

CSI Houston Board Meeting Minutes

Monday, August 22, 2016

(On behalf of Secretary Phyllis Joseph, minutes taken by Bob Woodburn)

Present: Bill Fairbanks, President-Elect
Holly Jordan, Immediate Past President & Program Chair
Wade Arnold, Treasurer
Brian Selig, VP, Finance
Bob Woodburn, VP, Professional Development
Doug Frank, Director
Victoria Raineri, Director
Sean Leich, Sr., Director

Absent: Alex Bernard, President (out of town)
Phyllis Joseph, Secretary; VP, Public Services
Chris Eakins, VP, Member Services
Logan Vits, Electronic Communications Chair & Website Editor
Gerard Linton, Director, Awards Chair
Jeff Holstien, Director
Erin Wilson, Director

Meeting called to order at 4:08 PM by Bill Fairbanks, President-Elect, presiding.

Reports: July Board Meeting Minutes approved as amended.

Wade Arnold, Treasurer:

- § Treasurer's Report presented and approved.
- § Wade Arnold has chapter P. O. box key, checks for mail periodically.
- § Proposed budget presented for review, input and consideration; approval deferred.
- § Meeting expense lowered \$1,500 (one less meeting); bank and PayPal fees down to \$500; Golf Tournament \$25,000; awards budget reduced; other changes discussed.
- § Need to verify if revenue is indeed being received for newsletter advertisers.
- § There are several emeritus members in the chapter; they pay minimal or no chapter dues.

Bob Woodburn, VP, Professional Development:

- § Need to enlist certification committee members and potential mentors, get candidate list.
- § Registration closes 9/9/2016; exam window is 9/26 - 12/10.

Holly Jordan, Program Chair:

- § Would like to have a landscape or golf-related September program if possible.
- § October meeting organized by Task Team at United Way, October 27 (fourth Thursday).
Plan to hold board meeting in one of United Way's meeting rooms.

Doug Frank, Director:

- § Status of design firm contact list: Inquiry sent out two months ago, no response to date.
- § Suggestion: solicit information with forms on tables at monthly meetings.
- § Suggestion: put chapter "sales pitch" on a slide for CE presentations in A/E firms.

Phyllis Joseph, VP, Public Services:

- § Newsletter and related electronic communications discussed. Need timely submittal of input from contributors, timely issuance (Logan Vits absent).

Old Business:

- § Board Positions (Alex): Ken Black contacted about vacancy, and has agreed to serve.
- § Tours (Doug): Parking can be a problem, especially for downtown tours.
- § Golf Tournament (Wade/Brian): Committee met last week. Contract signed. Registration PayPal link worked out. Hole tabletop sponsorships, beverage cart available.
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- § Board Positions (Alex): Ken Black contacted about vacancy, and has agreed to serve.
- § Tours (Doug): Parking can be a problem, especially for downtown tours.
- § Golf Tournament (Wade/Brian): Committee met last week. Contract signed. Registration PayPal link worked out. Hole tabletop sponsorships, beverage cart available.
- § Construct Austin Expo discussed, September 7-9, and SCIP meeting Sept 6.
- § December event: 5:30 - 7:00 pm social with finger foods, beer/wine, soft drinks, preceded by afternoon continuing education sessions targeted to architects etc. needing last-minute LU credits, perhaps an “ask the architect” panel for reps of architects etc. on how to get involved with firms and how products move through and are evaluated by design firms.

New Business: None.

A motion to adjourn was made, seconded and passed. The Meeting adjourned at 5:16.

Respectfully submitted,

Robert E. Woodburn, on behalf of Secretary Phyllis Joseph.