



**Meeting Minutes
Thursday, October 6, 2016**

I. GENERAL

A. Roll Call – Kathryn Fuller, Jennifer Leui, Matt Gunderson, Greg Henson, Eric Rieckers, Faith Brown.

Absent – Stacey Henderson, Heather Meyer, Ryan Rees.

B. Review of August & September Meeting Minutes

1. The Meeting Minutes for August and September were unanimously approved as submitted. (Motedioned by Matt; seconded by Faith.)

C. Treasurer’s Report

1. Total Income for September was \$967.08 (\$.09 from Interest, \$440.00 from Institute, and \$526.99 from the Membership Appreciation Sponsors. Total Expenses were \$1,108.59 (for the Membership Appreciation Social). Washington Trust Balance is \$1,053.71. Matt is waiting to hear from AIA regarding the Golf Tournament income and what our share will be. The Treasurer’s Report was approved as submitted. (Motedioned by Jennifer; seconded by Kathryn.)

II. COMMITTEES

A. Programs: Greg Henson

1. October 13th – 6 x 10 x 10 Presentation; Location: Steam Plant
 - a. There are two confirmed presenters. Still need additional presenters and sponsors. As an incentive to sponsors, we may consider offering one sponsorship cost to be split between two sponsors. The flyer has been distributed and Brown Paper Ticket is set up. Only 5 RSVPs so far, plus another 3 who announced during this meeting that they would be registering. Everybody is encouraged to invite, invite, invite! The cost to hold the Program at the Steam Plant (Boiler Room) is \$600 (minimum), with gratuity and planning fee we are looking at \$800 +/- . The code for the free parking will be shared with those who are signed up to attend.
2. November 10th – Bid Day Simulation; Location: Steam Plant



- a. The Steam Plant has been secured for the venue. Greg will be meeting with Lydig on Friday, October 14th. Anybody who desires to participate is encouraged to attend. A flyer, sponsors, and team leaders are needed. Lydig will be reaching out to their subcontractors. Kathryn will see if Integrus is interested in sponsoring.
- 3. January 12th – Energy Code Round Table; Location: Steam Plant
 - a. Greg will begin planning once this month's Program has concluded.
- 4. March 9th – Joint CSI/AIA Meeting
- 5. April 13th – Building Tour
- 6. May 11th – A-May-Zing Race

B. Education: Faith Brown

- 1. February 9th – Half-Day Seminar & Product Show; Topic: Building Envelope
 - a. Faith is searching for a venue, speakers, and vendors. Greg will help round up some vendors. Sherry Harbaugh will be helping with the Product Show portion. Faith will be nailing down her team prior to the holidays to assist with planning.

C. Publications: Rich Ward (Absent)

- 1. MailChimp – Passing of Baton from Kathryn to Rich (Done)
 - a. Kathryn indicated Rich is now trained on MailChimp.
- 2. Newsletter – Faith
- 3. Website – Heidi Pierce
 - a. Kathryn met with Heidi and they reviewed the new CSI website which still needs to be finished.
- 4. Social Media – Angie Dumanal

D. Scholarship: Faith Brown

- 1. Faith has an application format in mind and will be meeting with her team to review and to determine a budget for Scholarships (CDT, Students, and Board).

E. Certification: Eric Rieckers / Jennifer

- 1. Fall Certification Window open thru December 10th – CDT Classes will be offered if we have enough participants.
 - a. Eric knows of one person retaking the CDT exam in December. If anybody else hears of others who will be taking the exam, let Eric know. Since there is only one person at this time, CDT classes will be very informal and at a location TBD. Some of us indicated an interest in the classes as we will be taking the next level of certification.

2. Board authorization for Certification Committee to spend up to \$400 for new resource materials.
 - a. Eric would like to purchase new materials for use with the CDT class teachings. The materials we have now are extremely outdated. Eric desires to purchase a Practice Guide, presentation, and flash cards. There is currently \$400 in the budget, but materials should cost around \$300. The purchase of said materials was unanimously approved. (Motioned by Matt; seconded by Jennifer.)

F. Membership: Heather Meyer (Absent)

1. Membership Appreciation Social – How’d it Go? (No Report)
2. New Membership Luncheon – November 4, 2016; Location TBD (No Report)

G. Golf Committee: Kory Kelly (Absent)

1. Golf Tournament – How’d it Go? (No Report)

III. NEW BUSINESS

A. Submitting Receipts for Reimbursement – Requirements and Deadline

1. The Executive Committee met and established a policy whereby anybody requesting reimbursement must do so within 30 days of the occurrence. Such requests must include the CSI Reimbursement form and receipts. Any requests outside of 30 days will not be approved. The Reimbursement form has been revised to reflect the 30 day policy. Matt will send the revised form to all members and will have it posted on our new website.

A. Holiday Social – December 8, 2015; Location: TBD

1. Committee: Kathryn, Georgia, Heather, Jennifer, Stacey – This is on the agenda to remind us that this is around the corner, as is the planning. We should be securing a location soon.
2. Faith mentioned there is an A/E group holding their holiday party on this same day and that we may want to consider moving the date of ours to avoid a conflict.

IV. EVENTS

- A. Construct 2016 – Wednesday, September 7 – 9, 2016; Austin, TX – How’d it Go? (No Report)
- B. CSI Bi-Region Conference – Thursday, May 18 – 20, 2017; Seattle, WA
 1. Faith and Georgia responsible for Leadership portion.

NEXT MEETING

A. Thursday, November 3, 2016, 7:00 A.M.

*Respectfully submitted,
Jennifer Leui, Secretary*