product Show – Ron Roberts reported that he held a meeting at Andertons but that few people showed up and he was disappointed that adults needed to be reminded of their responsibilities when the calendar was announced at the last board meeting. Ron also announced that Danny Clark, Brenda Page, Wally Bostelmann, Steve Mangin and he were working on updating the data base for the Product Show. Ron reminded the board members that the next meeting would be on October 8, 2003. Wally Bostelmann reported that he has sent out 67 registration forms as well as given a deadline of October 10th for registration. Wally feels confident that we will have a good response this year. Wally also suggested that we not have impromptu CSI meetings in the isles at the PDS. He also suggested that the food not be in a separate room, which takes participants off the show floor.
22. Scholarship – Jack Moran handed out a sample letter he would like to mail to potential sponsors increasing the amount of the donation from \$50 to \$200 due to the rapid increase of tuition at The University of Memphis. Jack made a motion to accept the increased amount and Chris Bird second the motion. Bill Morely asked, “if the scholarship is costing more than the income (donations) then how do we build up the fund?” Jim Neison responded that the donated money goes directly into the scholarship fund but that the tuition's get paid out of the operating funds. Harvey commented that paying \$8,400 out of the operating fund would be difficult at best. Pam Davidson commented that the economy is so bad right now with many architecture firms laying people off that she fees the increase is unreasonable and should be within \$50 to \$100. Chris Bird volunteered his firm to pay \$200. Tanya Guidry suggested that we ask more people to sponsor in the smaller amount in order to raise the money. Harvey suggested that there be levels of monetary participation. Jack Moran reminded Harvey that Brenda Page made that

suggestion last year. An amendment was put before the board that the new approach to collecting donations be in the form of multiple levels of giving. The amendment was passed.

Scott suggested we not finish the committee reports due to time constraints – no one protested.

F. Open Issues

Open issues for this meeting are as follows: 1) Meeting meals – revised by Ron Roberts; 2) Past President's January Program by Byron Graves.

Addressed first was the Past Presidents Meeting. Byron Graves submitted a letter to the current President on suggestions he had for the Past Presidents Meeting for January, 2004. The letter was read aloud and suggested that the ideas contained in the letter be incorporated into the Operating Guide.

Item number two – Ron Roberts motions that the chapter reimburse committee chairs for meals consumed during committee meetings. Chris Bird second the motion.

Cliff Watson reminded the board again about the Ad-Hoc Committee report that was submitted in and voted on by the board in the June board meeting. Bill Morely asked if the chapter could afford to pay for meals and should the amount of the meals be limited to a certain dollar amount. Ron Roberts replied that the chapter had been paying for meals for many years. Cliff Watson responded that he was unaware of the practice or he would have put a stop to it a long time ago. Jim Neison asked the board “why do we (CSI) raise money?” He suggested that it was for the good of the organization not for the volunteers and objected to volunteers using chapter funds for their own benefit. Harvey Wilmoth said that during CSI University regarding fiscal responsibility – that the chapter was with in the legal right to reimburse for meals and was not in any violation of IRS rules. Pam Davidson said that she is concerned about a “snowball effect”. If the chapter allows one committee then all the committees will do it. Wally asked if a member gets reimbursed for a meal, “is it defined as income by the IRS?” Cliff Watson said any amount paid to a member over \$50 would get reported to the IRS. Chris Bird suggested that the motion be amended to only state that the Product Show Committee Members get reimbursed for meals because they are producing the greatest amount of income and work very hard. At that point Cliff Watson asked if Chris Bird thought that the Audit Committee did not work hard. Eric Busbey second Chris Bird's suggestion that the meals be reimbursed only for the Product Display Show Committee. The amendment passed but the motion is still up in the air and John ???? asked that the motion be tabled for further research. Harvey Wilmoth seconded to table the motion. Eight members then voted to table the motion.

G. New Business

Byron Graves requested that he be made an Emeritus Member. He is 70 years old and a 22 year member of CSI. Jack Moran motioned to accept and both Harvey Wilmoth and Chris Bird seconded the motion. Scott said that he would then forward the recommendation to the Membership Chair.

Adjournment:

Scott Guidry adjourned the meeting at 7:30 p.m. The next board meeting will be at 5:30 p.m. on Monday, October 20, 2003 in Hilton Hotels Corporate Headquarters (755 Crossover Lane – Building “A”).

Minutes submitted by: Brenda Page

Approved by: Scott Guidry

The Construction Specifications Institute – Memphis Chapter

Meeting Minutes
October 13, 2003

Opening:

Scott Guidry, 2003-2004 President, called the Monthly Business Meeting of The Construction Specifications Institute Memphis Chapter to order at 5:30 p.m. on October 13, 2003, at the Hilton Hotels Corporate Headquarters.

Present:

President	Scott Guidry
President-Elect	Harvey Wilmoth
Vice President-Industry	Pam Davidson
Vice President-Industry	Chris Bird
Secretary	Brenda Page
Treasurer	John Stancil
Assistant Treasurer	Eric Busbey
03-06 Board of Director	Jammie Smith
01-04 Board of Director	Bill Morely
02-05 Board of Director	Carl Drennan
02-05 Board of Director	Ron Roberts
Awards	Carl Drennan
Certification	Steve Mangin
Database	Jim Monereif Pam Davidson/John Bigham
Finance/Chapter Operations Chair	Cliff Watson / Jim Neison
Holiday Party	Lisa Turner
Magazine Editor	Tanya Guidry / Jamie Smith
Membership	Jamie Smith
Operating Guide	<u>Hans Faulhaber</u> /Byron Graves
Product Show	Ron Roberts
Programs	Harvey Wilmoth
Student Affiliate President	Sanjay Patel
Table Tops	Gary Wagoner/Harvey Wilmoth
Webmaster	Scott Guidry
Student Affiliate	Sanjay Patel

A. Approval of Agenda

All attendees were in approval of the proposed agenda (see attached agenda).

B. Approval of Minutes

The minutes of the previous meeting were read and approved.

C. Mailbag

Scott reported having no mail in this month's mailbag.

D. Treasurers Report

The Treasurer, John Stancil presented the treasurers report for review. A motion was made to approve the report and was seconded.

E. Committee Reports

Awards – Carl Drennan reported having a meeting this past month where they discussed what and who would the committee make application for accommodation. Steve Mangin asked that if anyone is asked to write a recommendation letter, that it is “glowing”.

Certification – Steve Mangin sent in a second article to the PerSPECTive for certification. Applications will be available on Thursday.

Chapter Operations – The Chapter Registration Application and checkpayment for the Secretary of State of Tennessee in the amount of \$20 has been mailed on time by the Chapter President, according to Scott Guidry. Cliff reminded Scott that the tax return is due November 15th.

Data-Base – ~~Jim M~~John Bigham~~hereif~~ reported that the CSI Memphis member list is in Microsoft Outlook format and available for whomever needs it. Files can be flagged for various things such as member renewal dates. John Stancil gets updated lists from ~~institute~~Institute and will forward this information to the data base committee. Each committee requiring access to the list will work with the Database Committee to maximize its use.

Magazine Editor – Tanya reported that the PerSPECTive magazine was sent to the printer at the earliest possible time and the mailings were still delayed. The committee will continue to massage the process to get the magazine to our members in a timely manner.~~was sent out last Monday and asked if anyone had received their copy.~~

Business Manager – Carl Drennan reported that Greg Campbell had mentioned that not many people were renewing advertisements. Ron Roberts asked if Ruth Roberts could advertise her Real Estate business in the PerSPECTive. No one on the board objected.

Membership – Jamie Smith reported that we have two new members. Rolling twelve month retention is 80.1%. There are ten (10) students members. Sanjay

Patel feels that number is low and asked to review the list. Carl Drennan asked if we can get a list of non affiliated and non renewing members, so that members could call them to encourage them to renew or to become members. Cliff Watson reminded us that we used to publish anniversary dates in the PerSPECTive. Scott Guidry asked that we devise a ~~send m~~membership packet containing copies of the Chapter's magazine, the Institute's magazine, membership application, and whatever else might be of interest to those requesting information about our organizations. He also requested that the non-affiliated members be contacted and to assume that they aren't aware of the non-affiliation status ~~to non-affiliated members as well as an application form and a copy of the magazine.~~

Product Display Show - Ron Roberts went over responsibilities of the committee members and he will be sending out a list of all the responsibilities of each committee member to all on the team. The budget was presented to the board. Ron asked if the PDS budget needed to be approved by the board. Clearly listed on the first line it was budgeted money for the lunchtime meeting meals for committee members. Both Cliff Watson and Jim Neison said that a broken down budget was not necessary to be presented to the board because they could not know what pricing for every little item would be and that it would be up to the committee chair to set those numbers. All that the board should see, according to Cliff Watson and Jim Neison was the lump sum. Jim added that, in the past, the lump sum should equal fifty (50%) percent of the income. “Let's not micromanage”, says Jim Neison.

Programs – Harvey went through the programs he has scheduled for the upcoming 2004 year. January – Past Presidents Meeting. February – a presentation by Mike Donahoe and Doug Dugard of Pickering Firm to discuss mold prevention. March is the Product Display Show. April – Tom Beck will talk about Smart Building Telephone Data. May – LEED certified person will discuss Green Buildings. June – Banquet. July – no meeting. August – Portable wall partitions and acoustics. September – Security on job sites. October – Gary Copeland PSI Products testing at the job site. November – Light pollution and light management, restrictions in Collierville and Germantown. December – Holiday party. Scott Guidry reminded us of the three upcoming events for the remainder of 2003 calendar year: October – Arena Technology. November – Center City Commission, Definitely Downtown. December – Holiday Party. Carl Drennan recommended that a Design/Build meeting be scheduled. Jim Moncreif sent an ad to the Commercial Appeal for the October meeting, Chris Bird commented on its timely placement. Steve Mangin complimented Harvey on scheduling so well in advance. Byron Graces complimented Harvey on the diversity of events.

Social Events – Lisa Turner reported that the Christmas party will be on December 12th at Askew Nixon Ferguson Architects at 6 p.m.

Student Affiliates – Sanjay Patel reported that the Scavenger Hunt increased membership and added several Interior Design Students. Sanjay needs to give a

list of student members to Carl Drennan so that Carl can begin matching students with mentors. On October 3rd, nine students went on a site visit to Tunica. On November 7th the students are hosting a ~~Product Display Show~~ products fair called Trends & Trades 2003 at the university. Sanjay targeted vendors whom students expressed an interest in seeing at the show. Sanjay asked if there needed to be partition walls for the vendors. Scott Guidry responded that all that was to be provided was a table and some power. Byron Graves asked if we could invite students from CBU to the ~~show-fair~~ to encourage vendor participation. Sanjay will work with Faculty Advisor Mason to arrange the invitation. Carl Drennan commented that he had noticed Theresa Crampton in the Commercial Appeal for an AIA Competition.

Table Tops – Gary Wagoner reported the table tops are booked up until next through the end of this year-year.

Webmaster – Scott Guidry reported that the website is active and current-and up to date.

Techtalk – John Bigham reported that he had submitted an article for the PerSPECTive and that he is asking for questions from the “audience” for his next article in an effort to create interaction among members. ~~“What questions do you have? What problems do you frequently see in the field?”~~

F. Open Issues

~~Open issues for this meeting are as follows:~~ 1) Meeting meals – ~~revised-revisited~~ by Ron Roberts.

Cliff Watson presented a report (see attached) 10/10/03 as well as resubmitting a copy of the letter he wrote to the board on 5/22/03. Cliff suggested that the original letter of 5/22/03 be amended to reflect the exclusion of the Product Display Show from not being allowed to get reimbursement for meals to be incorporated in the PDS budget. Discussion was made as to who should make the amended proposal and Ron Roberts volunteered to amend the proposal. The proposal should read as follows: “Chapter funds shall not be expended to provide compensation for meals and/or libation for members in the discharge of their committee service with the exception of the Product Display Show committee.” Chris Bird seconded the motion. Ron Roberts also brought up the IRS Code Reg. 1.274.2 (B)(1)(II) regarding luncheons to members of non profit organizations, stating that they are not treated the same as income as proposed by Cliff Watson. An audible vote by the board members went as follows: Scott Guidry – no. Chris Bird – Yes. Eric Busbey – Yes. Jamie Smith – No. Ron Roberts – Yes. Brenda Page – Yes. Steve Mangin – Abstain. John Stancil – No. Carl Drennan – No. Butch Mullins – Abstain. For a total of four (4) in favor and four (4) against.

Scott Guidry will ~~check-see the Rogers-Roberts~~ Rule of ~~Law-Order~~ to ~~see-if another vote is required~~ research the process of a tie vote. The motion, as seconded, will be read and discussed at the next board meeting (see H. Announcements below). It will be presented at the start of the meeting.

G. New Business

New business was tabled to the next meeting due to time constraints. New business for next month will include: 1) General Membership Meeting Meal Cost: Reservations vs. non-reservations. 2) Member Solicitation Protocol

H. Announcements

1. Next Board Meeting: 5:30 p.m., Monday, November 17, 2003 at Hilton Hotels Corporation.
2. Next Chapter General Membership Meeting: 5:30 p.m. Thursday, October 16, 2003 at Anna's Steakhouse.

I. Critical Dates

1. October 20th Memphis PerSPECTive article submission deadline
2. October 31st Memphis PerSPECTive to printer deadline
3. November 4th Golf Tournament Committee formation deadline

Adjournment:

Scott Guidry adjourned the meeting at 7:30 p.m. The next board meeting will be at 5:30 p.m. on Monday, November 17, 2003 in Hilton Hotels Corporate Headquarters (755 Crossover Lane – Building “A”).

Minutes submitted by: Brenda Page

Approved by: Scott Guidry

The Construction Specifications Institute – Memphis Chapter

Meeting Minutes
November 17, 2003

Opening:

Scott Guidry, 2003-2004 President, called the Monthly Business Meeting of The Construction Specifications Institute Memphis Chapter to order at 5:30 p.m. on November 17, 2003, at the Hilton Hotels Corporate Headquarters.

Present:

President	Scott Guidry
President-Elect	Harvey Wilmoth
Secretary	Brenda Page
Treasurer	John Stancil
Assistant Treasurer	Eric Busbey
03-06 Board of Director	Jammie Smith
01-04 Board of Director	Bill Morely
02-05 Board of Director	Ron Roberts
Scholarship	Jack Moran
Awards/Academic Affairs	Carl Drennan
	Butch Mullins
By Laws	Byron Graves
Chapter Operations	Cliff Watson
Magazine Editor	Tanya Guidry
Product Display Show	Wally Bostelmann
Student Affiliate	Sanjay Patel
Table Tops	Gary Wagoner

- A. **Unfinished Business** – The motion, which was voted on in the October meeting regarding whether or not to allow the Product Show Committee to get reimbursed for committee lunches, was declared to have not passed according to Rogers Rulers of Order. Ron Roberts suggested that Scott get advise from Harvey Faust on Roberts Rules of Order and that he would be bringing the matter up for a revote in December. Scott advised Ron that only the winning side could bring the matter up for a revote.
- B. **Approval of Agenda**
All attendees were in approval of the proposed agenda (see attached agenda).
- C. **Approval of Minutes**
The minutes of the previous meeting were read and approved.

D. Mailbag

Scott reported having no mail in this month's mailbag.

E. Treasurers Report

The Treasurer, John Stancil, submitted his report for review. There was a certificate of deposit which is coming due. John asked Harvey for advice on the 12 month CD. Harvey said it depended on the current market rate. Scott asked for any comments and there were none offered.

F. Committee Reports

1. Academic Affairs – Carl Drennan reported that the Student Product Show was very successful and well attended by the students. He also said that he has a list of students who need mentors. Scott Guidry reported that the vendors were very receptive to the show and would like to repeat next year...
2. Certification – Steve Mangin was not present.
3. Awards – Carl Drennan reported that he needed to get information from Steve Mangin for the Chapter Awards.
4. Bylaws – Byron Graves asked if he was supposed to be doing something. Scott offered to get him a copy of current bylaws.
5. Chapter Operations – Cliff Watson reported that he had mailed the income tax return today. Cliff presented a letter to further clarify the IRS position on paying for meals – see attached.
6. Conferences and Conventions – Byron Graves did not have a report prepared.
7. Data Base – Pam Davidson gave no report.
8. Education – Committee Chair, Gary Copeland, was not present. No report provided. Scott Guidry commented that three speakers were lined up for the day of the Product Display Show at The University of Memphis.
9. Golf – Jack Moran said the golf committee is in a “laid-back mode” at the moment. Carl Drennan suggested that the golf event be profitable. Jack Moran said that the golf event, in his opinion, is simply a “fun project only”.
10. Historian – Committee Chair, Tom Smith, was not present. No report was submitted. Scott Guidry asked if we need to look for a replacement for this position.
11. Magazine – Tanya Guidry gave no report. Carl Drennan commented that the cover was “awesome”. Scott Guidry reminded everyone that the next issue will be the January issue.
12. Membership – Jamie Smith reported that there are 2 new members, 10 student members, and 80% retention. The student roster needs to be updated and revised to reflect actual. Current scholarship recipients should not have to pay fees for membership.
13. Operating Guide – Committee Chair, Hans Faulhaber was not present. Byron Graves was present but gave no report. Scott Guidry assigned the board to review Programs and Fellowship for the December meeting.
14. Planning – Steve Mangin was not present – no report was given.
15. Programs – Harvey Wilmoth submitted a written report – see attached.

16. Product Show – Wally Bostelmann reported that 63 booths have been sold, 19 promised and 6 maybe's. Ron sent his report via e-mail (see attached). He also noted that the next meeting will be on December 10, 2003.
17. Scholarship – Jack Moran reported that with the tiered plan in place he has already collected \$1300 for scholarships.
18. Student Affiliate – Sanjay Patel was asked by Carl Drennan when the students were going to get a design together for a student CSI pen to sell. There was no firm answer given by the students. Sanjay reported that the students meet every first and third Thursday of each month at 4:30 p.m. in room ET101. He also reported that the Student Product Show raised \$925 after expenses.
19. Table Tops – Gary Wagoner has scheduled Etched Art for the November meeting.
20. Webmaster – Scott Guidry says the site is being used 300 times per week on average. There is a new item on the web now – the “bulletin board”. Scott also reported that institute has updated their website.

F. Open Issues

Open issues for this meeting are as follows: 1) General Membership Meeting Meal Cost; Reservations vs. non-reservations. Discussion was held on charging \$22 for no reservation. Eric Busby suggested that it be either \$15 or \$20 so that there is no change to worry about. Jack Moran suggested \$20 for non reservation with the extra \$2 going into a jar marked “student scholarships”.

2) Member Solicitation Protocol. It was proposed that we participate in the WKNO auction. The board decided to participate only if we are on camera.

G. New Business

Adjournment:

Scott Guidry adjourned the meeting at 7:30 p.m. The next board meeting will be at 5:30 p.m. on Monday, December 15, 2003 in Hilton Hotels Corporate Headquarters (755 Crossover Lane – Building “A”).

Minutes submitted by: Brenda Page

Approved by: Scott Guidry