

## The Construction Specifications Institute – Memphis Chapter

Meeting Minutes  
July 17, 2004

### **Opening:**

Scott Guidry, 2003-2004 President, called the Monthly Business Meeting of The Construction Specifications Institute Memphis Chapter to order at 9:30 p.m. on July 17, 2004, at the Hilton Hotels Corporate Headquarters.

### **Present:**

President	Scott Guidry
Past-President	Steve Mangin
Secretary	Jana Wilkinson
Treasurer	Eric Busby
Assistant Treasurer	Graeme Nixon
Board of Directors (Professional)	Brenda Page
Board of Directors (Industry)	Jim Neison
Board of Directors (Professional)	Jammie Smith
Board of Directors (Professional)	Ron Roberts
Co-editor Memphis Perspective	Tanya Guidry
Committee Chair (By laws)	Byron Graves
Committee Chair (Certification)	Rob Huserik
Committee Chair (Chapter Ops)	Cliff Watson
Committee Chair (Conferences)	David Morris

A. **Unfinished Business** – No unfinished business

B. **Approval of Agenda**

C. **Approval of Minutes**  
No minutes submitted

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

E. **Treasurers Report**

F. **Committee Reports**

1. Chapter By-laws – Byron Graves discussed the CSI Regional Conference in Jackson, MS. It will be held on August 20 & 21 (Friday & Saturday). He

stated that it would be very beneficial for anyone to attend. Registration form should be faxed or e-mailed to David Morris or Scott Guidry by early bird date.

Planning to attend:

Ron Roberts

Eric Busby

Jammie Smith

Brenda Page

Scott Guidry

David Morris

Jim Neison

Jana Wilkinson

2. Products Show Committee – Ron Roberts reported that 18 booths have been sold for this years products show. The calendar date should be changed from the 24<sup>th</sup> to the 22<sup>nd</sup> of the month. He also reported that they are updating the products show manual.
3. Membership Committee – Jammie Smith reported that we have 143 members, 2 new members and 3 non-renewable members this year.

**F. Open Issues**

**G. New Business** – Board mtg. locations were discussed. The board meeting in August will be held at the BBQ shop on Madison Ave. from 5:30-7:00

**Adjournment:**

Scott Guidry adjourned the meeting at 12:00 p.m. The next board meeting will be at 5:30 p.m. on Monday, August 16<sup>th</sup> at the BBQ shop on Madison Ave. The next chapter mtg. will be at Anna's Steakhouse on August 19<sup>th</sup> at 5:30.

Minutes submitted by:           Jana Wilkinson

Approved by:                       Scott Guidry

## The Construction Specifications Institute – Memphis Chapter

Meeting Minutes  
August 16<sup>th</sup>, 2004

### **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 August 16, 2004, at the BBQ Shop 1782 Madison Ave.

### **Present:**

President	Scott Guidry
Past-President	Steve Mangin
Secretary	Jana Wilkinson
03-06 Board of Director	Jammie Smith
02-05 Board of Director	Ron Roberts
04-07 Board of Director	Brenda Page
04-07 Board of Director	Jim Neison
03-06 Board of Director	Jack Moran
Vice-President Industry	John Stancil
Database/Perspective	Tanya Guidry
By Laws	Byron Graves
Chapter Operations	Cliff Watson
02-05 Industry	Carl Drennan, Jr.

### **A. Roll Call**

### **B. Mail Bag**

Scott reported having received a bill from the U of M scholarship fund that needs to be sent out this week.

### **C. Unfinished Business**

None

### **D. Treasurer's Report**

Statement is in order, but awaiting approval of audit to report. New reimbursement forms should be turned into treasurer.

### **F. Committee Reports**

1. Database – Tanya Guidry, reported that all membership information has been put into an excel file and can be accessed. Tanya will double-check it for updates monthly.

2. Finance – Cliff Watson, distributed a report from the audit committee, which met on July 31, 2004.
3. The Memphis Perspective – Jammie Smith, Deadline for submissions is the 20<sup>th</sup> of each month.
4. Membership – Jammie Smith, reported 1 new member, 88.1% retention, 148 members, 141 home chapter members, 12 student members, and 3 non-renewable members.
5. Products Show – Ron Roberts, Distributed new products show manuals revised last in 1990, just revised again. To be kept over the years and updated with agenda for each meeting to be included. Manuals titled, “Guidelines for Producing a Successful Products Display Show.”
6. Programs – Carl Drennan, reported that “Workplace noise Control” will be this month’s program. Open for suggestions for possible new and upcoming programs. Possible insurance issues to be discussed.
7. Scholarship – Jack Moran, reported that information on website will need to be updated according to motion being voted on tonight. Update should state: 1 full scholarship, with 1 matched by U of M. November 15<sup>th</sup> should be the deadline for donations and contributions. Will meet with Sherry Bryan-Hagge to discuss agreement changes due to the move of the U of M architecture dept. Carl Drennan Jr. as a means for donations suggested a Memorial fund.
8. Web Manger – Scott Guidry, reported that the most popular link in the Website is to the Memphis Perspective. Scott also distributed a report of activity on the website.
9. Conferences & Conventions – David Morris, Discussion of Gulf States Regional Conference. Discussion concerned people needing rides etc. to the conference.

**G. New Business**

- Audit Report was distributed and approved.
- A motion was voted upon to reconsider the U of M scholarship intent. It was decided to rescind the board action of FY03, September board meeting, regarding the increase of Scholarship awards to four, funds permitting and with agreement from the U of Memphis. The motion was approved.
- 2 Board positions are now open and available. Scott requested anyone to recommend people for these positions.

**Adjournment:**

Scott Guidry adjourned the meeting at 7:30 p.m. The next board meeting will be at 5:30 p.m. on Monday, September 20, 2004 at The BBQ Shop on Madison.

Minutes submitted by:           Jana Wilkinson

Approved by:                       Scott Guidry

## **The Construction Specifications Institute – Memphis Chapter**

Meeting Minutes  
December 13, 2004

### **Opening:**

Scott Guidry, President, called the Monthly Business Meeting of The Construction Specifications Institute Memphis Chapter to order at 5:30 p.m. on December 13, 2004, at the BBQ Shop, 1782 Madison Ave.

### **Present:**

Cliff Watson  
Thorne Ransom  
Theresa Crampton  
David Morris  
Scott Guidry  
Jim Neison  
Carl Drennan  
Jana Wilkinson  
Rob Huserik  
Graham Nixon  
Tanya Guidry

### **A. Unfinished Business**

There was no unfinished business, no quorum

### **B. Approval of minutes**

There were two corrections to be made to November's meeting minutes. Changes were noted and will be reviewed again in January.

### **C. Mail Bag**

There was no mail

### **D. Committee Reports**

#### **Chapter Operations:**

(Cliff Watson) Discussion of interest rate increase to 2.5% from 1.4%. Cliff has prepared the statement for income tax returns.

#### **Newsletter:**

(Tanya Guidry) Jammie Smith has already sent out a reminder of deadline. There will not be a Dec. issue, but January will be the next issue.

#### **Programs:**

(Carl Drennan)

January program – I-69  
February program – Insurance  
March program – Products Display Show  
June program – Annual Banquet

**Student Affiliate:**

(Theresa Crampton) All monies have been received from the Trades & Trends show.

Poster competition for the Products Display Show has been given a deadline of Jan. 18<sup>th</sup>. This deadline may need to be pushed back due to low student turnout given that this is the day students return from their winter break. Student affiliates will discuss this with Brenda Page. There was also a discussion about students possibly designing and making their own “student pins”, that could be sold to other student members around the country etc.

**Treasurer’s Report:**

(Graham Nixon) Report is attached. Budget report and account balances included in this report. CD’s will automatically rollover. There was a discussion of whether or not to change over to an account with a better interest rate. Jim Neison suggested calling Independent Bank to see what interest rate they are offering.

**President:**

(Scott Guidry) Met with Heather Baugus, AIA, to discuss both AIA and CSI’s schedules, so they would not conflict. Would like to schedule some future events together etc. He has asked that everyone think about a joint event for the Product Display Show etc.

Scott Guidry adjourned the meeting at 6:30 p.m. The next board meeting will be at 5:30 p.m. on Monday, January 17, 2005 at the BBQ Shop on Madison.

Minutes submitted by:           Jana Wilkinson

Approved by:                     Scott Guidry