

The Construction Specifications Institute – Memphis Chapter

Meeting Minutes

January 17, 2005

Opening:

Scott Guidry, President, called the Monthly Business Meeting of The Construction Specifications Institute Memphis Chapter to order at 5:30 p.m. on January 17, 2005, at the BBQ Shop, 1782 Madison Ave.

Present:

Scott Guidry
Ron Roberts
Cliff Watson
Steve Mangin
Theresa Crampton
Jammie Smith
Lisa Turner
Jana Wilkinson
Jennifer Clark
Rob Huserik

A. Unfinished Business

There was no unfinished business

B. Approval of minutes

C. Mail Bag

Chapter Best Practices/Handout
Membership for the institute
Review of these documents is encouraged

D. Treasurer's report:

Graeme Nixon was absent from meeting, Ron Roberts will sit in on Thursday and possibly John Stancil to assist Ron Roberts in collecting monies at the general membership meeting.

E. Committee Reports

Awards:

(Steve Mangin - Report attached)

Item 1 – Secret ballots

Item 2 – Wally Bostelman/Bishop Award

Item 3 - Other region awards

Ron asked for a form to submit a candidate

Scott Guidry asked for a listing of all awards

Newsletter:

(Jammie Smith) Mailed on the 15th. The dates seem to work pretty well. Michelle contacted with Plan Express, explained what we did with magazine etc. Seem to be interested in doing the printing for us. (Last Tuesday) Scott said we used to use Memphis Presort and they always had good pricing for sorting and mailing the newsletter. Scott commented that the pictures looked great in this past month's issue.

Certification:

(Rob Huserik) Was hoping to plan a seminar at P.D.S. on AIA201, but there were already programs & seminars planned, so it will not be possible. Most of the course materials for the certifications seminars will remain the same.

Chapter Operations:

(Cliff Watson) Postage Account - breakdown on the Perspective costs. \$592.50 is left in the account; it cost \$263.13 to print this month. \$520.00 paid in interest on account from Jan 1st to Dec. 31st of last year.

Membership:

(Jammie Smith)

No new members this month, 80.8% retention rate, total members 147, Home chapter members 143. Report attached.

Student Affiliate:

(Jennifer Clark) Needs to ask for an extension on the deadline for the Product Display Show poster contest. The students have not been able to get a hold of Brenda to ask for an extension. They want to extend the deadline to 4:00 pm, January 24th. Ron Roberts did not think this would be a problem, since their next committee meeting is not until February. Having first back to school mtg. this coming Thursday and many are planning to come to the general membership meeting on Thursday evening. They usually have meetings the 1st and 3rd Thursday on every month. Scott asked Jennifer to think about possibly having a student membership drive sometime in the near future. Also, Scott handed out information on a CSI Student membership pin, which can be used to make money from and can also be worn by the students. This was discussed briefly at December's meeting. There are two options that Scott handed out, that were looked at.

Planning:

(Steve Mangin) Approved the chapter policy document last year, is a record of board meeting decisions of the past. Idea of getting the document updated every 6 months etc. It would however, have to be written into the chapter policies etc. Operating guide probably needs to be updated at least every year or so. If it not important to chapter policy it would not need to be updated, but the decisions would have to be made on whether to update I.E. motions, votes etc. Jana will go

through the meeting minutes from the past 6 months and check to see if there is anything in there that was voted on etc. to see what they contain that might need to be updated in the chapter policies etc.

Products Display Show:

(Ron Roberts) Report attached. Ron went over the floor plan attached, and a copy of the budget. Report attached. Budget comes to \$31,000, we have collected only \$8,477.50. Last month invoices were sent out to collect the remaining monies. We have sold 67 booths to date. Which is 70%. We have two month left to sell the remaining 23 more. That would bring in \$an additional \$36,000.00. Members of the committee went out and got bids on each of their responsibilities.

John Stancil – Facilities \$8,000

Steve Mangin – Food & Beverage \$5,000.00

Gary Cofert – Awards \$1,900.00

Danny Clark – Marketing/Tickets \$1,300.00

Brenda Page – Student/Vendor Liaison \$600.00

Wally & Ron – Sales \$17,000.00

Have been sending letter to vendors who are usually late in reserving their booths etc, to see if they will go ahead and book their space. Thursday evening Wally and Ron are giving a pep talk to the chapter on who they call from year to year etc. Plus a tardy vendor list with names, phone numbers, and e-mail addresses. They only have 6-7 weeks left to have everything planned.

Nominations:

(Carl Drennan)

Scott attached a volunteer request form to his last e-mail. He asks that anyone fill them out and give back to Scott. Ron Perkins from Nashville is interested in helping out with Educational programs etc.

Programs:

(Carl Drennan) report attached

January – I-69

Scholarship:

(Jack Moran) Did receive one more Gold donation for the scholarship fund.

Social:

(Lisa Turner) Will give a financial report to Graham Nixon later regarding the Holiday party in December. Needs a date for the Annual Dinner. Collections from advertising for the magazine; heard from MLGW yesterday, they are going to pay for two years, will give an exact figure next meeting for all collections. Has an idea for asking during the Product Display Show for advertising in the

perspective. Ron suggested maybe putting an insert into the Product Display show information.

Website:

(Scott Guidry) The magazine was the most looked at item on the website for the first time this month. Scott changed to color of the website this year and has re-vamped the calendar for this year. All links to other construction related organizations will be included on the calendar so that anyone can check other events in the city. Report attached.

New Business:

(Scott Guidry)

1. Chapter Greeters seem to be absent from meetings, Vice Presidents, Presidents, Past Presidents, and Board of Directors are needed to greet people at the general membership meetings.
2. Past financial documents – where so they need to go?
3. Beazer Homes Scholarship donation
4. Master Format Ad Hoc Committee

Scott Guidry adjourned the meeting at 7:00 p.m. The next board meeting will be at 5:30 p.m. on Monday, February 17, 2005 at the BBQ Shop on Madison.

Minutes submitted by: Jana Wilkinson

Approved by: Scott Guidry

The Construction Specifications Institute – Memphis Chapter

Meeting Minutes
February 7, 2005

Opening:

Scott Guidry, President, called the Monthly Business Meeting of The Construction Specifications Institute Memphis Chapter to order at 5:30 p.m. on February 7, 2005, at the BBQ Shop, 1782 Madison Ave.

Present:

Scott Guidry
Jana Wilkinson
Tanya Guidry
Rob Huserik
Steve Mangin
Carl Drennan
Jim Neison
Cliff Watson
Jammie Smith
Jack Moran
Brenda Page
Jennifer Clark

A. Unfinished Business

There was no unfinished business

B. Approval of minutes

November's minutes were approved
December's minutes were approved
January's minutes were approved with changes noted

C. Mail Bag

Scott Distributed items from the mailbag
T&T Check's \$225.00 total, Menus, PDS Checks, January Meals receipt, D. Clark & S. Mangin Reimbursement forms (G. Nixon); PPG Courses, Events Form (G. Copeland); 05 GSR Conf. (D. Morris); Volunteer Request form (C. Drennan); Chapter Report Forms, "Chapter Best Practices" (Committee Chairs)

D. Treasurer's report:

(Graeme Nixon)
No Report

E. Committee Reports

Awards:

(Steve Mangin)

We did submit for special publication awards for Ron's products show display award Deadline is the 28th of February. Scott has sent in nominations for Tanya & Jammie for Perspective, and a technical award for John Bigham. Scott suggested that everyone get creative and come up with a few other awards such as for student affiliates etc.

Certification:

(Rob Huserik)

Certification class, have decided to make each participant register for the CDT exam. Met to setup a schedule of presenters. Meeting with Gary Copeland – will have an A201 seminar in conjunction with the Products Display Show. Kevin Corkern will be the speaker for this event from 1-4 at the U of M. Registration for these seminars has been sent out with the newsletter this month.

Chapter Operations:

(Cliff Watson)

\$8129.28 In business account

\$8055.76 In Checking Account

\$908.26 Check went out to Anna's Steakhouse

Has several statements/invoices that need to be taken care of:

Permit Fee for bulk mailing rate – Due Feb. 10th

P.O. Box rental fee due

Insurance Due \$199 – Due 2/27/05

Perspective Mailing - \$61.71

Check Rec'd – From Superior for \$430.00

Education:

(Gary Copeland & Ron Roberts)

No report

Finance:

(Cliff Watson & Jim Neison)

No Report

Newsletter:

(Jammie Smith & Tanya Guidry)

Tanya has extra copies of the newsletter if anyone needs one. Brochures were included for classes being offered during the Products Display Show in this month's issue (CDT etc.). Scott has already rec'd his copy and it is already online on the website for this month. Will be a good resource for ballots when voting.

Membership:

(Jammie Smith) Report was not ready.

Nomination:

(Carl Drennan) Is working on report. Scott has some forms from people who have volunteered for some things.

Operating Guide:

(Byron Graves)

Planning:

(Steve Mangin)

Jana Wilkinson will submit report from going through the last 6 months meeting notes looking for any information regarding operating procedures and give to Steve Mangin. The only thing found thus far was a motion raised regarding the intent to expand the U of M Scholarships to 4 awards.

Product Show:

(Ron Roberts, Wally Bostelmann, & Scott Guidry)

Brenda Page gave report at meeting:

Ron Roberts e-mailed a report (attached to agenda) Ahead of schedule, income and expenses. Jennifer Clark of U of M won the poster competition for the Products Display Show. They will be printed as 11x17 and handed out to some of the larger architecture firms. Approx. 300 will be printed. Most students have managed to find jobs through passing these posters out to the architecture firms. We need to be prepared to give her the \$300 prize next Thursday.

Programs:

(Carl Drennan)

This month's Feb. - (Insurance)

March – Products Display Show

April – Ameristar events (reg. date?)

May – Area of rescue assistance

June – Annual Banquet

July – No mtg. (Golf Tournament)

August – Marvin Windows (working on)

Sept – Still open

Oct – Still open

Nov – Still open

Scholarships:

(Jack Moran) Report attached

21 names on the scholarship list now, 9 on gold, 8 on silver, 3 on platinum.

Brenda Mentioned that she had also made a donation, Jack will add her name to the list. Scott asked whether or not the professional or industry label needed to be included in the list. Jack agreed that it was important to show this information.

Social:

(Lisa Turner)
No report

Student Affiliate President:

(Theresa Crampton & Thorne Ransom)

Had a mtg. next week and discussed site visits etc. Put together a committee for the PDS booth design. Will give report at Thursday night's meeting.

Web Manager:

(Scott Guidry) Report attached, constantly updating, make it more interesting, changed colors, registration form for CDT course – see report for more.

Other Committee Reports: N/A

New Business:

(Scott Guidry)

1. Chapter Greeters seem to be absent from meetings, Vice Presidents, Presidents, Past Presidents, and Board of Directors are needed to greet people at the general membership meetings. Does not want new people coming in and sitting by themselves if necessary. Believes this will keep new people coming back etc.
2. Past financial documents – where do they need to go? Would be finance documents, only need to keep records for 7 years. Anything beyond the year 1998 needs to go to the historian; anything from 1999 and further should be kept with the treasurer. Tanya Guidry suggested possibly renting a very small storage facility to keep all these past records. Carl thought it wouldn't be a bad idea for each year to put all records on a CD-Rom and then keep these CD's at a bank lock box. Discussion of renting a storage facility followed. Scott will look into some pricing for a storage unit.
3. Beazer Homes Scholarship donations – In the past when we have a Christmas party etc. at someone's office they have requested that we make a scholarship donation in their name etc.
4. Master Format Ad Hoc Committee – approached by Tommy Smith who has asked what our position is on the new master format. He thought that we should have a position on this, and make a formal statement. What are the comments you may have on forming a master format ad-hoc committee?
Jim Neison – said that he would be against the Memphis Chapter taken a stand either for or against the new Master Format, that we should be more focused on education purposes rather than taking a stand in either direction.

Carl Drennan – Has already had several conversations regarding the new master format with Tommy Smith. He believes it will both be accepted and used, or not. Some people still use the older versions anyway. There are some legal issues, and some wording that he doesn't like, but it just is what it is. It should be left up to individuals as to whether or not they will comply to the new format.

Steve Mangin – Not sure that he sees the value in making a stand for or against it.

Jack Moran – Suggested having a program about Master Format, possibly someone from out of town to go over issues etc. AIA should also be invited to attend the meeting as well.

5. Institute/Region Ballots – Make sure you receive the correct ballots; there was an error in printing ballots this year from the Institute.

Scott Guidry adjourned the meeting at 7:00 p.m. The next chapter meeting will be at 5:30 on February 17, 2005 at Anna's Steakhouse. The next board meeting will be at 5:30 p.m. on Monday, March 14, 2005 at the BBQ Shop on Madison.

Minutes submitted by: Jana Wilkinson

Approved by: Scott Guidry

The Construction Specifications Institute – Memphis Chapter

Meeting Minutes

June 13, 2005

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 June 13, 2005, at the BBQ Shop 1782 Madison Ave.

Present:

Scott Guidry
Steve Mangin
Jim Neison
Ron Roberts
Carl Drennan
Rob Huserik
Jack Moran
Brenda Page
Jammie Smith

- A. **Unfinished Business** – Chapter Operating Guide
- B. **Approval of Chapter Operating Guide**
Approved. Ron Roberts suggested correcting many grammatical errors in the operating guide and could resubmit the guide by the August board meeting.
- C. **Approval of Minutes**
Approved with changes noted to the Treasurer's report
- D. **Mailbag**
Scott reported having no mail in this month's mailbag.
- E. **Treasurers Report**
Scott Guidry asked for a complete listing of all outstanding reimbursable expenses in order to get caught up on the Treasurer's reports etc.
- F. **Committee Reports**
 - 1. Awards – (Steve Mangin) announced that the 2005 annual awards banquet will be held on this Friday, June 17th, 2005. He encouraged everyone to attend.

2. Banquet – (Brenda Page) Christmas party will be held at Beazer Homes this year.
3. Certification –(Rob Huserik) Received and E-mail stating that any member who has passed the CDT exam will receive a reimbursement on their fees. All students need to have the most up to date materials available to them. Would like to get board approval to adopt the most up to date materials available to them. This would allow for teaching from the newer materials and updated Powerpoint presentations etc. The institute does provide study guides etc. Master format 04 would be the updated materials etc. (PRM)
4. Chapter Operations- (Cliff Watson) No report.
5. Finance- (Cliff Watson) Wanted to meet with Graham Nixon to go over and update everything before June 30th 2005. Read an e-mail that was sent to Graham Nixon. Graham Nixon did not respond to this e-mail. Have made many unsuccessful attempts to reach him by phone and e-mail with no responses. See attached report. We have many unpaid bills and Cliff will need a list of anything unpaid so that things can be put back in order. Cliff reported that the tuition for the University of Memphis went up again this year that will affect the scholarship fund budget.
6. Golf Tournament – (Greg Campbell) not present, see attached report. \$2200.00 has been collected. 7 teams have signed up and there are 13 “hole” sponsors. Have one more month to go before the tournament. The committee will meet again on June 23rd. Everything is on track for the tournament.
7. Magazine editors – (Jammie Smith) Jim Nieson had sent Jammie a listing of errors that were included on the back page of the magazine and they have been corrected. Scott Guidry noted that he was happy to see so many members writing and contributing articles to the magazine. Has gotten some articles from the better business bureau to include in the magazine.
8. Membership – (Jammie Smith) See attached report. Ron Roberts suggested that we should contact each member before their membership is up in order to ensure that they do renew their membership.
9. Nominating Committee – (Carl Drennan) No report
10. Website – (Scott Guidry) Reported that the website is up and running as usual.

11. Student – (Jennifer Clark) Not present. Scott gave a brief update as to the location of several student members for the summer. Jennifer Clark will be the Student President for the upcoming year.

G. New Business – FY06 Budget was distributed. Changes to the U of M scholarship fund will have to be made due to an increase in fees.

Adjournment:

Scott Guidry adjourned the meeting at 7:20 p.m. The next board meeting will be in August. The transfer of power meeting will be July 9th. The location will be announced at a later date. Next general membership meeting will be on Thursday, August 18th, at Anna's steakhouse.

Minutes submitted by: Jana Wilkinson

Approved by: Scott Guidry

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 24th to the 22nd 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 16th at the BBQ shop on Madison Ave. The next chapter mtg. will be at Anna's Steakhouse on August 19th at 5:30.

Minutes submitted by: Jana Wilkinson

Approved by: Scott Guidry

CSI Memphis Meeting Minutes September 2005 Board Meeting

Attendance: Carl Drennan Rob Huserik Scott Guidry Jennifer Clark
Clifton Watson Jack Moran Danny Clark Jim Neison
Byron Graves Ron Roberts

Nothing in mail bag

Treasurer's report – none

Jim Neison made a motion to approve Harvey as replacement Treasurer pending Institute's update of their records showing that Harvey has paid his Memphis Chapter membership dues and that he is a chapter member. The motion was seconded by Jack Moran and called to vote. The motion carried.

Academic Affairs – Jennifer Clark reported that there was a discrepancy in the magazine, Steven Vicars was appointed Treasurer. The Scavenger Hunt will be on September 29th at 3:00 and James Morrison will lead this years event. Trades and Trends is in planning and this year it will have a sustainability theme. Tom Mason would like to see 5 students attend the CSI Show in Las Vegas.

Awards – Steve Mangin is working to put the awards together for the November 1st deadline. Rob Huserik made a motion to nominate Jammie Smith and Tanya Guidry for an Institute Continuing Publication Commendation. The motion was carried.

Certification – Classes begin January 31st and go for 8 weeks until the March 25, 2006 exam.

Chapter Operations – Clifton Watson reported that more money needs to be paid into the postage account. He will also check into having a fee waved that the chapter was charged for the activation of online banking.

Bylaws – Ron Roberts handed out his proposed format revisions to the chapter operations guide for approval at the next board meeting.

Planning – Scott Guidry has set a list of goals and would like the committee chairs to review and comment on ways to obtain those goals.

Programs – Rob Huserik reported that our November meeting program will be "Hybrid Solar Lighting" and the January program will be "We Can't Afford to Gamble with Life Safety."

Products Show – Ron Roberts reported that the building is reserved and that 3 committee members have dropped out. The first committee meeting will be September 21st at 12:00.

Meeting adjourned.

The Construction Specifications Institute – Memphis Chapter

Meeting Minutes
October 17, 2005

Opening:

Carl Drennan, 2004-2005 President, called the Monthly Business Meeting of The Construction Specifications Institute Memphis Chapter to order at 5:30 p.m. on October 17, 2005, at The Bar B Que Shop, 1782 Madison Ave.

Present:

Carl Drennan – President
Cliff Watson
John Bigham
Danny Clark
Ron Roberts
Jack Moran

Wally Bostlemann
Jammie Smith
Byron Graves
David Morris
Scott Guidry
Jennifer Clark

- A. Carl Drennan noted another secretary is need. Jana Wilkinson is no longer with Brandon & Associates and does not plan to renew membership.
- B. Carl Drennan has not had success acquiring the treasurer's books from Graeme Nixon and that new checks have been ordered from the bank. If the books are not returned, legal action will be required.
- C. Approval of August meeting minutes: Scott Guidry motioned to approve meeting minutes with noted changes to include attachments where noted. The motion was seconded and approved.
- D. Approval of September meeting minutes: Scott Guidry motioned to approve meeting minutes. It was seconded and approved.
- E. Mailbag: None
- F. Committee Reports:

Academic Affairs – (Scott Guidry) Talked with Mr. Mason to confirm students are working on Trades N Trends (TNT) and need sustainable products to display in show. T-shirts ready October 20th, media room is available, trying to have at least one exhibitor to present a CEU program. Scott will meet with Mr. Mason and student committee on Wednesday, October 19th at 12:30 p.m.

Awards – (Scott Guidry) Scott is working on Michelangelo award. One draft is on Roy Hanover. He is sending out requests for letter of recommendations. The deadline is December 1st.

Christmas Party – (Brenda Page) Carl talked to Brenda who confirmed December 8th for the party date.

Certification – (Rob Huserik) Per Carl Drennan, Rob to have registration applications at meeting.

Chapter Operations & Finance – (Cliff Watson) Cliff noted that the balance in the postal account is \$2.48 and that money needs to be deposited into that account. Cliff received a returned payment check from Hartford Insurance with notice that the chapter insurance was cancelled on 9/17/05. Carl noted he had sent a personal check and will verify the return check to the policy. Cliff noted that the policy premium is \$350.00 a year. He received a \$3.00 credit for counter deposit which was new to him. Cliff states the account balance is a little over \$79,000. The Chapter has 22,000 in CDs that will mature on 11/29/05 and will automatically renew 10 days after this date. Cliff was considering other companies for renewal. Carl suggested that the CDs should not be automatically renewed and for the bank to be notified of that ahead of time. He recommends additional research to obtain better interest.

Conferences and Conventions – (David Morris) David noted that April will be the next conference.

Education – (Gary Copeland) Carl mentioned that Gary's wife had been very ill and is getting better. Scott talked with Gary who assures him that he is current with CEU's.

Historian – (Ron Roberts) Ron would like to submit historical highlights for publication in the magazine.

Magazine – (Jammie Smith) Deadline is the 20th of October.

Membership – (Jammie Smith) Six new members last month with 139 chapter members. No non-renewed members. Harvey Wilmoth was confirmed as an official Chapter member. See attached report. Ron Roberts suggested that all new members receive a copy of the Chapter Operating Guide, Chapter Bylaws, and a list of committees. He suggests we have them sign up for a committee when joining the Chapter. Jammie will work list and on a welcoming package for new members.

Operating Guide – (Byron Graves) Byron to review Ron Roberts' suggested changes submitted for the Operating Guide.

Programs – (Rob Huserik) Carl reminded that Hybrid Solar Lighting by John Morris is the November meeting program.

Scholarship – (Jack Moran) Jack stated that 10 people have donated to the scholarship and he has collected \$1,100.00. Jack suggested a Scholarship Night, a grand finally to collect all outstanding donations and new ones as well. Possibly auction off a student for a day of work.

Students – (Jennifer Clark) Jennifer noted that the Scavenger Hunt went well with many sponsors such as the Art Center, Wittichen, PPG who donated pizza. They welcomed two new members. Kamesha has photos that will be sent to Scott to post on the website. November 4th is the Trades N Trends show that will feature sustainable design. By selecting this topic they will receive a free space in the FedEx Institute of Technology building. Jennifer requested help in contacting vendors ASAP. John Bigham questioned the mentoring program and its status. Jennifer will have a list of those that need mentors to Jammie for posting in the magazine. Jennifer suggested that a name change be considered, that some members might be uncomfortable and not actually know what a mentor does for the students. She mentioned that students want not just a free meal but more interaction with a mentor and for that mentor to be more approachable with questions. Carl felt that the word mentor is just what the program should be. He admits that the program still needs more work from both sides.

Web Manager – (Scott Guidry) Scott needs photos from David Morris and Ron Roberts to post to the website.

Planning – (Scott Guidry) Scott has three objectives:

1. Obtain member feedback from surveys and have open forums to determine: What are our weaknesses? What do we need to know from the members? Scott suggests someone other than himself create questions for questionnaire, possibly form a committee.
2. Formalize the scholarship.
 - Secure endowment
 - Make donations deductible
 - Add one additional scholarship
3. Raise monthly program attendance
 - Shorten meeting time. Wally Bostelmann suggests having committee reports at the membership meetings.
 - Require Leadership in attendance
 - Offer early payment options on meals
 - Properly define the program and its purpose
 - Advertise early and often
 - Jennifer Clark noted students stopped calling members to remind them about the upcoming meeting because some were annoyed by the call and many didn't work at that position anymore. She said they will start calling again and requested a call list from Jammie.

Products Display Show – (Ron Roberts) September 21st was the first committee meeting and the next is October 19 at 12:30. He noted that there must be a student at the meeting. His objectives for the March show are to:

- Try to put less pressure on the students.
- Need bartender. Jennifer has some students that have requested to bartend.
- Received first check for \$400 from USP.
- The lease agreement has been signed.

Adjournment:

Carl Drennan adjourned the meeting at 7:30 p.m. The next board meeting will be November 14, 2005. Next general membership meeting will be on Thursday, November 17, 2005 at Anna's Steakhouse.

Minutes submitted by: Jammie Smith

Minutes approved by: Carl Drennan

October 14, 2005

**CSI Memphis October Board Meeting
Membership Report by Jammie Smith**

New Members in September, 2005:

Alzbeta V. Bowden, CSI-S
U of M Student
Memphis, TN

Joseph J. Kelly, BA, CSI
GAF Materials Corporation
Memphis, TN

Charles D. Crain, CSI
Mid-South Automatic Door
Memphis, TN

Harvey E. Wilmoth, PE, CSI, CDT
Pickering Firm, Inc.
Memphis, TN

Joshua D. Flowers, CSI, CDT
Hnedak Bobo Group
Memphis, TN

Renewed Members

Ronnie Bonner
Charles F. Cooper
Benjamin Evans
Michael R. Folk

Jodi W. Groover
James A. Neison
Stephanie Wexler

Non-Renewed Members

None listed

Membership Recap:

New Members This Month – 6
New Members Fiscal YTD – 10
Rolling 12 Month Retention Rate Total Members – 79.6%
Total Members – 148
Total Home Chapter Members – 139

Associate Members – 8
Emeritus Members – 7
Industry Members – 50
Intermediate Members – 3
Professional Members – 59
Retired Members - 3
Student Members – 18