



**Minutes of Meeting**  
**Thursday, October 1, 2015**

**I. GENERAL**

A. Roll Call – Faith Brown, Matt Gunderson, Jennifer Leui, Stacey Henderson, Greg Henson, Kathryn Fuller, Doug Eadie. Also in attendance was Angie Dumanal.

Absent – Eric Rieckers, Kory Kelly, Ryan Rees.

B. Review of Meeting Minutes

1. The September Meeting Minutes were unanimously approved as corrected.

C. Treasurer’s Report

1. Total Income is \$1,292.67 (\$410 from Institute, \$.08 from interest, \$882.59 from Membership Appreciation sponsorships); Total Expenses were \$721.95 (\$425.20 for Construct Travel Expense and \$296.75 for Membership Appreciation catering). Washington Trust Balance is \$758.16. Matt was expecting more money from Institute. Stacey indicated she would be providing receipts for reimbursement of prizes (for the Membership Social) totaling \$210.00. The Treasurer’s Report was unanimously approved.

**II. COMMITTEES**

A. **Programs: Greg Henson**

1. October Program – Alternate Delivery Methods; Rustin Hall, ALSC; Nectar Tasting Room; Thursday, October 8<sup>th</sup>

- Faith and Greg had a preview of Rustin’s presentation. AIA and AGC have been invited. There are only two attendees signed up so far. Greg urged everyone to push out the invites to increase attendance. Faith indicated Board members should make a concerted effort to immediately sign up. We have a tendency to sign up at the last minute.

2. November Program – Thursday, November 12<sup>th</sup>

- Planned topic is “Building Moisture Control”. Greg would like to have envelope, roof, weather barrier, concrete floors, flooring, and wall systems presenters. Doug is a registered roof consultant and offered to present. Greg will reach out to Georgia Spencer (for flooring) and Brian Knight (for wall systems).

3. The next Program will be in February with possible topics on the U District, Jensen Byrd Building or the new medical school. March Program might possibly include sustainable design, April a building tour (maybe the new Grand Hotel), and May will be the Amazing Race CSI Style. Stacey said a lot of good topic ideas were shared at the Membership Appreciation, which she will share with Greg.
4. Faith asked that John Lape be involved sooner with Programs to allow sufficient time to get AIA credits onto the flyers. AIA credits help increase attendance.

**B. Education & Certification: Eric Rieckers (Absent)**

1. Fall Certification Window – Wednesday, September 30<sup>th</sup> thru Saturday, October 31<sup>st</sup>
2. CDT Classes – Schedule and Location TBD
3. Education Seminar (possibly late January)
4. Brown Bag Series – Specifications Writing; Location and Date TBD (February) – Will be in partnership with AIA
  - Faith said she is coordinating with Eric on the possible subject of working with specification writers.

**C. Communications/Publications: Kathryn Fuller**

1. August Newsletter Update
  - Newsletter went out with a few returned due to incorrect addresses. Kathryn will be checking into updated addresses.
2. Website
  - Greg said he didn't see the October event on the website. Kathryn said it is on the website and to make sure to refresh the page when opening it from a bookmark.
3. MailChimp
  - October event goes out today.
4. Facebook
  - October event is posted.
5. Twitter
  - We need to get the word (or Twitter) out.

**D. Membership: Stacey Henderson**

1. Membership Appreciation Social – How'd it Go?
  - Very well attended (25 +/-). We had very generous sponsors from which \$800 was brought in.

**E. Scholarship Committee: Doug Eadie**

1. Nothing to report.

**F. Golf Tournament: Kory Kelly (Absent)**

1. The Creek at Qualchan Golf Course – How'd it Go?
  - Good turnout! 132 teams and the event ran smoothly. Matt will reach out to Kory to get an idea of how much money was raised. Matt said we don't typically receive our portion of the monies until November.

**III. OLD BUSINESS**

- A. Chili Cook Off – Portland Chapter
- B. Boise Chapter – Spec Writing Seminar – October 29<sup>th</sup>
  1. Faith is meeting with Boise Chapter President today. More information to follow.
- C. Name Tags for Stacey, Heather, and Ryan
  1. Faith still plans to purchase the nametags, but has been waiting for the checking account balance to increase to support this expense.

**IV. NEW BUSINESS**

- A. Erika Peterson's Departure - Leaving Director Position Open
  1. Sadly, Erika will not be renewing her CSI membership. Suggestions to fill Erika's position should be directed to Faith, which will be shared with the Executive Board.
- B. 2016 Region Conference (West & Northwest Regions, Conference & Leadership Training) – Wednesday, May 18<sup>th</sup> thru Sunday, May 22<sup>nd</sup>, 2016; Lake Tahoe, NV
  1. Faith is attending. Participation by others is encouraged.
- C. Kathryn invited Angie Dumanal to be a member of the Communications/Publications Committee. Greg invited her to be on the Programs Committee. Angie is eager to be involved with CSI and looks forward to learning more about CSI and our committees.

**V. UPCOMING EVENTS**

- A. Construct 2015 – Wednesday, September 30<sup>th</sup> thru Saturday, October 3<sup>rd</sup>; St. Louis, MO
  1. Faith is there now.
- B. Regional Leadership Training – Saturday, November 7<sup>th</sup> thru Sunday, November 8<sup>th</sup>, Hillsboro, OR
  1. Faith is presenting. Greg and Jennifer are attending. Angie Dumanal is also interested in attending. Since there are already two members attending this year, Kathryn suggested Angie attend next year.

**VI. NEXT MEETING**

A. Thursday, November 5<sup>th</sup>, 7:00 A.M., MSI Engineers

*Respectfully submitted,  
Jennifer Leui, Secretary*

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**Minutes of Meeting  
October 21 – 22, 2015**

On October 21, 2015, Faith Brown sent an email to CSI Board of Directors asking for immediate discussion and action of two items. Such items are shown below, portions of which are taken from Faith's email.

A. *November Meeting: There has been a bit of discussion with the DBIA regarding Rustin's presentation Alternate Delivery Methods. They would like to co-host this event with us including having a panel presentation and targeting young professionals. For this reason they want to keep the cost of the event low (\$5/per person). At great length, Greg and I explained the financial loss this would be, however, I suggested that if DBIA wants to pay the bill the day of the event we could give them whatever came through from Brown Paper Ticket. The following is from an email I received from Tim:*

- 1. DBIA will bring a check to cover the full cost of the event – \$150 room, \$10/each for attendees to a max of 40 (I believe that was the max attendance, correct me if I'm wrong), and the cost to provide 1 drink ticket per attendee = \$650+/- . We will need 48 hours' notice on registered attendance to get the payment arranged. We will figure out how to handle late attendees.*
- 2. Event will be priced at \$5/each through your on-line registration. Your call on whether we do the food drive or not. You will reimburse DBIA 100% of the event revenue = \$200 max.*
- 3. Event will be a co-hosted event where CSI and DBIA present information relevant to each organization. We will send Greg's flyer out through the DBIA network as well.*

*Today I am seeking board approval to co-host November's meeting with the DBIA, giving them any registration funds that come in with the understanding that DBIA is paying for the event on the 12th.*

B. *We are still down one board member. I have asked Stacey Henderson (current membership chair) if she would fill this position and she is interested. Today I am seeking board approval for Stacey to finish Erika's term (this year) as a Director in addition to her Membership Chair responsibilities.*

With regard to **Item A**, Board members communicated via emails (between October 21 and October 22) and all were in favor of co-hosting the event with the DBIA. There are five individuals who have already registered for the event through CSI Brown Paper Ticket at \$25 per person. Via emails, it was agreed by unanimous vote that those individuals should be refunded \$20 each, and that we would pass on to DBIA the cost of \$5 each for the five pre-registered individuals. Brown Paper Ticket will handle the refunds directly with each individual.

With regard to **Item B**, via emails (between October 21 and October 22) it was agreed by unanimous vote that Stacey Henderson be appointed Director and fill the remaining term vacated by Erika Peterson.

All email communications are attached and are a part of these Meeting Minutes.

*Respectfully submitted,  
Jennifer Leui, Secretary*