

MEMPHIS CHAPTER CSI BOARD MEETING

Meeting Time:	15 July 2006, 8:30 AM
Meeting Location:	Hnedak Bobo Group Conference Room
Minutes by:	L. Medcalf

Officers and Directors

President	Robert Huserik – present	Director	Ron Roberts – present
President-Elect	Brenda Page – present	Director	Byron Graves – present
Vice President, Prof	Gary Copeland – present	Director	John Bigham – present
Vice President, Ind	Carl Drennan – present	Director	Greg Campbell
Treasurer	Harvey Wilmoth	Director	Wally Bostelmann – present
Secretary	Louis Medcalf – present	Director	James Neison
Assistant Treasurer	Sean Bryant		
Assistant Secretary	Danny Moeschle – present		

MINUTES

Item	Discussion, Action
Previous meeting minutes	<p>Corrections on motion by Bigham seconded by Graves:</p> <ul style="list-style-type: none"> ▪ Add discussion and approval of Product Show budget ▪ Approved new location for Product Show at Ag Center ▪ Add mention of members who received Region awards
Treasurer	No report.
Programs	<p>August: Meeting at Spaghetti Warehouse on new Factory Mutual requirements. Firestone may sponsor the meeting.</p> <p>September: Maria Spinu, a speaker at the CSI national convention, will discuss moisture in the building envelope.</p>
Old Business	Waiting for State approval of incorporation for scholarship fund.
Budget Adjustments	<ul style="list-style-type: none"> ▪ Change bulk mailing costs from zero to \$163. ▪ Change PO Box costs from zero to \$132. ▪ Change holiday party costs from \$500 to \$900. <p>Huserik proposed to transfer expense money from Region Leadership Conference budget as only 8 members are registered.</p> <p>Approved on motion by Drennan seconded by Roberts.</p>
Next Board Meeting	14 August 2006 at BBQ Shop restaurant on Madison.

Adjourn	9:15 AM
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Corrected and submitted,

Louis Medcalf, CSI, CCS

MEMPHIS CHAPTER CSI AUGUST BOARD MEETING

Meeting Time:	14 August 2006; 5:30 PM
Meeting Location:	BBQ Shop
Minutes by:	L. Medcalf

Officers and Directors

President	Robert Huserik	Director	Ron Roberts
President-Elect	Brenda Page absent	Director	Byron Graves
Vice President, Prof	Gary Copeland absent	Director	John Bigham
Vice President, Ind	Carl Drennan	Director	Greg Campbell
Treasurer	Harvey Wilmoth	Director	Wally Bostelmann absent
Secretary	Louis Medcalf	Director	James Neison
Assistant Treasurer	Sean Bryant absent		
Assistant Secretary	Danny Moeschle absent		

MINUTES

Item	Discussion, Action
August Minutes	Approved as corrected on motion by Roberts seconded by Drennan.
Treasurer's Report	Transaction report attached. Audit committee will meet at John J. Campbell office 26 August 2006 at 9:00 AM. Committee: Huserik, Neison, Page, Graves, Drennan. CSI national is replacing missing dues rebate checks.

Committee Reports

Committee	Chair (Co-chair)	Report, Discussion, Action
Academic Affairs	Robert Huserik (J. Flowers)	Met with committee to discuss goals. University of Memphis has not yet signed scholarship agreement.
Awards	John Bigham	Attended seminar at August Gulf States Region Leadership Conference.
Banquet/Christmas	Lisa Turner (B. Page)	Absent, no report.
Bylaws/Chapter Operating Guide	Byron Graves	Will begin process at September Board Meeting of voting on updated portions of Chapter Operating Guide, until all sections have been updated. Portions under consideration for updating will be posted on the website for member comment.
Certification	Joe Cavallo	Absent, no report.
Chapter Operations	Cliff Watson (J. Neison)	Reminder that Chapter corporation tax is due 1 Oct 06.
		Because the Chapter waives chapter dues for retired members, they do not show up on the Chapter roster prepared by Institute. <ul style="list-style-type: none"> ▪ <i>Huserik will investigate.</i>
		Drennan requested a letter from the Secretary attesting Huserik as President so that signature cards for the checking account can be obtained from the bank. <ul style="list-style-type: none"> ▪ <i>Medcalf will prepare letter.</i>
Conferences/Conv.	Danny Clark	Requested list of attendees at Region Leadership Conference.

Database	Tanya Guidry	Absent, no report.
Education	Ronnie Bonner	Presented some ideas for a fall seminar and for seminars for the Product Show. General discussion. Product Show seminar ideas: 'Green' architecture/LEED; exhibitor workshop (perhaps held in January); roofing, AWI, seismic retrofit for existing buildings.
Fellowship	Wally Bostelmann	Absent, no report.
Finance	Cliff Watson	Present, no separate report (see Chapter Operations)
Golf Tournament	Greg Campbell	Final accounting has not been formally prepared, but income will be within \$30 of expenses. 74 participants in 18 teams—met goal. General discussion about importance of event for networking rather than fund raising.
Historian	Ron Roberts	Will bring photos to August meeting. Working on cataloging and identifying members. ▪ <i>Medcalf promised to bring a box of Chapter newsletters from his tenure as editor-publisher.</i>
Magazine Ads	Ryan Ballard	Absent, no report.
Magazine Editor	Jammie Smith	Absent, no report.
Membership	Dirk Veteto (M. Hearington)	Attended Region Leadership Conference. Latest report from Institute reports 81.5% retention. Current total of 148 members.
Nominations	Brenda Page	Absent, no report.
Planning	Robert Huserik	Reported on July transfer of power meeting.
Product Display Show	Ron Roberts (B. Page)	38 reservations to date; approximately one-third of available booths. Layout for new location at Ag Center and application form have been updated on website.
Programs	Brenda Page	Absent, no report. Huserik reported on September program regarding moisture protection in exterior walls.
Publicity	Carl Drennan	Working on getting Chapter announcements in Commercial Appeal.
Scholarship	Jack Moran	Fund raising drive officially starts tomorrow, 15 August. Will repeat student services auction at November meeting. Scholarship fund is not yet recognized as tax-deductible contribution. Discussion of status of agreement with University of Memphis, which has not been signed.
Table Top	Royce Reid	Absent, no report.
Technical	Ronn Perkins	Absent, no report.
Web Management	Scott Guidry	Absent, no report.
Student Affiliate	Kamesha Hervey	Thanks to John Bigham for transporting students to Region Leadership Conference. 28 Aug: Affiliate board meeting. 18 Sep: First membership meeting.

Old Business

Item	Discussion, Action
Region Leadership Conference	Verbal report by President on Region Leadership Conference. Nominations needed for Director to replace Michelle Beard.

	Memphis scheduled to host Region Leadership Conference in 2008. Region Conference: 27-28 April 2007 in Montgomery, AL.
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New Business

Item	Discussion, Action
Product Show	October issue of News Digest will have article by Ron Roberts on the Memphis Chapter Product Show.
Next Board Meeting	18 September 2006, 5:30 PM at BBQ Shop.
Adjournment	7:10 PM

MEMPHIS CHAPTER CSI BOARD MEETING

Meeting Time:	18 September 2006; 5:30 PM
Meeting Location:	BBQ Shop
Minutes by:	L. Medcalf, Chapter Secretary

Officers and Directors

President	Robert Huserik	Director	Ron Roberts
President-Elect	Brenda Page absent	Director	Byron Graves absent
Vice President, Prof	Gary Copeland	Director	John Bigham
Vice President, Ind	Danny Clark	Director	Greg Campbell absent
Treasurer	Harvey Wilmoth	Director	Wally Bostelmann
Secretary	Louis Medcalf	Director	James Neison
Past President	Carl Drennan		
Assistant Secretary	Danny Moeschle	Assistant Treasurer	Sean Bryant absent

MINUTES

Item	Discussion, Action
August Minutes	Approved as corrected on motion by Drennan seconded by Wilmoth.
Treasurer's Report	Transaction report attached. Audit Committee met; minor adjustments made. Received dues rebate from Institute for FY06.

Committee Reports

Committee	Chair (Co-chair)	Report, Discussion, Action
Academic Affairs	Robert Huserik (J. Flowers)	Audit Committee discussed need for financial responsibility when it met, but does not have specific recommendations.
Awards	John Bigham	Present, no report.
Banquet/Christmas	Lisa Turner (B. Page)	Absent, no report.
Bylaws/Chapter Operating Guide	Byron Graves	Absent, no report.
Certification	Joe Cavallo	Familiarizing himself with requirements and list of volunteer teachers from last year's workshop. Will submit article to newsletter.
Chapter Operations	Cliff Watson (J. Neison)	Cliff turning over chair to Jim Neison because of health reasons, but will remain active.
		<ul style="list-style-type: none"> ▪ Corporation renewal application prepared by President given to Chapter Operations committee for review.
		<ul style="list-style-type: none"> ▪ Audit Committee reports that FY06 transactions been satisfactorily accounted for. Will present written report at October Board Meeting.

Conferences/Conv.	Danny Clark	Has not received list of attendees to Region Leadership Conference. Not all reimbursement requests for that conference have been processed. Reminded members that such requests must be signed by the committee chair.
Database	Tanya Guidry	Absent, no report.
Education	Ronnie Bonner	Contacted Ag Center about 3 meeting rooms on the day of the Product Show. Rooms hold about 20 people and cost \$165 each.
Fellowship	Wally Bostelmann	Will convene committee to review materials assembled for Medcalf nomination.
Finance	Cliff Watson	No separate report; see Chapter Operations above.
Golf Tournament	Greg Campbell	Absent, no report.
Historian	Ron Roberts	<ul style="list-style-type: none"> ▪ Will bring some old photos to the Chapter Meeting this week. ▪ Carl Drennan has framed charter, will transfer to Ron. The charter was displayed at last year's Product Show.
Magazine Ads	Ryan Ballard	Mr Ballard resigned. Lisa Turner will temporarily fill this chair.
Magazine Editor	Jammie Smith	Absent, no report. Deadline for next issue is Sept 20.
Membership	Dirk Veteto (M. Hearington)	Absent, no report. President Huserik reported the Chapter has 2 new members. General discussion regarding retired membership status.
Nominations	Brenda Page	Absent, no report.
Planning	Robert Huserik	No report.
Product Display Show	Brenda Page (Ron Roberts)	Absent. Vice Chair Roberts reported that 40 booths have been sold to date. They are rearranging booth layout to improve flow and contact with attendees.
Programs	Brenda Page	Absent. President Huserik reported that the October meeting will be a presentation by Dietrich, a manufacturer of steel studs.
Publicity	Carl Drennan	Present, no report.
Scholarship	Jack Moran	Absent, no report. General Discussion: Scholarship is now incorporated and the committee is working on getting IRS approval as 501c3 to qualify for tax deductible donations.
Table Top	Royce Reid	Absent. Has developed an application form.
Technical	Ronn Perkins	Absent, no report.
Web Management	Scott Guidry	Absent, no report.
Student Affiliate	Kamesha Hervey	20 students attended first meeting today. Trying to register with U of M, but some minor things are missing from the Student Affiliate's constitution that make it ineligible for funding at present. <ul style="list-style-type: none"> ▪ Referred to Academic Affairs for assistance. Will try to have revisions for vote by Board at next meeting.

Old Business

Item	Discussion, Action
WKNO Volunteers	Gary Copeland reported that he contacted WKNO about volunteers. Need group of 10-12 people. This is an opportunity to publicize the chapter. The date 4 November was suggested.

Operating Guide	<p>Motion by L. Medcalf to table discussion and approval, and refer to Operations Committee to clarify procedure. Seconded by C. Drennan. Failed.</p> <p>General discussion of revisions to Section 1. Motion to approve by W. Bostelmann seconded by J. Neison.</p> <p>After discussion and minor capitalization and wording changes, the revisions were approved as noted by President Huserik.</p>
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New Business

Item	Discussion, Action
None	
Next Board Meeting	16 October 2006, 5:30 PM at BBQ Shop.
Adjournment	7:10 PM

MEMPHIS CHAPTER CSI BOARD MEETING

Meeting Time:	16 October 2006; 5:30 PM
Meeting Location:	BBQ Shop
Minutes by:	L. Medcalf, Chapter Secretary

Officers and Directors

President	Robert Huserik	present	Director	Ron Roberts	present
President-Elect	Brenda Page	present	Director	Byron Graves	
Vice President, Prof	Gary Copeland	present	Director	John Bigham	present
Vice President, Ind	Danny Clark	present	Director	Greg Campbell	
Treasurer	Harvey Wilmoth		Director	Wally Bostelmann	present
Secretary	Louis Medcalf	present	Director	James Neison	present
Past President	Carl Drennan	present			
Assistant Secretary	Danny Moeschle		Assistant Treasurer	Sean Bryant	

MINUTES

Item	Discussion, Action
September Minutes	Approved as corrected on motion by W. Bostelmann seconded by C. Drennan.
Treasurer's Report	Bank statements attached. H. Wilmoth was absent because his wife is recovering from surgery.

Committee Reports

Committee	Chair (Co-chair)	Report, Discussion, Action
Academic Affairs	Robert Huserik (J. Flowers)	Present, no report.
Awards	John Bigham	Present, no report.
Banquet/Christmas	Lisa Turner (B. Page)	Absent, no report.
Bylaws/Chapter Operating Guide	Byron Graves	Absent, no report.
Certification	Joe Cavallo	Absent, no report.
Chapter Operations	Jim Neison (C. Watson)	Written report from Audit Committee attached. Only minor posting errors were found.
Conferences/Conv.	Danny Clark	Present, no report.
Database	Tanya Guidry	Absent, no report.
Education	Ronnie Bonner	Absent, no report.
Fellowship	Wally Bostelmann	Received information from L. Medcalf, will convene committee to prepare Medcalf nomination.
Finance	Jim Neison (C. Watson)	See Chapter Operations above.
Golf Tournament	Greg Campbell	Absent, no report.
Historian	Ron Roberts	Present, no report.
Magazine Ads	Ryan Ballard	Absent, no report.
Magazine Editor	Jammie Smith	Absent, no report.
Membership	Dirk Veteto (M. Hearington)	Absent, no report. President Huserik reported that the Chapter has 84.5% retention and 3 new members in the past month.

Nominations	Brenda Page	Present, no report.
Planning	Robert Huserik	Present, no report.
Product Display Show	Brenda Page (Ron Roberts)	Forty booths sold to date, which is ahead of last year.
Programs	Brenda Page	November: Watt Stopper lighting controls. W. Bostelmann pointed out that when manufacturers sponsor the dinner costs, only members and professional guests should receive free meals—that is, spouses and other family members should pay for their meals.
Publicity	Carl Drennan	Present, no report.
Scholarship	Jack Moran	To date \$3500 received toward goal of \$5700. One more month in campaign. Will auction student services at the November meeting, which was a popular event last year. Approximately 15 students will participate.
Table Top	Royce Reid	Absent, no report.
Technical	Ronn Perkins	Absent, no report.
Web Management	Scott Guidry	Website current after recent overhaul. Added operations page, and list of scholarship sponsors and recipients.
Student Affiliate	Kamesha Hervey	Submitted budget. Proposed joint trip with Chapter to Marvin plant in Ripley, TN. Revised constitution will be presented at November Board Meeting. The University is requiring some changes for the Student Affiliate to qualify for certain support. Presented 2 donation checks for deposit.

Old Business

Item	Discussion, Action
Scholarship Corporation	Now recognized by TN Secretary of State. Need list of officers from R. Roberts.
Chapter Operating Guide	Reviewed revisions for Sections II and III. Section II revisions approved on motion by J. Neison seconded by C. Drennan. Some members requested that the Chair change bullet paragraphs to numbered paragraphs for easier reference. Section III revisions approved on motion by C. Drennan seconded by J. Neison.

New Business

Item	Discussion, Action
Correspondence	J. Neison received invoice for Chapter insurance and will transmit it, along with other items, to the Treasurer.
Next Board Meeting	16 November 2006, 5:30 PM at BBQ Shop.
Adjournment	7:15 PM

Respectfully submitted 7 November 2006,

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*Louis Medcalf, CSI, CCS
Secretary, Memphis Chapter CSI*

MEMPHIS CHAPTER CSI BOARD MEETING

Meeting Time:	18 December 2006; 5:30 PM
Meeting Location:	BBQ Shop
Minutes by:	Robert Huserik, Chapter President

Officers and Directors

President	Robert Huserik	present	Director	Ron Roberts	present
President-Elect	Brenda Page	present	Director	Byron Graves	
Vice President, Prof	Gary Copeland		Director	John Bigham	present
Vice President, Ind	Danny Clark	present	Director	Greg Campbell	
Treasurer	Harvey Wilmoth	present	Director	Wally Bostelmann	present
Secretary	Louis Medcalf		Director	James Neison	present
Past President	Carl Drennan				
Assistant Secretary	Danny Moeschle		Assistant Treasurer	Sean Bryant	

MINUTES

Item	Discussion, Action
October Minutes	Approved as corrected on motion by Bostelmann seconded by Neison.
Treasurer's Report	Report Rejected due to computer error

Committee Reports

Committee	Chair (Co-chair)	Report, Discussion, Action
Academic Affairs	Robert Huserik (J. Flowers)	Rob Huserik and Josh Flowers will have a meeting with student officers to plan for the Spring Semester
Awards	John Bigham	Chapter will submit for the Outstanding Chapter Commendation, Continuing Publication Commendation, and Electronic Publications Award. There is a nomination for the Manley Award, Cliff needs to receive that nomination by January 31 st . Motion to submit Chapter for the Outstanding Chapter Commendation by John Bigham, seconded by Scott Guidry, motion passed
Banquet/Christmas	Lisa Turner (B. Page)	The Chapter Holiday Party was a big success and came within budget.
Bylaws/Chapter Operating Guide	Byron Graves	Absent, no report.
Certification	Joe Cavallo	Absent. We have 7 people registered for the CDT and one for CCCA exams
Chapter Operations/ Finance	Jim Neison (C. Watson)	Present, no report.
Conferences/Conv.	Danny Clark	Present, no report.
Database	Tanya Guidry	Absent, no report.
Education	Ronnie Bonner	Absent, written report attached.
Fellowship	Wally Bostelmann	Present. Motion to nominate Louis Medcalf for Fellowship by Walley Bostelmann seconded by Harvey Wilmoth, motion passed
Golf Tournament	Greg Campbell	Absent, no report.

Historian	Ron Roberts	Present, no report.
Magazine Ads	Lisa Turner	Absent, no report.
Magazine Editor	Jammie Smith	Absent, no report.
Membership	Dirk Veteto (M. Hearington)	Present, chapter is at 155 members
Nominations	Brenda Page	Present, no report.
Planning	Robert Huserik	Present, no report.
Product Display Show	Brenda Page (Ron Roberts)	Present, Had a meeting on the 15 th . The deadline for the student competition is Dec. 30 th , voting will be in January. 50% of booths sold, Danny Clark is working on tickets, \$13,469 collected so far. January 12 th is the next committee meeting
Programs	Brenda Page	Present, February program presented by Hagerman and Company on Autodesk Revit
Publicity	Carl Drennan	Present, no report.
Scholarship	Jack Moran	We received a thank you letter from Alzbeta Bowden. Jack submitted a report with the results of the student aution.
Table Top	Royce Reid	Absent, no report.
Technical	Ronn Perkins	Absent, no report.
Web Management	Scott Guidry	Present, no report.
Student Affiliate	Kamesha Hervey	Absent, no report.

Old Business

Item	Discussion, Action
Chapter Operating Guide	Will be tabled for January

New Business

Item	Discussion, Action
Correspondence	none
CSI Governance Proposal	Everyone should have received a letter from the Institute about the proposed changes to CSI Governance. The proposal will be voted on in February. The board is encouraged to be educated on the topic so people can make an informed decision. The GSR Institute Directors will hold teleconferences to discuss the proposal.
Next Board Meeting	15 January 2007, 5:30 PM at BBQ Shop.
Adjournment	7:15 PM

Respectfully submitted 15 January 2007,

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*Robert Huserik CSI, CDT
President, Memphis Chapter CSI*

MEMPHIS CHAPTER CSI BOARD MEETING

Meeting Time:	18 December 2006; 5:30 PM
Meeting Location:	BBQ Shop
Minutes by:	Robert Huserik, Chapter President

Officers and Directors

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President-Elect	Brenda Page present	Director	Byron Graves
Vice President, Prof	Gary Copeland	Director	John Bigham present
Vice President, Ind	Danny Clark present	Director	Greg Campbell
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Secretary	Louis Medcalf	Director	James Neison present
Past President	Carl Drennan		
Assistant Secretary	Danny Moeschle	Assistant Treasurer	Sean Bryant

MINUTES

Item	Discussion, Action
October Minutes	Approved as corrected on motion by Bostelmann seconded by Neison.
Treasurer's Report	Report Rejected due to computer error

Committee Reports

Committee	Chair (Co-chair)	Report, Discussion, Action
Academic Affairs	Robert Huserik (J. Flowers)	Rob Huserik and Josh Flowers will have a meeting with student officers to plan for the Spring Semester
Awards	John Bigham	Chapter will submit for the Outstanding Chapter Commendation, Continuing Publication Commendation, and Electronic Publications Award. There is a nomination for the Manley Award, Cliff needs to receive that nomination by January 31st. Motion to submit Chapter for the Outstanding Chapter Commendation by John Bigham, seconded by Scott Guidry, motion passed
Banquet/Christmas	Lisa Turner (B. Page)	The Chapter Holiday Party was a big success and came within budget.
Bylaws/Chapter Operating Guide	Byron Graves	Absent, no report.
Certification	Joe Cavallo	Absent. We have 7 people registered for the CDT and one for CCCA exams
Chapter Operations/ Finance	Jim Neison (C. Watson)	Present, no report.
Conferences/Conv.	Danny Clark	Present, no report.

Database	Tanya Guidry	Absent, no report.
Education	Ronnie Bonner	Absent, written report attached.
Fellowship	Wally Bostelmann	Present. Motion to nominate Louis Medcalf for Fellowship by Wally Bostelmann seconded by Harvey Wilmoth, motion passed
Golf Tournament	Greg Campbell	Absent, no report.
Historian	Ron Roberts	Present, no report.
Magazine Ads	Lisa Turner	Absent, no report.
Magazine Editor	Jammie Smith	Absent, no report.
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Nominations	Brenda Page	Present, no report.
Planning	Robert Huserik	Present, no report.
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Programs	Brenda Page	Present, February program presented by Hagerman and Company on Autodesk Revit
Publicity	Carl Drennan	Present, no report.
Scholarship	Jack Moran	We received a thank you letter from Alzbeta Bowden. Jack submitted a report with the results of the student auction.
Table Top	Royce Reid	Absent, no report.
Technical	Ronn Perkins	Absent, no report.
Web Management	Scott Guidry	Present, no report.
Student Affiliate	Kamesha Hervey	Absent, no report.

Old Business

Item	Discussion, Action
Chapter Operating Guide	Will be tabled for January

New Business

Item	Discussion, Action
Correspondence	none
CSI Governance Proposal	Everyone should have received a letter from the Institute about the proposed changes to CSI Governance. The proposal will be voted on in February. The board is encouraged to be educated on the topic so people can make an informed decision. The GSR Institute Directors will hold teleconferences to discuss the proposal.
Next Board Meeting	15 January 2007, 5:30 PM at BBQ Shop.
Adjournment	7:15 PM

Respectfully submitted 15 January 2007,

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Robert Huserik CSI, CDT

President, Memphis Chapter CSI