

MEMPHIS CHAPTER CSI BOARD MEETING

Meeting Time:	<b>15 January 2007; 5:30 PM</b>
Meeting Location:	<b>BBQ Shop</b>
Minutes by:	<b>L. Medcalf, Chapter Secretary</b>

Officers and Directors

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

MINUTES

Item	Discussion, Action
<b>December Minutes</b>	<b>Approved as corrected on motion by Neison seconded by Drennan.</b>
<b>Treasurer's Report</b>	<b>Bank statements and report attached.</b>

Committee Reports

Committee	Chair (Co-chair)	Report, Discussion, Action
<b>Academic Affairs</b>	<b>Robert Huserik (J. Flowers)</b>	<b>Huserik and Flowers met with student officers to set goals. Student affiliate will try to set up first job fair. Trades and Trends show 23 February. Scavenger hunt this semester.</b>
<b>Awards</b>	<b>John Bigham</b>	<b>Committee will meet for Manley award. Submissions to Institute for outstanding chapter, continuing publication, and electronic publication awards were made. Kamesha Hervey was submitted for Dale C. Moll award. Recommends starting on the documentation for outstanding chapter award in June.</b>
<b>Banquet/Christmas</b>	<b>Lisa Turner (B. Page)</b>	<b>B. Page present. No report.</b>
<b>Bylaws/Chapter Operating Guide</b>	<b>Byron Graves</b>	<b>Present, no report. See discussion of modifications to Operating Guide under Old Business.</b>
<b>Certification</b>	<b>Joe Cavallo</b>	<b>10 registrants to date, including one student. Arrangements have been made for U of M students to receive credit for the CDT preparation class.</b>
<b>Chapter Operations</b>	<b>Jim Neison (C. Watson)</b>	<b>Present, no report.</b>
<b>Conferences/Conv.</b>	<b>Danny Clark</b>	<b>Absent, no report.</b>

Database	Tanya Guidry	Absent, no report.
Education	Ronnie Bonner	Absent; attached written report read by Medcalf.
Fellowship	Wally Bostelmann	Package for nomination of Louis Medcalf submitted.
Finance	Jim Neison (C. Watson)	See Chapter Operations above.
Golf Tournament	Greg Campbell	Tournament will be in July; no date set, but probably the 3rd Monday.
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)	156 members; 87.7% retention rate. Read list of new members.
Nominations	Brenda Page	Asked for suggestions for nominations for next year's officers, board members, and committee chairs.
Planning	Robert Huserik	Present, no report.
Product Display Show	Brenda Page (Ron Roberts)	Student competition for posters will be voted on at Thursday meeting. Booth sales are ahead of last year: 66 so far. Enough money has been received to cover expenses. Memphis show is the 4th largest in the country, and the largest east of the Rocky Mountains.
Programs	Brenda Page	Hagerman & Associates will discuss Revit, a 3-D CAD modeling software, at the February meeting. April: wants to have green product, but not determined yet.
Publicity	Carl Drennan	Present, no report.
Scholarship	Jack Moran	Over \$6,000 collected to date. Needs new sign to display contributor names. Present sign is too costly to update. Discussed having a student volunteer lay out a color design to be printed and dry-mounted on foamcore board. See attached list. J. Neison reported that he received acknowledgement by U of M of receipt of the signed agreement with the Scholarship Foundation, and will be able to file for tax-exempt status.
Table Top	Royce Reid	Absent, no report.
Technical	Ronn Perkins	Absent, no report. R. Huserik reported that the Spec Wizards have been meeting monthly, and have discussed proposed changes to SectionFormat.
Web Management	Scott Guidry	Absent, no report.
Student Affiliate	Kamesha Hervey	See Academic Affairs

Old Business

Item	Discussion, Action
Chapter Operating Guide	Article B – Tabled because of need for extensive re-writing. Article C – Changes approved.

	<b>Article D – Re-affirmed as written without changes.</b>
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New Business

Item	Discussion, Action
Correspondence	Letter received from Institute authorizing 12 delegates to National Convention.
Elections	New director for Gulf States Region. Discussion of change of by-laws for governance initiative. R. Huserik invited Board members to attend teleconference at HBG this Thursday.
Next Board Meeting	12 February 2007, 5:30 PM at BBQ Shop.
Adjournment	6:45 PM

*Respectfully submitted 12 February 2007,*

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

**MEMPHIS CHAPTER CSI BOARD MEETING**

Meeting Time:	12 February 2007; 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	Director	Byron Graves
Vice President, Prof	Gary Copeland           absent	Director	John Bigham           absent
Vice President, Ind	Danny Clark	Director	Greg Campbell       absent
Treasurer	Harvey Wilmoth       absent	Director	Wally Bostelmann   absent
Secretary	Louis Medcalf	Director	James Neison
Past President	Carl Drennan		
Assistant Secretary	Danny Moeschle       absent	Assistant Treasurer	Sean Bryant           absent

**MINUTES**

<b>Item</b>	<b>Discussion, Action</b>
January Minutes	Approved as corrected on motion by Drennan seconded by Roberts.
Treasurer's Report	Bank statements and report attached.

**Committee Reports**

Committee	Chair (Co-chair)	Report, Discussion, Action
Academic Affairs	Robert Huserik (J. Flowers – absent)	Three students are enrolled in CDT training course for UM credit.
Awards	John Bigham – absent	Absent, no report.
Banquet/Christmas	Lisa Turner – absent (B. Page)	Page reported that Lisa Turner will arrange June banquet.
Bylaws/Chapter Operating Guide	Byron Graves	Present. See Old Business below for revisions to Operating Guide.
Certification	Joe Cavallo – absent	Absent. President Huserik reported there are 15 CDT candidates, 2 CCCA candidates, and 25 people taking the CDT course.
Chapter Operations	Jim Neison (C. Watson)	Tax forms completed.
Conferences/Conv.	Danny Clark	Publicized Region Conference registration in the Chapter newsletter.
Database	Tanya Guidry – absent	Absent, no report.
Education	Ronnie Bonner	Absent. Medcalf reported that Bonner is continuing to work on AWI seminar at the Products Show. President Huserik will send an e-mail announcement in a few days.
Fellowship	Wally Bostelmann	Absent, no report.
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)	Veteto reported 156 total members, 87.7% retention. Numbers have not been updated by Institute since last month.
Nominations	Brenda Page	Written report attached. People who agreed to serve are indicated by highlighting.  Ms Page has accepted a position in Las Vegas and will be moving at the end of the week. She will, therefore, be unable to serve next year as president.
Planning	Robert Huserik	Present, no report.
Product Display Show	Brenda Page (Ron Roberts)	Turning over all records to R. Roberts, who will assume the Chair.  Poster winner will be announced at Chapter meeting Thursday night.  90 booths are reserved. Need to sell at least 12 more booths to make budget.  Website is not current. President Huserik requested an up-to-date list of booth reservations.
Programs	Brenda Page	February: BIM software  March: Products Show  April: Window film.  May: Entrance controls.
Publicity	Carl Drennan	Present, no report.
Scholarship	Jack Moran	Absent, no report.
Table Top	Royce Reid	Absent, no report.
Technical	Ronn Perkins	Absent, no report.
Web Management	Scott Guidry	Absent, no report.
Student Affiliate	Kamesha Hervey	Trades & Trends show arranged for 10:00 – 2:00 on 23 February.  Student booth for Product Show is progressing. There is an active committee planning and constructing it.  6 new student members.  UM exam schedule conflicts with Region Conference in April and may reduce number of students who attend.

**Old Business**

Item	Discussion, Action
Chapter Operating Guide	Article B: Draft revisions proposed by Chair Graves accepted without change on motion by Neisson seconded by Drennan.  Article F: After general discussion of issues, Chair Graves agreed to develop draft revisions incorporating consensus on what needs to be changed.

**New Business**

Item	Discussion, Action
Correspondence	None

Next Board Meeting	12 March 2007, 5:30 PM at BBQ Shop.
Adjournment	7:00 PM

*Respectfully submitted 12 March 2007,*

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

**MEMPHIS CHAPTER CSI BOARD MEETING**

<b>Meeting Time:</b>	12 March 2007; 5:30 PM
<b>Meeting Location:</b>	BBQ Shop
<b>Minutes by:</b>	L. Medcalf, Chapter Secretary

**Officers and Directors**

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

**MINUTES**

<b>Item</b>	<b>Discussion, Action</b>
<b>December Minutes</b>	Approved as submitted on motion by C. Drennan seconded by B. Graves.
<b>Treasurer's Report</b>	Bank statements and report attached.  The large balance in the checking account is due to receipts for the Product Show.  Student Affiliate Trades and Trends show: \$1500 income, \$975 expenses.

**Committee Reports**

<b>Committee</b>	<b>Chair (Co-chair)</b>	<b>Report, Discussion, Action</b>
<b>Academic Affairs</b>	Robert Huserik	Trades and Trends: 20 booths, good student attendance, well run.
<b>Awards</b>	John Bigham	Did not apply for Gulf State Region awards.
<b>Banquet/Christmas</b>	Lisa Turner	C. Drennan requested date for annual banquet. President Huserik will check with Lisa.
<b>Bylaws/Chapter Operating Guide</b>	Byron Graves	See discussion of updating the Chapter Operating Guide below.
<b>Certification</b>	Joe Cavallo	Absent, no report.
<b>Chapter Operations</b>	Jim Neison (absent) C. Watson	See attached written resolution from James Neison presented by C. Drennan relating to distribution of Chapter surplus funds to a reserve fund and to the Scholarship Fund Corporation.  R. Roberts: Scholarship Fund Corporation is limited to less than \$10,000 income per year by IRS regulations.  Discussed putting surplus funds in money market versus short term investments.  Resolution 1 passed on motion by C. Drennan seconded by H. Wilmoth. Resolution 2 withdrawn.
<b>Conferences/Conv.</b>	Danny Clark	Only 2 members signed up to date to go to Region Conference next month.

Database	Tanya Guidry	Absent, no report.
Education	Ronnie Bonner	Absent. Considering a water and moisture control seminar in early June. AWI seminar at Product Show was held, but the exhibitor seminar was canceled for lack of interest.
Fellowship	Wally Bostelmann	Absent, no report. President Huserik reported that L. Medcalf has been chosen by the Jury of Fellows to become a Fellow at the Convention in June. He has started planning the reception that the Chapter will host.
Finance	Jim Neison (absent) 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.
Nominations	J. Bigham	Due to Brenda Page's resignation, John Bigham has become the new chair. Most positions filled, but needs newsletter editor.
Planning	Robert Huserik	Present, no report.
Product Display Show	Ron Roberts	Budget attached. Enough booths have been sold to meet expenses. The venue has been booked for next year. The floor plan for next year will be improved to eliminate a 'dead zone' in this year's layout. President Huserik reported that the local AIA chapter will send out e-mails this week promoting the event, and again on Monday.
Programs		April: Window films May: Entrance controls June: Annual banquet
Publicity	Carl Drennan	Present, no report.
Scholarship	Jack Moran	Absent, no report.
Table Top	Royce Reid	Absent, no report.
Technical	Ronn Perkins	Absent, no report.
Web Management	Scott Guidry	Absent, no report.
Student Affiliate	Kamesha Hervey	Absent, no report.

**Old Business**

Item	Discussion, Action
Chapter Operating Guide	After extensive discussion, changes to Section F – Convention and Conference Committee were tabled pending more revisions on motion by J. Bigham seconded by C. Drennan.

**New Business**

Item	Discussion, Action
Correspondence	None
FY08 Nominations	President Huserik will e-mail list as public announcement: President-Elect: John Bigham.

<b>PA System</b>	President Huserik proposed purchasing a sound system that will cost approximately \$700 (catalog sheet attached). The system will include a lavalier microphone. It would cost \$210 just to rent a system for the AWI seminar, and this purchase would provide a system that can be used at Chapter meetings and other events. He proposed taking \$500 from the Programs budget item and the remainder from Miscellaneous.  The proposal was approved on motion by C. Drennan seconded by R. Roberts.
<b>Next Board Meeting</b>	16 April 2007, 5:30 PM at BBQ Shop.
<b>Adjournment</b>	7:25 PM

*Respectfully submitted 16 April 2007,*

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

**MEMPHIS CHAPTER CSI BOARD MEETING**

<b>Meeting Time:</b>	16 April 2007; 5:30 PM
<b>Meeting Location:</b>	BBQ Shop
<b>Minutes by:</b>	L. Medcalf, Chapter Secretary

**Officers and Directors**

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

**MINUTES**

<b>Item</b>	<b>Discussion, Action</b>
<b>December Minutes</b>	Approved as corrected on motion by W. Bostelmann seconded by C. Drennan
<b>Treasurer's Report</b>	Bank statements and report attached.  Discussion of difference relating to under-reported PDS income and expenses. Tabled pending revisions.

**Committee Reports**

<b>Committee</b>	<b>Chair (Co-chair)</b>	<b>Report, Discussion, Action</b>
<b>Academic Affairs</b>	Robert Huserik	Had successful scavenger hunt previous week.  Graduation is 5 May.  Student Affiliate elections are 19 April.
<b>Awards</b>	John Bigham	National Awards this year: Outstanding Chapter and Continuing Publications. Website entry was disqualified for minor technical reasons.
<b>Banquet/Christmas</b>	Lisa Turner	Banquet date is 7 June. Location not determined, but possibly new Westin Hotel downtown.
<b>Bylaws/Chapter Operating Guide</b>	Byron Graves	Absent, no report.
<b>Certification</b>	Joe Cavallo	Absent, no report.  President Huserik reported there was a good turnout for certification exams here in Memphis.
<b>Chapter Operations</b>	Jim Neison (C. Watson)	Application to IRS for tax exemption status for contributions to Scholarship Fund are still pending, but Committee expects to hear soon.  R. Roberts agreed to be an advisor to the board.  Scholarship fund is not limited to raising \$10,000 per year as had been previously reported.

Conferences/Conv.	Danny Clark	Absent, no report.
Database	Tanya Guidry	Absent, no report.
Education	Ronnie Bonner	Absent. Waterproofing seminar arranged for 5 June.
Fellowship	Wally Bostelmann	Reception for Louis Medcalf budgeted at \$500. HBG is contributing \$1,000.
Finance	Jim Neison (C. Watson)	See Chapter Operations above.
Golf Tournament	Greg Campbell	Will meet later this month. Committee has received \$400 in donations and budget plan shows break even. Date has not been set.
Historian	Ron Roberts	Has been preparing articles for the newsletter.
Magazine Ads	Ryan Ballard	Absent, no report.
Magazine Editor	Jammie Smith	Absent, no report.
Membership	Dirk Veteto (M. Hearington)	Absent, no report.
Nominations	John Bigham	List for FY08 circulated for discussion. Approved on motion by W. Bostelmann seconded by R. Roberts.
Planning	Robert Huserik	Present, no report.
Product Display Show	Ron Roberts	See attached written report. Had fewer booths this year—96—but higher profit than expected. Attendance was about 100 fewer than last year, but most exhibitors enthusiastic about the new location. Attendance was affected not only by change, but by highway work at the Walnut Grove exchange on I-240. There were some parking problems, but next year we can have exhibitors park in a separate location. The Committee commended Hnedak Bobo Group for its support in having 31 attendees. Committee has 31 reservations for next year's show. Need at least 2 volunteers in addition to committee to help staff the chapter booth. We may have missed some membership applications because of lack of staff. Discussed having post cards to hand out to potential exhibitors at the national convention.
Programs	Brenda Page	April: Window films. Presenter is partially subsidizing cost, so charge will be \$15. May: Dillard Door is presenting a program on access control.
Publicity	Carl Drennan	Present, no report.
Scholarship	Jack Moran	Sign listing sponsors is missing; may be with PDS stuff.
Table Top	Royce Reid	Absent, no report.
Technical	Ronn Perkins	Absent, no report.
Web Management	Scott Guidry	Reminded Board to provide information for the website.
Student Affiliate	Kamesha Hervey	Absent, no report.

**Old Business**

Item	Discussion, Action
Chapter Operating Guide	Tabled.

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**New Business**

<b>Item</b>	<b>Discussion, Action</b>
Correspondence	Need list of delegates for convention.
GSR Conference	Attendees: Huserik, Roberts, Bigham, Bostelmann.
FY08 Budget	Presented by President-Elect John Bigham. Changes needed to scholarship expense because of future direct contributions from the Scholarship Foundation. Various line items were discussed and adjusted to achieve balance of expenses and revenue. Adjusted budget approved on motion by J. Neisson seconded by G. Copeland.
PA System	Rob will start bringing the system that was purchased for the PDS seminar to monthly Chapter meetings.
May Meeting	Elections for FY08.
Next Board Meeting	14 May 2007, 5:30 PM at BBQ Shop.
Adjournment	7:10 PM

*Respectfully submitted 14 May 2007,*

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

MEMPHIS CHAPTER CSI BOARD MEETING

<b>Meeting Time:</b>	21 July 2007; 8:45 AM
<b>Meeting Location:</b>	Huserik Residence, 2005 Oliver Avenue; Memphis, TN
<b>Minutes by:</b>	L. Medcalf, Chapter Secretary

Officers and Directors

<b>President</b>	John Bigham	present	<b>Director</b>	Ron Roberts	present
<b>President-Elect</b>	Gary Copeland	absent	<b>Director</b>	Greg Campbell	absent
<b>Vice President, Prof</b>	Gary Cofer	present	<b>Director</b>	Byron Graves	present
<b>Vice President, Ind</b>	Dirk Veteto	present	<b>Director</b>	Wally Bostelmann	absent
<b>Treasurer</b>	Harvey Wilmoth	present	<b>Director</b>	Pam Davidson	absent
<b>Secretary</b>	Louis Medcalf	present	<b>Director</b>	Jon Schrack	absent
<b>Past President</b>	Rob Huserik	present			
<b>Assistant Secretary (non-voting)</b>	Danny Moeschle	absent	<b>Assistant Treasurer (non-voting)</b>	Wally Bostelmann	absent

A quorum being present, President Bigham opened the meeting.

MINUTES

<b>Item</b>	<b>Discussion, Action</b>
<b>May and June Minutes</b>	May Minutes: Approved by vote as submitted on motion by R. Huserik seconded by R. Roberts. June Minutes: Approved by vote as submitted on motion by B. Graves seconded by R. Huserik.
<b>Treasurer's Report</b>	Cannot close the books for FY07 until expenses and income for the year are received. The Treasurer reminded the Board that committee chairs must approve reimbursement forms before the Treasurer can issue reimbursement checks.  Mr Wilmoth has recently gone back to 2005 to reconcile checks and the register. He will be ready in August for the Audit Committee.  In the future, donations to the Scholarship Fund will go directly into that account. All transfers to date from Chapter funds have been made.  J. Neison: This procedure has the effect of reducing the net worth of the Chapter on the financial report.

Committee Reports

<b>Committee</b>	<b>Chair (Co-chair)</b>	<b>Report, Discussion, Action</b>
<b>Academic Affairs</b>	Robert Huserik	Present, no report.
<b>Awards</b>	Noah Beach	Absent, no report.  President Bigham distributed award plaques to persons who did not attend the annual banquet in June. <ul style="list-style-type: none"> <li>• R. Roberts suggested adding due dates for various awards to the Chapter calendar. Bigham agreed to do so.</li> </ul>
<b>Banquet/Christmas</b>	Robert Huserik	Asked for suggestions for the date for the December holiday party, either 6 or 13 December. Will coordinate date with AIA Chapter.

<b>Bylaws/Chapter Operating Guide</b>	Byron Graves	<p>There are approximately 13 pages of the Chapter Operating Guide yet to be reviewed. This year he will have specific recommendations to present to the Board to make the process more efficient.</p> <p>C. Drennan stated that we need clear policy on financial support for student members to attend conventions and conferences. In the past this has not been clear and required special Board action for each event.</p> <p>J. Neison reminded the Board of previous discussion to provide checklist to the Student Affiliate as to what the Chapter will and will not pay for the Student Affiliate can make responsible plans and develop an appropriate budget and fund-raising activities.</p> <ul style="list-style-type: none"> <li>• Academic Affairs chair Huserik volunteered to draft updates for the student section of the Operating Guide.</li> <li>• President Bigham asked the Academic Affairs committee to provide budget recommendations.</li> </ul>
<b>Certification</b>	Joe Cavallo	<p>Absent, no report.</p> <p>R. Huserik will give a list to the newsletter editor of people who passed certification exams.</p>
<b>Chapter Operations</b>	Jim Neison (C. Watson)	<p>Summarized responsibilities for the corporation with respect to regulatory requirements. This committee receives Chapter mail and controls the lock box that contains critical documents.</p> <ul style="list-style-type: none"> <li>• Secretary must prepare a letter to the bank notifying it of new officers and requesting signature cards for them.</li> </ul>
<b>Conferences &amp; Convention</b>	Danny Clark	<p>Absent, no report.</p> <p>President Bigham requested that members intending to attend events notify him by e-mail.</p>
<b>Database</b>	Tanya Guidry	Absent, no report.
<b>Education</b>	Ronnie Bonner	<p>Absent, written report attached.</p> <p>There was general discussion of the need for more promotion for educational seminars.</p>
<b>Fellowship</b>	Wally Bostelmann	Absent, no report.
<b>Finance</b>	Jim Neison Cliff Watson-absent	<p>Co-Chair Neison stated the committee will schedule an audit when the Treasurer is ready. The budget for FY08 was approved and there are sufficient funds for Chapter operations.</p> <p>R. Roberts: The Ag Center requires alcoholic beverage liability insurance. The PDS Committee had to arrange for a rider to the Chapters CGL policy. The Chapter and Scholarship Fund corporation are on the same policy.</p>
<b>Golf Tournament</b>	Greg Campbell	<p>Absent, no report.</p> <p>Treasurer Wilmoth stated \$6932 in income was received; there were approximately \$7000 in expenses and not all expenses have been received. The tournament is usually a break-even arrangement.</p> <p>B. Graves reported there was good turnout this year with at least 18 full teams.</p> <p>General discussion ensued as to purpose. Many felt a larger committee would be needed to be more successful and realize at least a small surplus. J. Neison felt that earlier promotion is needed.</p> <ul style="list-style-type: none"> <li>• President Bigham stated there would be more discussion next month.</li> </ul>
<b>Historian</b>	Ron Roberts	<p>Chair is continuing work on articles for PerSpective. He would like to tie-in the 50th anniversary year of the Chapter with a kick-off celebration at the Region Leadership Conference scheduled to be held in Memphis in August 2008.</p>

<b>Magazine Ads</b>		Chair is unfilled. Several names were suggested to the President for consideration.
<b>Magazine Editor</b>	Kamesha Hervey	Reminded the Board that articles are due the 20th of the month, and that Convention attendees are supposed to write articles.  Needs co-editor.
<b>Membership</b>	Dirk Veteto	Present Chapter membership is 152.
<b>Nominations</b>	Gary Copeland	Absent, no report.
<b>Planning</b>	Robert Huserik	The transfer of power planning meeting will take place immediately after the Board meeting today.
<b>Product Display Show</b>	Ron Roberts	This year's Show will be 18 March 2008. Will update booth layout (changed from last show) on the website soon. Application form and other information are already posted on the website.
<b>Programs</b>	Gary Copeland	Absent, no report.  President reported that the August meeting will be on the subject of building commissioning and that programs have been booked through November.
<b>Publicity</b>	Carl Drennan	Intends to get notices about meeting programs into local newspapers this year.
<b>Scholarship</b>	Jack Moran	Absent, no report.
<b>Table Top</b>		Unfilled position.
<b>Technical</b>	Dexter Varnell	Chair is soliciting technical articles for the newsletter.
<b>Web Management</b>	Scott Guidry	Approximately 270 visitors per week. Needs timely program information and would like to have more photos of events. Requests that news items sent to the newsletter also be sent to him. There was a major renovation of the Student Affiliate website last year.  R. Roberts expressed concern that the website did not receive an award in FY07 because the nomination was disqualified on a technicality. He believes that the Chapter website is a superior site and well worthy of national recognition and there was unanimous concurrence by the group.
<b>Student Affiliate</b>	Alzbeta Bowden	Present, no report.

Old Business

<b>Item</b>	<b>Discussion, Action</b>
<b>Meeting Place</b>	President reported that Pancho's on Summer near White Station has suitable facilities and is well located, but is unsure if the menu would be acceptable for recurring meetings.  R. Roberts suggested consideration of the Holiday Inn at University of Memphis and the French Quarter Hotel on Madison, where the Chapter has held several seminars. Various other locations were suggested.  The sense of the meeting was that we should stay at the present location at the Spaghetti Warehouse until a permanent location is found.

New Business

<b>Item</b>	<b>Discussion, Action</b>
<b>Correspondence</b>	None
<b>Gulf States Region Leadership Conference</b>	17-18 August, Birmingham. Approximately 6 attendees from Memphis so far.

<b>Memphis Host Chapter for FY09 GSR Leadership Conference</b>	R. Huserik volunteered to chair the conference committee and D. Veteto volunteered to be co-chair. N. Neison will forward past conference budget so the committee can begin planning.  L. Medcalf suggested the committee consider having the Friday night party at the National Hardwood Lumber Association headquarters. The Chapter had a good program there a few years ago and the facility has room for a large group.
<b>Next Board Meeting</b>	13 August 2007,
<b>Adjournment</b>	7:10 PM

*Respectfully submitted 8August 2007,*

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

MEMPHIS CHAPTER CSI BOARD MEETING

<b>Meeting Time:</b>	13 August 2007; 5:30 PM
<b>Meeting Location:</b>	BBQ Shop Restaurant
<b>Minutes by:</b>	L. Medcalf, Chapter Secretary

Officers and Directors

<b>President</b>	John Bigham	present	<b>Director</b>	Ron Roberts	present
<b>President-Elect</b>	Gary Copeland	present	<b>Director</b>	Greg Campbell	present
<b>Vice President, Prof</b>	Gary Cofer		<b>Director</b>	Byron Graves	
<b>Vice President, Ind</b>	Dirk Veteto	present	<b>Director</b>	Wally Bostelmann	present
<b>Treasurer</b>	Harvey Wilmoth		<b>Director</b>	Pam Davidson	present
<b>Secretary</b>	Louis Medcalf	present	<b>Director</b>	Jon Schrack	
<b>Past President</b>	Rob Huserik	present			
<b>Assistant Secretary (non-voting)</b>	Danny Moeschle		<b>Assistant Treasurer (non-voting)</b>	Wally Bostelmann	present

A quorum being present, President Bigham opened the meeting.

MINUTES

Item	Discussion, Action
<b>July Minutes</b>	Approved as corrected on motion by W. Bostelmann, seconded by R. Roberts.
<b>Treasurer's Report</b>	Absent, no report. R. Neison: Finance Chair will forward bank statements to Treasurer. Audit will be completed by 20 August 2007.

Standing Committee Reports

Committee	Chair (Co-chair)	Report, Discussion, Action
<b>Academic Affairs</b>	Robert Huserik	Started writing Student Affiliate Operating Guide, model budget, and calendar. Four UM students attended the Region Leadership Conference. R. Roberts: working on 'S' supplementary pin with students.
<b>Awards</b>	Noah Beach	Present, no report.
<b>Banquet/Christmas</b>	Robert Huserik	Present, no report.
<b>Bylaws/Chapter Operating Guide</b>	Byron Graves	Absent, no report.
<b>Certification</b>	Joe Cavallo	Absent, no report.
<b>Chapter Operations</b>	Jim Neison C. Watson	C. Watson gave State corporation form to President, requested copy of completed form for Chapter files. Cliff is the registered agent for the Chapter.
<b>Conferences &amp; Convention</b>	Danny Clark	Absent, no report. Leadership Conference was attended by John Bigham, R. Huserick, R. Roberts, Edith Washington, Gary Copeland, Louis Medcalf.
<b>Database</b>	Tanya Guidry	Absent, no report.

<b>Education</b>	Ronnie Bonner	Stated that he needs help with publicizing seminars. He did not have access to the Chapter e-mail list last year.  Planning only one seminar this year for the Product Show, as there was poor response to mailings and e-mail last year. Asked for volunteers to assist.  Ron Roberts suggested recent new member Larry Johnson.
<b>Fellowship</b>	Wally Bostelmann	No suggestions for nominations for Fellowship have been received to date.
<b>Finance</b>	Jim Neison, Cliff Watson	Audit will be performed 20 August 2007. Preparations have been made. Audit Committee: J. Neison, C. Watson, J. Bigham, C. Drennan, B. Graves.
<b>Golf Tournament</b>	Greg Campbell	Had 28 sponsors this year (more than any preceding year) and 68 players. Final figures are not yet available, but there will be a small surplus.  Asked for a co-chair. R. Roberts suggested Ed Kennedy, who has re-joined the Chapter and used to work on this committee.
<b>Historian</b>	Ron Roberts	Present, no report.
<b>Magazine Ads</b>	Greg Campbell and Noah Beach (co- chairs)	Volunteered to fill this position.
<b>Magazine Editor</b>	Kamesha Hervey	Absent. Sent reminder that articles for September issue are due 20 August. Leadership Conference attendees are supposed to write articles.
<b>Membership</b>	Dirk Veteto	Two new members and one renewal.
<b>Nominations</b>	Gary Copeland	Present, no report.
<b>Planning</b>	Robert Huserik	Present, no report.
<b>Product Display Show</b>	Ron Roberts	Distributed new booth layout for this year and registration form [attached]. Approximately 1/3 of the booths are already sold. Will need check for \$800 at next Board meeting for down payment on hall rental.
<b>Programs</b>	Gary Copeland	Programs for September, October, and November have been booked.
<b>Publicity</b>	Carl Drennan	Absent, no report.
<b>Scholarship</b>	Jack Moran	Starting sponsor drive this week. Goal is \$6,000. Not doing the student service auction this year. Looking for a sponsor who will contribute \$3,000. This is the first year that contributions are tax-deductible.  J. Neison: Finance Committee needs copies of donation letters and records for reports to IRS.
<b>Table Top</b>		Position is unfilled.
<b>Technical</b>	Dexter Varnell	Received an article on seismic requirements for September newsletter.
<b>Web Management</b>	Scott Guidry	Absent, no report.
<b>Student Affiliate</b>	Alzbeta Bowden	Absent, no report.

**Ad Hoc Committee Reports**

<b>Memphis Host Chapter for FY09 GSR Leadership Conference</b>	Rob Huserik Dirk Veteto	Looking for hotel for the conference.  Memphis Visitors Bureau provided information packets that were distributed at the Region Leadership Conference.  Discussion: Set date to avoid Elvis Week, which has a lot of out-of-town visitors.
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**Old Business**

<b>Item</b>	<b>Discussion, Action</b>
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<b>Meeting Place</b>	Under consideration are Cozy Mel, Pancho's on White Station. G. Copland suggested the Crescent Club at Clark Tower. D. Veteto suggested new restaurant at Central and Cooper.
<b>Unfilled Positions</b>	Refer to discussions above.
<b>Operating Guide</b>	<p>Section G – Database Committee: Tabled to get input from the committee. J. Neison raised the question of whether the present committee is performing these activities.</p> <p>Section H – Education Committee: Current chair does not recommend changes. Motion by L. Medcalf to delete the reference in the next-to-last bullet to high schools as the committee is not working with high school students and has no plan to do so. Motion seconded by G. Copland and passed.</p> <p>Section I – Finance Committee: Motion by L. Medcalf to change sixth bullet to read as follows:</p> <ul style="list-style-type: none"> <li>▪ Develop necessary instruments that will give protection against liability to the Chapter resulting from actions of the Board and Chapter activities.</li> </ul> <p>Motion seconded by R. Huserik and passed.</p>

New Business

<b>Item</b>	<b>Discussion, Action</b>
<b>Correspondence</b>	Thank-you letter received from University of Memphis for scholarship donation.
<b>Next Board Meeting</b>	17 September 2007,
<b>Adjournment</b>	7:20 PM

*Respectfully submitted* \_\_\_\_\_ 2007,

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

**Memphis Chapter CSI Board Meeting**

Date and Time: November 12, 2007, 5:30 pm  
 Location: BBQ Shop  
 Minutes By: S Jay Sweeney

**Officers**

President	John Bigham	Present
President-Elect	Gary Copeland	
Vice President, Prof	Gary Cofer	
Vice President, Ind	Dirk Veteto	
Treasurer	Harvey Wilmoth	Present
Secretary		
Past President	Rob Huserik	Present
Assistant Secretary (Non-Voting)	S Jay Sweeney	Present
Assistant Treasurer (Non-Voting)		

**Directors**

06 - 09 Professional	Ron Roberts	Present
06 - 09 Industry	Greg Campbell	
05 - 08 Professional	Byron Graves	Present
05 - 08 Industry	Wally Bostelmann	Present
07 - 10 Professional	Pam Davidson	
07 - 10 Industry		

**Minutes**

Item	Discussion/Action
October Minutes	It was noted that Wally Bosttelmann was present at October's meeting and the spelling of Julie Vernado is to be corrected. Minutes were approved as corrected on motion of Wally Bosttelmann, second by Rob Huserik.
Treasurer's Report	Harvey Wilmoth 2007 - 2008 Budget report was presented; attached. Entries for Registration at 2008 PDS and Golf Tournament are not current. Student Scholarship money is separate and not included in report. Line R160 indicates expenses associated with student Trades and Trends show. Line E240.01 is a Gulfstate Leadership Conference expense.

**Committee Reports**

Committee	Chair/Co-Chair	Report/Discussion/Action
Academic Affairs	Rob Huserik/Josh Flowers	Student silent auction to be held Thursday 11-15-2007 at monthly meeting. Bidding on line through Thursday. Student treasurer's report to be presented at next meeting with expenses/income shown through entire year.
Awards	Noah Beach	Absent, no report. Nominations for Manley Award will be received through January 15, 2008.

Banquet/Christmas	Rob Huserik	Christmas party will be at Askew Nixon's office on December 6 at 6:00 - 9:00 pm. Activities will include a mug exchange.
Certification	Joe Cavallo	Absent, no report.
Chapter operations	Jim Neison/Cliff Watson	Absent, no report.
Conference/Convention	Danny Clark	Absent, no report.
Database	Tanya Guidry	Absent, no report. Institute's website is back in operation. Maintenance of Data Base was discussed and the use of the Product Display Data Base.
Education	Ronnie Bonner	Absent, no report. John Bigham indicated that Ronnie will be conducting a survey to find out what programs are of interest.
Fellowship	Wally Bostelmann	Wally B. to review criteria and make a report at next meeting.
Finance	Jim Neison/Cliff Watson	Absent, no report.
Golf Tournament	Greg Campbell	Absent, no report.
Historian	Ron Roberts	Ron Roberts is to obtain photos of last years Christmas party from Louis Medcalf.
Magazine Adds	Greg Campbell/Noah Beach	Absent, no report.
Magazine Editor	Kamesha Hervey	Absent, no report. Next magazine will be a November/December issue.
Membership	Dirk Veteto/Mike Hearington	Absent, no report.
Nominations	Gary Copeland	Absent, no report.
Planning	Rob Huserik	No report. Existing plan is 5 years old and still in effect. John Bigham will scan and e-mail to Board for further review.
Product Display Show	Ron Roberts/Gary Cofer	40% of booths have been sold. Student chapter is developing theme and poster.
Programs	Gary Copeland	Absent, no report.
Publicity	Carl Drennan	Announcement for monthly meetings will be in the Commercial Appeal. Placement of announcement in Business journal is being reviewed.
Scholarship	Jack Moran	\$2,850 has been collected to date which is on track with last year. Student Auction is underway through on-line bidding. Jack M. is visiting local A&E firms asking for support.
Table Top	Unfilled	
Technical	Dexter Varnell	Dexter V. is seeking articles for next years Perspective. Deadline is 12-20-2007.
Bylaws & Operating Guide	Byron Graves	No quorum for action.
Web Management	Scott Guidry	Not present. Scott G. is looking at On-Line education surveys. Goals for 2007 were completed in September. Payments for events by Pen Pal is not being actively researched.

#### **Ad Hoc Committees**

FY09 GSR LC	Rob Huserik/Dirk Veteto	Gulf State Conference will be held at Double Tree Hotel , downtown Memphis. Deposit has been made for reservation of space. A tour of Gibson Guitar is scheduled for Friday night. Dinner will be held at and catered by Gibson. Parking options will be indicated.
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**Old Business**

Item	Discussion/Action
Meeting Location	New location within 240 boundaries being sought. Capacity needs to be 40 people with

**New Business**

Item	Discussion/Action
Correspondence	Jim Neison not present. Ken Malone not present and will have bypass surgery on Thursday.
Signature Card	Jim Neison noted that the Assistant Treasurer is not on the signature card and cannot write CSI checks. John Bigham indicated page 7 of the bylaws state that the Assistant
Board Election	Due to lack of quorum, John Bigham called for a special internet meeting next Monday, 11-19-2007, for an election to fill vacant Board positions. Carl Drenen will be nominated for Director - Industry and Jay Sweeney as Secretary. John B. will set up internet meeting.
AIA	John Bigham to review schedules with AIA and coordinate activities.

Next Board Meeting 17-Dec-07

Adjournment

Submitted By

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S Jay Sweeney, CSI,  
AIA

Memphis Chapter CSI Board FY08

**Memphis Chapter CSI Board Meeting**

Date and Time: December 17, 2007, 5:30 pm  
 Location: BBQ Shop  
 Minutes By: S Jay Sweeney

**Officers**

President	John Bigham	Present
President-Elect	Gary Copeland	Present
Vice President, Prof	Gary Cofer	
Vice President, Ind	Dirk Veteto	Present
Treasurer	Harvey Wilmoth	Present
Secretary	S Jay Sweeney	Present
Past President	Rob Huserik	Present
Assistant Secretary (Non-Voting)		
Assistant Treasurer (Non-Voting)		

**Directors**

06 - 09 Professional	Ron Roberts	Present
06 - 09 Industry	Greg Campbell	
05 - 08 Professional	Byron Graves	Present
05 - 08 Industry	Wally Bostelmann	Present
07 - 10 Professional	Pam Davidson	Present
07 - 10 Industry	Mike Eckles	Present

**Minutes**

Item	Discussion/Action
November Minutes	John Bigham requested that header be changed from FY07 to FY08. Wally Basserman is to be shown as present at the November meeting. Byron Graves motioned to accept minutes as corrected, second by Gary Copeland, motion approved.
Treasurer's Report	Harvey Wilmoth Treasurer's Report was presented by Harvey Wilmoth and reviewed by all present. No comments or corrections; see attached.

**Committee Reports**

Committee	Chair/Co-Chair	Report/Discussion/Action
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Academic Affairs	Rob Huserik/Josh Flowers	Rob Huserik met with Michael Haegge to discuss how CSI can help the University of Memphis Architectural program. Mid-term review of students work by CSI members was discussed. Trades & Trends Show was a success and had a good turnout. It has been decided that the next show will be held on the U of M campus. A kick-off meeting was held with U of M students for the Student Poster design competition for next year's CSI Product show. Coordination of AIA and CSI programs was discussed with Heather Baugus and it was agreed that CSI would produce a joint calendar to help reduce conflicts.
Awards	Noah Beach	Absent, no report. See Fellowship for action effecting Awards.
Banquet/Christmas	Rob Huserik	No new information.
Certification	Joe Cavallo	Absent, no report. Rob Huserik indicated the passing rate for new certification is down locally and nationally. Early bird deadline for exam is January 2, 2008.
Chapter operations	Jim Neison/Cliff Watson	No new news.
Conference/Convention	Danny Clark	Absent, report presented via e-mail to John Bigham. Danny Clark indicated there is no information available at this time in reference to Gulf State Regional Conference, May 2, 2008 in Pensacola, Florida. Committee is recommending reimbursement of travel expenses for Gulf State Conference in order to increase attendance. Wally Bostelmann is to review wording for travel reimbursement procedure in order to simplify process. Jim Neison and Wally Bostelmann recommended more regional activity. 2009 Leadership Convention will be in either Indianapolis or Minneapolis.
Database	Tanya Guidry	Absent, A Copy of changes to Database Committee was presented by John Bigham. Revisions to the Operating Guide, Section G. Database Subcommittee were discussed. Gary Copeland moved to accept Database, Rob Huserik seconded and Section G. Database Committee was unanimously approved.
Education	Ronnie Bonner	Absent, report presented via e-mail to John Bigham. Ronnie Bonner has requested a list of Seminar topics from Heather Baugus of the AIA so that topics can be coordinated. Arrangements for the use of the seminar room at the Agricenter are underway.
Fellowship	Wally Bostelmann	Fellowship committee recommended transferring discussion of awards in the Memphis Chapter Operating Guide from Section J, Fellowship Committee to Section B, Awards Committee. Wally Bostelmann motioned to accept change, second and approved.

Finance	Jim Neison/Cliff Watson	Jim Nieson indicated financial report was good and final adjustments will be made when tax returns are received.
Golf Tournament	Greg Campbell	Absent, no report.
Historian	Ron Roberts	Ron Roberts indicated that archives are being moved to file cabinets and that one additional cabinet is needed. Dirk Veteto offered cabinet, Ron Roberts to coordinate procuring new cabinet.
Magazine Adds	Greg Campbell/Noah Beach	Absent, no report. Ron Roberts noted that his wife will be placing adds for her Real Estate firm in the magazine. No one present saw any conflicts or problems with this action.
Magazine Editor	Kamesha Hervey	Absent, no report. It was noted that the December issue will be published soon. A special edition will be issued for the Silver Anniversary, cover design by University of Memphis student chapter.
Membership	Dirk Veteto/Mike Hearington	Dirk Veteto indicated that there are currently 127 members. 53 Professional, 54 Industrial and 20 Student.
Nominations	Gary Copeland	No nominations.
Planning	Rob Huserik	No planning issues were discussed.
Product Display Show	Ron Roberts/Gary Cofer	Ron Roberts indicated there was a Product Display Show committee meeting last week. There are currently 63 exhibitors for the next show. The number of double booths for the show has declined.
Programs	Gary Copeland	Gary Copeland indicated that Michael Haege from the University of Memphis will be presenting at the January program. Jim Wilkenson is scheduled for February and the Office of Emergency Management is tentatively scheduled to make a presentation on the status of Earthquake readiness.
Publicity	Carl Drennan	Absent, no report.
Scholarship	Jack Moran	Absent, report e-mailed to John Bigham. Jack Moran offered thanks for support of 2008 campaign, \$755.00 was raised at the Student Auction. \$5,105.00 total has been raised to date with a 2008 goal of \$5,802.00. The goal should be met by matching funds. See attached for a list of contributors.
Table Top	Unfilled	
Technical	Dexter Varnell	Dexter Varnell presented an article on Helical Piers to Kamesha Hervey. Ron Roberts suggested an article on roof expansion joint covers.
Bylaws & Operating Guide	Byron Graves	See Fellowship for changes made to Awards and Fellowship sections.
Web Management	Scott Guidry	No new comments. Scott Guidry requested further input from members.

#### **Ad Hoc Committees**

FY09 GSR LC	Rob Huserik/Dirk Veteto	No New News.
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**Old Business**

Item	Discussion/Action
Board Elections	John Bigham moved to elect S Jay Sweeney to CSI Board Secretary. Gary Copeland motioned for election, second by Byron Graves, motion approved. Votes were unanimous for S Jay Sweeney. John Bigham moved to elect Mike Echels to CSI Industry Director. Rob Huserik motioned for election, second by Ron Roberts, motion approved. Votes were unanimous for Mike Echels.
AIA	On November 22, 2007 John Bigham and Gary Copeland met with the AIA to coordinate activities. CSI will provide a joint internet calendar that will help avoid conflicts and coordinate related activities. No formal agreement was made to jointly schedule activities.
Meeting Location	John Bigham noted that suggestion for new location are still needed. Ron Roberts indicated he will check into a facility located on Sanderlin.

**New Business**

Item	Discussion/Action
Correspondence	A Christmas card has been received and a thank you note will be returned.

Next Board Meeting      14-Jan-08

Adjournment

Submitted By

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S Jay Sweeney, CSI,  
AIA