

Memphis CSI
Board
Meeting
Minutes
2009

January

2009

Memphis Chapter CSI Board FY09

Memphis Chapter CSI Board Meeting

Date and Time: January 15, 2009 - 4:00 pm
 Location: Spaghetti Warehouse
 Minutes By: S. Jay Sweeney

Officers

President	Gary Copeland	Present
President-Elect	Pam Davidson	Present
Vice President, Prof	Gary Coffey	Present
Vice President, Ind	Carl Drennan	Present
Treasurer	Harvey Wilmoth	Present
Secretary	S Jay Sweeney	Present
Past President	John Bigham	Present
Student President	Mark Wilson	
Assistant Secretary (Non-Voting)		
Assistant Treasurer (Non-Voting)	Wally Bostelmann	Present

Directors

06 - 09 Professional	Ron Roberts	Present
06 - 09 Industry	Jim Neison	Present
05 - 08 Professional	Edith Washington	Present
05 - 08 Industry	Mike Eckles	Present
07 - 10 Professional	Byron Graves	Present
07 - 10 Industry	Danny Clark	

Minutes

Item	Discussion/Action
December Minutes	Add John Bighams' motion to submit applications to the Institute for Outstanding Chapter, Web Site (Electronic Publication) and perSPEctive, second by Ron Roberts. Correct spelling of Mike Eckles.
Treasurer's Report	Harvey Wilmoth Harvey presented a budget report dated 12/30/08 for July 1, 2008 through June 30, 2009 using Budget 08-09.

Committee Reports

Committee	Chair/Co-Chair	Report/Discussion/Action
Academic Affairs	Mark Setterlund/Mark Wilson	no report
Awards	Wally Bostelmann	no report
Banquet/Christmas	Rob Huserik	no report
Certification		CDT Classes are scheduled to begin February 3rd and run trough March 24; 8 sessions. There is a conflict with the Product show on March 17. Classes may be skipped on the 17th and the schedule extended an additional week. Gary Copeland to coordinate.
Chapter operations	Jim Neison/Cliff Watson	no report

Conference/Convention	Danny Clark	no report
Database	Tanya Guidry	no report
Education	Ronnie Bonner	no report
Fellowship	Wally Bostelmann	no report
Finance	Jim Neison/Cliff Watson	no report
Golf Tournament	Greg Campbell	no report
Historian	Ron Roberts	no report
Magazine Adds	Greg Campbell/Noah Beach	no report
Magazine Editor	Kamesha Hervey	Pam Davidson is to contact the paper printer to check schedule problems with submission dates, printing dates and circulation. Critical information about the CDT Seminars need to be published prior to the classes. Bulk mailing procedures, rates and dates are to be discussed.
Membership	Rachel Gardner	no report
Nominations	Dirk Veteto	no report
Planning	Rob Huserik	no report
Product Display Show	Ron Roberts/Gary Cofer	Product Display Show is scheduled for March 17th. Down payment has been made to the Agricenter. Space has been reserved for 90 booths. A block of rooms has been reserved at the Germantown Wingate Hotel. Seminars are to be coordinated by Gary Copeland and Ronnie Bonner, volunteer teachers are needed.
Programs	Gary Copeland	no report
Publicity	Carl Drennan	no report
Scholarship	Jack Moran	no report
Table Top	Unfilled	
Technical	Dexter Varnell	no report
Bylaws & Operating Guide	Byron Graves	no report
Web Management	Scott Guidry	Scott reported that the web site is up to date. Vendor registration for the Product Show can be made on line and payment can be made on line. Registration for seminars will also be made available on line. To date, one booth for the product show has been sold on line.

Ad Hoc Committees

50 Year Celebration	Pam Davidson	CSI 50 Year Celebration will occur on August 29, 2009. Gary Wagner will be master of ceremonies and Edith Washington will be a speaker. Budget for celebration is \$5,083.34. Possible locations are Crescent Club (\$400.00 deposit) and the Racquet Club (\$250.00 deposit). Pam favors the Racquet Club (RC). RC offers a cash bar, no band and hours from 6:00 pm to 12:00 midnight. Harvey Wilmoth is to write a check for the RC deposit.
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Old Business

Item	Discussion/Action
Meeting Location	no action

New Business

Officers, Directors and Committee Chairs	The following discussion was held to fill vacant positions: Move Pam Davidson to President-Elect and Byron Graves to Professional Director. Gary Coffey to fill Joe Cavallo's Vice President, Professional position and Jim Niessen to serve as Industry Director. Ron Roberts moved to nominate the positions above, Mike Eckles second and all approved with Gary Coffey voting to approve positions as a late attendee. New positions were approved by a 2/3 affirmative vote.
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Next Board Meeting 15-Jan-09

Adjournment

Submitted By S Jay Sweeney

February

2009

Memphis Chapter CSI Board FY09

Memphis Chapter CSI Board Meeting

Date and Time: February 19, 2009 - 4:00 pm
 Location: Spaghetti Warehouse
 Minutes By: S. Jay Sweeney

Officers

President	Gary Copeland	Present
President-Elect	Pam Davidson	Present
Vice President, Prof	Gary Coffey	
Vice President, Ind	Carl Drennan	Present
Treasurer	Harvey Wilmoth	Present
Secretary	S Jay Sweeney	Present
Past President	John Bigham	Present
Student President	Mark Wilson	
Assistant Secretary (Non-Voting)		
Assistant Treasurer (Non-Voting)	Wally Bostelmann	Present

Directors

06 - 09 Professional	Ron Roberts	Present
06 - 09 Industry	Jim Neison	Present
05 - 08 Professional	Edith Washington	
05 - 08 Industry	Mike Eckles	Present
07 - 10 Professional	Byron Graves	Present
07 - 10 Industry	Danny Clark	Present

Minutes

Item	Discussion/Action
Last Month Minutes	January minutes were reviewed and approved.
Treasurer's Report	Harvey Wilmoth No written report. There is a \$40,455.00 balance not including the product show. Annual income is behind but is adequate for expenses. Education budget has been reduced to \$1,000.00. The cost of the mailer announcing construction documents class by Gary Copeland has been paid.

Committee Reports

Committee	Chair/Co-Chair	Report/Discussion/Action
Academic Affairs	Mark Setterlund/Mark Wilson	No report.
Awards	Wally Bostelmann	No report.
Banquet/Christmas	Rob Huserik	No report.
Certification		No report.
Chapter operations	Jim Neison/Cliff Watson	No report.
Conference/Convention	Danny Clark	No report.
Database	Tanya Guidry	No report.

Education	Ronnie Bonner	Invitations for the Whole Building Design Seminar, to be held the day of the Product Display Show, have been sent out. 50 applicants are needed to hold the seminar. Methods of assuring attendance were discussed including funding by CSI with reduced or no registration fee. No action at this time.
Fellowship	Wally Bostelmann	No report.
Finance	Jim Neison/Cliff Watson	Jim Neison indicated income taxes have been filed on time.
Golf Tournament	Greg Campbell	No report.
Historian	Ron Roberts	No report.
Magazine Adds	Greg Campbell/Noah Beach	No report.
Magazine Editor	Kamesha Hervey	No report.
Membership	Rachel Gardner	No report.
Nominations	Dirk Veteto	No report.
Planning	Rob Huserik	No report.
Product Display Show	Ron Roberts/Gary Cofer	Ron Roberts presented a budget report for the Product Display Show, see attached. Ron indicated that booths are selling but the sales are down.
Programs	Gary Copeland	No report.
Publicity	Carl Drennan	No report.
Scholarship	Jack Moran	No report.
Table Top	Unfilled	No report.
Technical	Dexter Varnell	No report.
Bylaws & Operating Guide	Byron Graves	No report.
Web Management	Scott Guidry	No report.

Ad Hoc Committees

50 Year Celebration	Pam Davidson	
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Old Business

Item	Discussion/Action

New Business

Board Members, Directors & Committees	Pam Davidson presented the new roster for 2009-2011 Board Members, Directors and Committee heads. Roster is to be voted on at April Board Meeting.
Past President Meeting	Last week Carl Drennan, Scott Guidry, Rob Huserik and Gary Copeland met to review chapter status. Another meeting will be held to include Pam Davidson.
Committee Oversight	Gary Copeland is developing a list pairing board members to committees. Board members will call committee heads prior to board meetings to determine status and offer support. It was suggested that in the future committees meet as a group. Ron Roberts and Carl Drennan to review and respond to Gary Copeland.

Manley Award	Rob Huserik, Cliff Watson, Jim Neison, Byron Graves and Gary Copeland are to meet on Saturday at 10:00 am to review nominations for Manley Award.
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Next Board Meeting	12-Mar-09	Board meeting will be held a week early due to conflict with Product Display Show. Gary Copeland to confirm date and location.
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Adjournment

Submitted By S Jay Sweeney

March

2009

Memphis Chapter CSI Board FY09

Memphis Chapter CSI Board Meeting

Date and Time: March 12, 2009 - 5:00 pm
 Location: Allen & Hoshall Conference Room
 Minutes By: S. Jay Sweeney

Officers

President	Gary Copeland	Present
President-Elect	Pam Davidson	Present
Vice President, Prof	Gary Coffey	
Vice President, Ind	Carl Drennan	Present
Treasurer	Harvey Wilmoth	
Secretary	S Jay Sweeney	Present
Past President	John Bigham	Present
Student President	Mark Wilson	
Assistant Secretary (Non-Voting)		
Assistant Treasurer (Non-Voting)	Wally Bostelmann	

Directors

06 - 09 Professional	Ron Roberts	Present
06 - 09 Industry	Jim Neison	Present
05 - 08 Professional	Edith Washington	
05 - 08 Industry	Mike Eckles	
07 - 10 Professional	Byron Graves	Present
07 - 10 Industry	Danny Clark	Present

Minutes

Item	Discussion/Action
Last Month Minutes	Correct the spelling of Pam Davidson's name.
Treasurer's Report	Harvey Wilmoth Budget report will be presented next month.

Committee Reports

Committee	Chair/Co-Chair	Report/Discussion/Action
Academic Affairs	Mark Setterlund/Mark Wilson	No Report
Awards	Wally Bostelmann	Names for Manley Award are to be submitted right away. This is typically done by February 1 but Gary Copeland will adjust by e-mail. Carl Drennan suggested monthly tracking of the Outstanding Chapter Accommodations to make sure the material is ready to be submitted in a timely fashion.
Banquet/Christmas	Rob Huserik	No Report
Certification		No Report
Chapter operations	Jim Neison/Cliff Watson	No Report

Conference/Convention	Danny Clark	April 1 is the deadline for booking hotels for the Gulf State Conference. Holiday Inn Express in Ocean Springs is taking reservations. Distribution of money set aside for travel needs to be determined so those attending the conference need to sign up.
Database	Tanya Guidry	No Report
Education	Ronnie Bonner	No Report
Fellowship	Wally Bostelmann	No Report
Finance	Jim Neison/Cliff Watson	No Report
Golf Tournament	Greg Campbell	No Report
Historian	Ron Roberts	No Report
Magazine Adds	Greg Campbell/Noah Beach	Carl Drennan requested information about who is responsible for placing adds in Perspective, who gets the invoices and how current the billing is. Jim Neison is to review with Greg Campbell.
Magazine Editor	Kamesha Hervey	No Report
Membership	Rachel Gardner	Membership committee will be responsible for chevrons and yearly pins. John Bigham to look for existing pins.
Nominations	Dirk Veteto	No Report
Planning	Rob Huserik	No Report. Pam Davidson presented her goals for 2009/2010, see attached.
Product Display Show	Ron Roberts/Gary Cofer	Ron Roberts presented brochure for Product Display Show. Seminar is to be cancelled. 50 year I.D. badges for committee and board members will be available at CSI booth. Number of booths is down from last year but last minute registration has kept the show profitable and the numbers close to last year.
Programs	Gary Copeland	No Report
Publicity	Carl Drennan	No Report
Scholarship	Jack Moran	No Report
Table Top	Unfilled	No Report
Technical	Dexter Varnell	No Report
Bylaws & Operating Guide	Byron Graves	No Report
Web Management	Scott Guidry	No Report

Ad Hoc Committees

50 Year Celebration	Pam Davidson	Pam presented a proposed budget for the 50 year celebration, see attached. \$250.00 has been paid to the Racquet Club to reserve a space for the celebration. Next month sponsors for the event will be sought. Currently projections for sponsors are 10 sponsors at \$150.00 but this may change to 5 at \$300.00 +/-.
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Old Business

Item	Discussion/Action
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New Business

Board Members, Directors & Committees	Pam Davidson presented her proposed list of Board Members and Committee members, see attached.

Next Board Meeting	4/16/2009 at Spaghetti Warehouse
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Adjournment

Submitted By S Jay Sweeney

April

2009

May

2009

Memphis Chapter CSI Board FY09

Memphis Chapter CSI Board Meeting

Date and Time: 21-May-09
 Location: Spaghetti Warehouse
 Minutes By: S. Jay Sweeney

Officers

President	Gary Copeland	Present
President-Elect	Pam Davidson	Present
Vice President, Prof	Gary Coffey	Present
Vice President, Ind	Carl Drennan	Present
Treasurer	Harvey Wilmoth	Present
Secretary	S Jay Sweeney	Present
Past President	John Bigham	Present
Student President	Mark Wilson	
Assistant Secretary (Non-Voting)	Julie Varnado	Present
Assistant Treasurer (Non-Voting)	Wally Bostelmann	Present

Directors

06 - 09 Professional	Ron Roberts	Present
06 - 09 Industry	Jim Neison	Present
05 - 08 Professional	Edith Washington	
05 - 08 Industry	Mike Eckles	
07 - 10 Professional	Byron Graves	Present
07 - 10 Industry	Danny Clark	Present

Minutes

Item	Discussion/Action
Last Month Minutes	Add the following to Treasurer's Report: A \$10,070.04 Operating Reserve currently exists.
Treasurer's Report	Harvey Wilmoth gave the Budget Report. \$6,000.00 in expenses has been deleted from the Budget and Income Statement to provide surplus funds to be used the the Dempsie Morrison Foundation Fund.

Committee Reports

Committee	Chair/Co-Chair	Report/Discussion/Action
Academic Affairs	Mark Setterlund/Mark Wilson	No Report
Awards	Wally Bostelmann	Awards Banquette is to be at Paulette's Restaurant on June 25th.
Banquet/Christmas	Rob Huserik	No Report
Certification		No Report
Chapter operations	Jim Neison/Cliff Watson	No Report

Conference/Convention	Danny Clark	CSI's 53rd annual convention will be next month at Construct 2009 in Indianapolis, IN; June 17 through June 19. \$3,000.00 is left in budget for student travel to Construct 2009. Students need to check/verify CSI Student Membership. Students who are not members are not to be reimbursed. Registration and travel expenses per student will be determined by number of students participating. Funding of student affiliate needs to be better addressed in the Operating Guide.
Database	Tanya Guidry	No Report
Education	Ronnie Bonner	No Report
Fellowship	Wally Bostelmann	No Report
Finance	Jim Neison/Cliff Watson	No Report
Golf Tournament	Greg Campbell	No Report
Historian	Ron Roberts	No Report
Magazine Adds	Greg Campbell/Noah Beach	No Report
Magazine Editor	Kamesha Hervey	No Report
Membership	Rachel Gardner	No Report
Nominations	Dirk Veteto	No Report
Planning	Rob Huserik	No Report.
Product Display Show	Ron Roberts/Gary Cofer	No Report
Programs	Gary Copeland	No Report
Publicity	Carl Drennan	No Report
Scholarship	Jack Moran	No Report. General Discussion: Operating guide description of funding for Scholarship does not agree with current funding practices. Original intent was for CSI to completely fund from yearly receipts until donations created a fund large enough to operate from off of interest. Current procedures are to use funds raised on a yearly basis for the scholarship and for CSI Memphis to supplement funding when there is a shortfall. An Ad Hoc committee consisting of Gary Cofer, Byron Graves, Carl Drennan and Jim Neison is to review and make recommendations for adjustments to procedure.
Table Top	Unfilled	No Report
Technical	Dexter Varnell	No Report
Bylaws & Operating Guide	Byron Graves	No Report
Web Management	Scott Guidry	No Report

Ad Hoc Committees

50 Year Celebration	Pam Davidson	Pam Davidson gave current expenses for 50 Year Celebration to Harvey Wilmoth.
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Old Business

Item	Discussion/Action
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June

2009

Memphis Chapter CSI Board FY09

Memphis Chapter CSI Board Meeting

Date and Time: 23-Jun-09
 Location: Allen & Hoshall
 Minutes By: S. Jay Sweeney

Officers

President	Gary Copeland	Present
President-Elect	Pam Davidson	Present
Vice President, Prof	Gary Coffey	
Vice President, Ind	Carl Drennan	Present
Treasurer	Harvey Wilmoth	Present
Secretary	S Jay Sweeney	Present
Past President	John Bigham	
Student President	Mark Wilson	
Assistant Secretary (Non-Voting)	Julie Varnado	
Assistant Treasurer (Non-Voting)	Wally Bostelmann	Present

Directors

06 - 09 Professional	Ron Roberts	Present
06 - 09 Industry	Jim Neison	Present
05 - 08 Professional	Edith Washington	Present
05 - 08 Industry	Mike Eckles	Present
07 - 10 Professional	Byron Graves	Present
07 - 10 Industry	Danny Clark	

Minutes

Item	Discussion/Action
Last Month Minutes	May Meeting Minutes were approved.
Treasurer's Report	Harvey Wilmoth Treasurer's report was reviewed and noted that the \$6,000.00 check for the scholarship has not yet been written but this deduction will be made in this Fiscal Year. Treasurer's report was accepted.

Committee Reports

Committee	Chair/Co-Chair	Report/Discussion/Action
Academic Affairs	Mark Setterlund/Mark Wilson	No Discussion.
Awards	Wally Bostelmann	No Discussion.
Banquet/Christmas	Rob Huserik	No Discussion.
Certification		No Discussion.
Chapter operations	Jim Neison/Cliff Watson	No Discussion.
Conference/Convention	Danny Clark	No Discussion.
Database	Tanya Guidry	No Discussion.

Education	Ronnie Bonner	No Discussion.
Fellowship	Wally Bostelmann	No Discussion.
Finance		Fiscal Year 2010 Budget was presented (see attached). Ron Roberts would like to see a reduction in amount allowed for student expenses at conferences due to questions concerning student membership. Current budget shows an expense of \$3,000.00 but \$1,500.00 of this is provided by the Student Chapter. Better support of student chapter and more oversight by CSI was discussed as an alternative to reducing money budgeted for students. Pam Davidson was concerned that the budgeted number for the Littlerock leadership conference may be exceeded. Jim Neison noted the leadership conference was only a line item that could be adjusted if accounted for elsewhere. Carl Drennan made motion to accept the budget with changes as noted and it was approved.
Golf Tournament	Greg Campbell	It was noted that the Golf Tournament is losing money and may need to be discontinued. More support from members was requested. Jim Neison indicated the Golf Tournament was originally set up to spend all of the money it earned and was not seen as a source of income. A vote will be held next Fiscal Year to determine future of tournament.
Historian	Ron Roberts	No Discussion.
Magazine Adds	Greg Campbell/Noah Beach	No Discussion.
Magazine Editor	Kamesha Hervey	No Discussion.
Membership	Rachel Gardner	No Discussion.
Nominations	Dirk Veteto	No Discussion.
Planning	Rob Huserik	No Discussion.
Product Display Show	Ron Roberts/Gary Cofer	No Discussion.
Programs	Gary Copeland	No Discussion.
Publicity	Carl Drennan	No Discussion.
Scholarship	Jack Moran	\$6,000 is budgeted for Chapter expenses based on anticipated cost of 12 hours and University of Memphis providing matching funds. Any other required money will be responsibility of Scholarship Corp.
Table Top	Unfilled	No Discussion.
Technical	Dexter Varnell	No Discussion.
Bylaws & Operating Guide	Byron Graves	No Discussion.
Web Management	Scott Guidry	No Discussion.

Ad Hoc Committees

July
2009

August
2009

Memphis Chapter CSI Board FY10

Memphis Chapter CSI Board Meeting

Date and Time: 20-Aug-09
 Location: Allen & Hoshall
 Minutes By: S. Jay Sweeney

Officers

President Pam Davidson
 President-Elect Charles Cooper
 Vice President, Prof Ron Roberts
 Vice President, Ind Carl Drennan
 Treasurer John Bigham
 Secretary S Jay Sweeney
 Past President Gary Copeland
 Student President Drake Young
 Assistant Secretary Julie Varnado
 (Non-Voting)
 Assistant Treasurer Wally Bostelmann
 (Non-Voting)

Directors

09 - 12 Professional Harvey Wilmoth
 09 - 12 Industry Wally Bostelmann
 07 - 10 Professional Byron Graves
 07 - 10 Industry Mike Eckles
 08 - 11 Professional Edith Washington
 87 - 11 Industry Danny Clark

Minutes

Item	Discussion/Action
Last Month Minutes	June Meeting Minutes were approved.
Treasurer's Report	John Bigham Bank statement not available. \$32,000.00 +/- available in checking account.

Committee Reports

Committee	Chair/Co-Chair	Report/Discussion/Action
Academic Affairs	Gary Coffey/Stewart Joe/Edith Washington	Meeting will be held to discuss new members. Membership drive will use a professional video presentation
Awards	Gary Copeland/Scott Guidry	Scott Guidry indicated January 15th is deadline for information to be submitted for Institute Award. Carl Drennan suggests entering the 50 Year Perspective issue be submitted for an award. Pam Davidson wants to include Allen & Hoshall for award.
Banquet/Christmas	Dexter Varnell/Bryan Donnaud	Christmas Party moved to December 17th.
Certification	Edith Washington	Orientation class will be held in October and Certification classes in January. See attached Certification Committee Report.

Chapter operations	Jim Neison/Cliff Watson	No Discussion.
Conference/Convention	Bryan Wardlaw/Mike Zielinski	Leadership Conference budget has been passed but may have to be modified in order to meet goal of increasing participation.
Database	Tanya Guidry	No Discussion.
Education	Harvey Wilmoth/Rob Huserik	No Discussion.
Fellowship	Wally Bostelmann	No Discussion.
Finance	Jim Neison/Cliff Watson	Books need to be audited, Harvey Wilmoth will schedule. Harvey is processing signature cards.
Golf Tournament	Ron Spurlin/Gary Copeland	Ron Spurlin indicated last June's Golf Tournament consisted of 16 teams. The event raised \$5,075.00 and expenses totaled \$4,492.20 for a \$582.80 profit; see attached.
Historian	Ron Roberts/Don Manley	Ron Roberts turned historical data over to president.
Magazine Adds	John Shrack/Jay Sweeney	John Schrack indicated he is organizing advertiser data. Information about advertisers is being corrected and will be sent through for billing.
Magazine Editor	Duke Walker/B J Agnew	Ron Roberts will work with Duke Walker and BJ Agnew to submit articles for the magazine. Articles and other data is to be sent in by the 20th of each month.
Membership	Rachel Gardner/Nikol Daniels	Rachel has set a goal of 50 new members.
Nominations	Charles Cooper	No Report. Carl Drennan suggests a meeting between President and President Elect.
Planning	Gary Copeland/John Bigham	No Discussion.
Product Display Show	Ron Roberts/Gary Cofer	Ron Roberts stated 22 applications had been received along with 3 checks.
Programs	Charles Cooper/Pam Davidson	October meeting will be at The Tennessee Air National Guard on the third Thursday and will be catered by Lennies. Reservations will be required.
Publicity	Randy Haynes/Carl Drennan	Randy Haynes was not present but sent word via e-mail to Pam Davidson that he has made contacts with the Commercial Appeal, Memphis Business Journal, Memphis Daily News, Memphis Flyer and Bartlett Express. Commercial Appeal has published election of Officers. All publications above have been asked to run an article about the CSI 50 Year Celebration. Randy will be requesting the Builders Exchange run monthly announcements for CSI.
Scholarship	Jack Moran/Julie Varnado	No Discussion.
Table Top	Danny Clark/Mark Setterlund	No Discussion.
Technical	Tommy Smith/Mike Eckles	Tommy Smith is starting Spec Quest, Tech Topic, Tech Talk. Spec Wizard luncheons will be held on the first Thursday of the month.

September
2009

Memphis Chapter CSI Board FY10

Memphis Chapter CSI Board Meeting

Date and Time: 17-September, 2009
 Location: Racquet Club
 Minutes By: S. Jay Sweeney

Officers

President	Pam Davidson	Present
President-Elect	Charles Cooper	Present
Vice President, Prof	Ron Roberts	Present
Vice President, Ind	Carl Drennan	Present
Treasurer	John Bigham	Present
Secretary	S Jay Sweeney	Present
Past President	Gary Copeland	Present
Student President	Drake Young	
Assistant Secretary (Non-Voting)	Julie Varnado	
Assistant Treasurer (Non-Voting)	Wally Bostelmann	Present

Directors

09 - 12 Professional	Harvey Wilmoth	Present
09 - 12 Industry	Wally Bostelmann	Present
07 - 10 Professional	Byron Graves	Present
07 - 10 Industry	Mike Eckles	Present
08 - 11 Professional	Edith Washington	Present
08 - 11 Industry	Danny Clark	Present

Minutes

Item	Discussion/Action
Last Month Minutes	List of Board of Directors and Committee Chairs is to be corrected per September Board Meeting Agenda. Under New Business and discussion of Emerging Professionals Ad Hoc Committee delete last sentence and substitute: "Tommy Smith and Rob Huserik are to work out leadership positions and roles." Minutes were approved as modified above.
Treasurer's Report	2010 Budget Report, Banking Statement and Check Registry were presented by John Bigham, see attached. Balance is off \$119.15 due to PayPal payments not being posted. A new Reimbursement/Invoice Payment Request form was presented, see attached. Committee chairs will be responsible for filling out form and budgeting expenses.

Committee Reports

Committee	Chair/Co-Chair	Report/Discussion/Action
Academic Affairs	Gary Coffey/Stewart Joe	No Report.
Awards	Gary Copeland/Scott Guidry	No Report.
Banquet/Christmas	Dexter Varnell/Bryan Donnaud	No Report.
Certification	Edith Washington	A letter will be going out to Industry explaining certification and benefits. It was decided to Beta Test letter to Board before sending out. Orientation is to be in mid-October.
Chapter operations	Jim Neison/Cliff Watson	No Report.
Conference/Convention	Bryan Wardlaw/Mike Zielinski	No Report.
Database	Tanya Guidry/Mark White	No Report.
Education	Harvey Wilmoth/Rob Huserik	No Report.
Fellowship	Wally Bostelmann	No Report.
Finance	Jim Neison/Cliff Watson	Jim Neison reported that audit for 09 is in progress. A meeting is set for September 22nd to view audit, John Bigham is invited.
Golf Tournament	Ron Spurlin/Gary Copeland	No Report.
Historian	Ron Roberts/Don Manley	No Report.
Magazine Adds	John Shrack/Jay Sweeney	No Report.
Magazine Editor	Duke Walker/B J Agnew	No Report.
Membership	Rachel Gardner/Nikol Daniels	No Report. Wall Bostelmann indicated Rachel Gardner has done a good job documenting membership role and is developing a plan for new members.
Nominations	Charles Cooper	No Report.
Planning	Gary Copeland/John Bigham	No Report.
Product Display Show	Ron Roberts/Gary Cofer	Ron Roberts indicated that 22 booths have been sold.
Programs	Charles Cooper/Pam Davidson	Program at membership meeting tonight will be AC Wharton. He may be late due to earlier engagement.
Publicity	Randy Haynes/Carl Drennan	No one saw the meeting announcement in the Commercial Appeal today. Randy Haynes sent notice to Commercial Appeal; e-mailed. Carl Drennan indicated the information is published on the basis of space being available. Article is supposed to be located on the second page of the Business Section.
Scholarship	Jack Moran/Julie Varnado	No Report.
Table Top	Danny Clark/Mark Setterlund	Chris Heisler will be making a Table Top presentation tonight. The question of multiple Table Top presentations on the same night was presented and it was decided multiple presentations are OK until other direction is given.
Technical	Tommy Smith/Mike Eckles	Spec Quest will be announced at tonight's meeting. Topic being discussed is switch from the CSI 95 to CSI 2004 format.
Bylaws & Operating Guide	Byron Graves	No Report.

October

2009

Memphis Chapter CSI Board FY10

Memphis Chapter CSI Board Meeting

Date and Time: 12 - October, 2009
 Location: Allen & Hoshall
 Minutes By: S. Jay Sweeney

Officers

President	Pam Davidson	Present
President-Elect	Charles Cooper	Present
Vice President, Prof	Ron Roberts	Present
Vice President, Ind	Carl Drennan	Present
Treasurer	John Bigham	Present
Secretary	S Jay Sweeney	Present
Past President	Gary Copeland	Present
Student President	Drake Young	
Assistant Secretary (Non-Voting)	Julie Varnado	Present
Assistant Treasurer (Non-Voting)	Wally Bostelmann	Present

Directors

09 - 12 Professional	Harvey Wilmoth	Present
09 - 12 Industry	Wally Bostelmann	Present
07 - 10 Professional	Byron Graves	Present
07 - 10 Industry	Mike Eckles	Present
08 - 11 Professional	Edith Washington	Present
08 - 11 Industry	Danny Clark	Present

Minutes

Item	Discussion/Action
Last Month Minutes	September 2009 minutes were reviewed and approved.
Treasurer's Report	Budget Report No. 2 was presented, no comments; see attached.

Committee Reports

Committee	Chair/Co-Chair	Report/Discussion/Action
Academic Affairs	Gary Coffey/Stewart Joe	Membership drive was held at University of Memphis last month; food and drinks were provided. Three new members were recruited.
Awards	Gary Copeland/Scott Guidry	Gary Copeland & Scott Guidry met to discuss awards with the prime focus on University of Memphis student awards. Awards discussed included Environmental Stewardship for Terra House and a CSI Education Award for the scholarship program. Several other awards were discussed including 50th Anniversary Perspective for Special Publications, Spec Quest and the Magazine Web Site. Pam Davidson suggested a Chapter Award for Allen & Hoshall for their support of CSI. Institute award applications are due by January 15, 2010; Region awards applications by March 2, 2010. It was agreed that a listing of awards with categories was needed. Gary Copeland is to confirm Institute awards being sought by the November board meeting and nominations should be presented by the December board meeting.

Banquet/Christmas	Dexter Varnell/Bryan Donnaud	Location for Christmas party were discussed. Ron Roberts suggested the office of a firm willing to sponsor. Askew Nixon's office is available. Suggestions are to be sent to Dexter Varnell.
Certification	Edith Washington/Harvey Wilmoth	Orientation classes for certification will be held the beginning of November. Announcement of classes will be in Perspective, deadline for November Perspective is October 20. It was suggested that all new members and students be made aware of the certification process. A goal is for all University of Memphis students to become CDT certified and to work with Mr. Mason to make part of the curriculum.
Chapter operations	Jim Neison/Cliff Watson	No report.
Conference/Convention	Bryan Wardlaw/Mike Zielinski	Costs for the Little Rock Leadership Meeting held in August are anticipated to be \$631.78 over budget. Gulf State Region Conference will be April 16 and 17, 2010. Number of attendees is not known but goal is maximize participation.
Database	Tanya Guidry/Mary White	No report.
Education	Harvey Wilmoth/Mary White	No report.
Fellowship	Wally Bostelmann	No report.
Finance	Jim Neison/Cliff Watson	Jim Neison presented the fiscal year 2009 Audit Report, see attached. The report shows a fiscal year gain of \$4,116.29 and an actual gain or surplus of \$7,258.07. Actual gain does not align with balance sheet due to out of year expenses. There was an underpayment made to the scholarship fund of \$744 which will be corrected. The scholarship underpayment was within budget so no action by the board is required. Carl Drennan made a motion to take the surplus and add \$2,000.00 to the reserve fund and pay the rest to the scholarship fund. Ron Roberts expressed the need to keep all the surplus in the reserve fund due to possible losses by the Product Display Show. There was also discussion about moving the money to the Operating fund to pay for conference expenses. Discussion will be continued next month; see scholarship below.
Golf Tournament	Ron Spurlin/Gary Copeland	No report.
Historian	Ron Roberts/Don Manley	No report.
Magazine Adds	John Shrack/Jay Sweeney	No report.
Magazine Editor	Duke Walker	Pam Davidson indicated the November mailing of Perspective would be per status quo. January mailing list is to be reviewed. Pam is not receiving copies of other Chapter's news letters.
Membership	Rachel Gardner/Nikol Daniels	Rachel Gardner and Wally Bostelmann met with 5 new members. Nikol Daniels is to talk to new members at HBG. Mentors are being sought to help new members feel more comfortable and to stress accreditation. Wally suggested providing ribbons or badges to first timers to make sure they are seen and can be supported by current members.

Nominations	Charles Cooper	No report.
Planning	Gary Copeland/John Bigham	No report.
Product Display Show	Ron Roberts/Gary Cofer	Product Display Show is scheduled for March 16, 2010. A kickoff meeting will be held Wednesday the 14th. Ron Roberts met with the Agricenter and they would like to increase fee from \$40.00 to \$60.00 per booth. The Agricenter agreed to a \$50.00 charge for 2010 and \$60.00 in 2011. Rental fees will be discussed on Wednesday. A suggestion was made to start charging additional fees for electrical connections.
Programs	Charles Cooper/Pam Davidson	Andy Kitsinger, Director of Planning and Development Center City Commission will be the speaker at October's membership meeting.
Publicity	Randy Haynes/Carl Drennan	No report.
Scholarship	Jack Moran/Julie Varnado	Motion was made and passed to table discussion concerning budget gains and additional payments to the scholarship fund until next month. The treasurer is to pay the University of Memphis shortfall reflected under finance above.
Table Top	Danny Clark/Mark Setterlund	A table top is scheduled for the November membership meeting.
Technical	Tommy Smith/Mike Eckles	SpecQuest announcements will be in the November edition of Perspective.
Bylaws & Operating Guide	Byron Graves	No report.
Web Management	Scott Guidry	No report.

Ad Hoc Committees

Emerging Professionals	Tommy Smith	Tommy Smith reported on Emerging Professionals. The Institute is marketing to recent graduates but there is no standing committee. A Task Team has been created by the Institute but there is no CSI classification. AIA Memphis has a separate group of Emerging Professionals that consists of recent graduates and graduates who are in the Intern Development Program. There are approximately 35 people in this category. There are about 300 to 400 engineering interns that would classify as Emerging Professionals. CSI should seek members from these Emerging Professionals by showing that CSI has the advantage of networking across the entire building profession and can provide technical support leading to certification and licensure. This effort should be marketed to the professional/construction firms so that employers will steer their staff toward CSI. In addition chapter committees should be aware of contributions the Emerging Professionals can make and recruit new members to their group.
50 Year Celebration	Pam Davidson	One outstanding check for the 50 year celebration needs to clear before costs can be reported.

Old Business

Item	Discussion/Action

New Business

	Charles Cooper is arranging a presentation by Lt. Cmdr. Isabel Deeder with Memphis NAS, Millington and the Millington Chamber of Commerce to discuss the construction market and future developments for the April membership meeting.
	The October membership meeting at TN ANG will be catered by Lenny's. 60 people are expected to attend; Lenny's will have two people to serve food and clean up afterwards. Wally Bostelmann is to make payment to Lenny's.

Next Board Meeting	16-Nov-09
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Adjournment

Submitted By S Jay Sweeney

November

2009

Memphis Chapter CSI Board FY10

Memphis Chapter CSI Board Meeting

Date and Time: 16-Nov-09
 Location: Allen & Hoshall
 Minutes By: Julie Varnado

Officers

President Pam Davidson
 President-Elect Charles Cooper
 Vice President, Prof Ron Roberts
 Vice President, Ind Carl Drennan
 Treasurer John Bigham
 Secretary S Jay Sweeney
 Past President Gary Copeland
 Student President Drake Young
 Assistant Secretary Julie Varnado
 (Non-Voting)
 Assistant Treasurer Wally Bostelmann
 (Non-Voting)

Directors

09 - 12 Professional Harvey Wilmoth
 09 - 12 Industry Wally Bostelmann
 07 - 10 Professional Byron Graves
 07 - 10 Industry Mike Eckles
 08 - 11 Professional Edith Washington
 08 - 11 Industry Danny Clark

Minutes

Item	Discussion/Action
Last Month Minutes	Ron Roberts motioned to add "increase the electrical fee from \$40 to \$60 per booth" in the Prduct Display Show report. October 2009 minutes were approved.
Treasurer's Report	John Bigham explained that if the Board voted to exceed the budget, it would show up as an exception to the budget. It was discussed that the Treasurer should keep the minutes that would record, or document, the line item increase approved by the Board.

Committee Reports

Committee	Chair/Co-Chair	Report/Discussion/Action
Academic Affairs	Gary Coffey/Stewart Joe	The Board discussed being reimbursed for conferences and conventions.

Awards	Gary Copeland/Scott Guidry	The Board was shown a power point presentation of the 50th Anniversary. The Board motioned and approved submitting the "Special Event Power Point of CSI Memphis 50th Anniversary" for an Institute award, with changes as the committee sees fit. The Board also motioned and approved to submit the <u>Perspective</u> and the website for an Institute award. Other awards suggested included the TERRA House for Architectural Innovation and Spec Quest for a Technical Award. The Award committee will determine if the awards can be submitted digitally, or if a paper copy is necessary.
Banquet/Christmas	Dexter Varnell/Bryan Donnaud	ANF's office is available, but they may charge \$100 to lock up. Dexter Varnell and Bryan Donnaud presented a power point of the Fontaine House and discussed the various costs involved, including \$550 for the reservation (\$450 for the room and \$100 for the guide). The chapter received \$600 in sponsorships for the party, in addition to \$300 in the chapter fund. The Board motioned and approved the Christmas party at the Fontaine House on Dec. 11th with a charge of \$20 per person (which would include dinner & tour). The committee will research the menu and reservation cut-off date. It was recommended that the Publicity committee should advertise the party.
Certification	Edith Washington/Harvey Wilmoth	The committee agreed the class would be held at Pickering, for 12, two-hour sessions (6-8 pm). A free orientation for CDT & CCS will be held on Dec. 5th from 9:00-11:00 at Pickering. The fee for the class will be \$100 (after Jan. 15th, \$125) for CSI members and \$50.00 for students (refunded, if student passes). A matrix is being distributed to potential teaching team. Edith is preparing material for the website.
Chapter operations	Jim Neison/Cliff Watson	No report
Conference/Convention	Bryan Wardlaw/Mike Zielinski	No report
Database	Tanya Guidry/Mary White	No report
Education	Harvey Wilmoth/Mary White	Committee reported that Jeff Jenkins (Applied Tech) and Collette Reid-Rice offered to present educational seminar on BIM at Product Show. A charge of \$50 for members and \$60 for non-members proposed to absorb cost of \$165 seminar room and cost of presenters booth. Committee will a draft of seminar outline and syllabus, and they need information for brochures.

Fellowship	Wally Bostelmann	No report
Finance	Jim Neison/Cliff Watson	No report
Golf Tournament	Ron Spurlin/Gary Copeland	No report
Historian	Ron Roberts/Don Manley	No report
Magazine Adds	John Shrack/Jay Sweeney	No report
Magazine Editor	Duke Walker	No report
Membership	Rachel Gardner/Nikol Daniels	No report

Nominations	Charles Cooper	No report
Planning	Gary Copeland/John Bigham	No report
Product Display Show	Ron Roberts/Gary Cofer	Ron Roberts reported that 32 booths had been sold, which is 20 less than at this time last year.
Programs	Charles Cooper/Pam Davidson	No report
Publicity	Randy Haynes/Carl Drennan	The Board discussed advertising the Christmas party in the Commercial Appeal, etc.
Scholarship	Jack Moran/Julie Varnado	No report
Table Top	Danny Clark/Mark Setterlund	Steve Libby had to cancel for the November meeting. The Board discussed needing to find a replacement and sending Steve a refund.

Technical	Tommy Smith/Mike Eckles	
Bylaws & Operating Guide	Byron Graves	Byron Graves proposed updates to the Operating Guide regarding student funding for Conventions and Conferences. Currently there is not adequate language in the Operating Guide. The Board approved a motion to change Section II-G of the Operating Guide to read "Conduct a minimum of two sessions of long-term planning per year."
Web Management	Scott Guidry	No report

Ad Hoc Committees

Old Business

Item	Discussion/Action

New Business

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Next Board Meeting	
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Adjournment

Submitted By Julie Varnado

December
2009

Memphis Chapter CSI Board FY10

Memphis Chapter CSI Board Meeting

Date and Time: 14-Dec-09
 Location: Allen & Hoshall
 Minutes By: S Jay Sweeney

Officers

President	Pam Davidson	Present
President-Elect	Charles Cooper	Present
Vice President, Prof	Ron Roberts	Present
Vice President, Ind	Carl Drennan	Present
Treasurer	John Bigham	Present
Secretary	S Jay Sweeney	Present
Past President	Gary Copeland	Present
Student President	Drake Young	
Assistant Secretary (Non-Voting)	Julie Varnado	Present
Assistant Treasurer (Non-Voting)	Wally Bostelmann	

Directors

09 - 12 Professional	Harvey Wilmoth	Present
09 - 12 Industry	Wally Bostelmann	
07 - 10 Professional	Byron Graves	Present
07 - 10 Industry	Mike Eckles	
08 - 11 Professional	Edith Washington	
08 - 11 Industry	Danny Clark	Present

Minutes

Item	Discussion/Action
Last Month Minutes	At Treasurer's Report: Replace "John Bigham explained" with "Jim Neison explained". Carl Drennan made motion to approve November minutes as corrected, Ron Roberts second, minutes were approved.
Treasurer's Report	John Bigham presented the Treasurer's report including Banking 12/14/2009, Budget Report:2 12/14/2009 and Transactions 7/1/2009 - 6/30/2010; see attached. Correction is to be made to expenses for payment of the same student dinner by multiple parties.

Committee Reports

Committee	Chair/Co-Chair	Report/Discussion/Action
Academic Affairs	Gary Coffer/Stewart Joe	No Report
Awards	Gary Copeland/Scott Guidry	Gary Copeland indicated application for 6 Institute Awards will be made; see attached 2009-2010 Institute Awards, 12/14/2009. Becky Williamson at MLGW was suggested as one of the authors of a Letter of Endorsement for Terra House. It was agreed to submit Perspective as a Continuing Publication with Duke as the Editor. Duke's membership dues, as an intermediate member, will be paid by the Chapter to allow for this nomination (Motion by Ron Roberts, second by Gary Copeland, approved).

Banquet/Christmas	Dexter Varnell/Bryan Donnaud	Dexter Varnell reported that everything is ready for Friday's Christmas party at Woodruff-Fontaine House.
Certification	Edith Washington/Harvey	No Report
Chapter operations	Jim Neison/Cliff Watson	No Report
Conference/Convention	Bryan Wardlaw/Mike Zielinski	No Report
Database	Tanya Guidry/Mary White	No Report.
Education	Harvey Wilmoth/Mary White	Mary White prepared an Education Committee Report that was presented by Pam Davidson; see attached. Two vendors will be providing two separate seminars at the Product Show; BIM for 2 LUs and Barrier-Bac Vapor Barrier for 1 LU. Cost for the seminars is tentatively planned to be \$50.00 for BIM and \$25.00 for Barrier Bac.
Fellowship	Wally Bostelmann	No Report
Finance	Jim Neison/Cliff Watson	No Report
Golf Tournament	Ron Spurlin/Gary Copeland	No Report
Historian	Ron Roberts/Don Manley	No Report
Magazine Adds	John Shrack/Jay Sweeney	No Report
Magazine Editor	Duke Walker	No Report
Membership	Rachel Gardner/Nikol Daniels	No Report
Nominations	Charles Cooper	No Report
Planning	Gary Copeland/John Bigham	No Report
Product Display Show	Ron Roberts/Gary Cofer	Ron Roberts indicated 46 booths had been sold. This years goal is to sell 96 booths.
Programs	Charles Cooper/Pam Davidson	AIA certification of CSI programs was discussed as a way to draw Architects to CSI meetings. The Chapter will need to Pay AIA \$150.00 to have CSI programs receive credit. John Bigham moved to pay the fee, Carl Drennan second, discussion and motion carried.
Publicity	Randy Haynes/Carl Drennan	No Report
Scholarship	Jack Moran/Julie Varnado	No Report
Table Top	Danny Clark/Mark Setterlund	No Report
Technical	Tommy Smith/Mike Eckles	No Report

Bylaws & Operating Guide	Byron Graves	Byron Graves presented drafts of changes to the Operating Manual for "Conference & Convention reimbursement policy for Students" and "Duties And Responsibilities of Planning Committee"; see attached. Comments concerning the drafts included: Reimbursement - Paragraph 8: Reimbursement for air fare is to be considered only if it is less expensive than driving per the approved CSI mileage rate (IRS Business Mileage). Paragraph 9: Notice to be given by students a month before the Board Meeting preceding the conference. An article should be included indicating the student is to be active in either CSI student meetings or CSI monthly meetings. Other items discussed included who is to notify the students that they can go and who makes travel arrangements for the students. Planning Committee - Makeup of planning committee was discussed; President Elect, President, Past President.... Mission statement needs to be clarified. Board is to review for further comments. Byron Graves is to provide a redraft.
Web Management	Scott Guidry	No Report

Ad Hoc Committees

	No Reports	

Old Business

Item	Discussion/Action
	No Reports

New Business

	No Reports

Next Board Meeting	1/21/2010 at 4:00 pm at Racquet Club
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Adjournment

Submitted By S Jay Sweeney