

**CSI HOUSTON BOARD MEETING MINUTES**  
**Houston Chapter CSI**  
**Location: HESS Club, Houston, Texas**  
**November 28, 2016**

**PRESENT:**

Alex Bernard – President  
Bill Fairbanks – President Elect  
Holly Jordan – Immediate Past President  
Brian Selig – VP Finance  
Jeff Holstein – Director  
Erin Wilson - Director

**PRESENT VIA TELEPHONE**

Ken Black – Director  
Sein Leich – Director

Meeting called to order 4:06 p.m. by Alex Bernard, President

1. Motion to approve Minutes from October 27, 2016. Discussion of change to Item 11 Foundation. Verbiage to be changed to indicate that Prairie View students “have raised most of the money already” to “raised most of their money last year”.
  - Motion made by Bill Fairbanks, President Elect to accept minutes as amended.
  - Motion seconded by Erin Wilson, Director.
  - Motion to accept minutes as amended passed.
2. Treasurers Report – Report by Bill Fairbanks, President Elect and Brian Selig, VP Finance.
  - Chuck and Bill Fairbanks went to Bank of America and closed account. \$26,331.36 was deposited into Green Bank. Copies of transaction were sent to Wade Arnold and Brian Selig.
  - Brian Selig to verify new PayPal device
3. Golf Final Tally – No Report
4. Holiday Party Budget – Reported by Ken Black, Director. Chatters to handle food. Food budget to be \$300. There will be a \$150 to \$200 base fee with \$3.00 cost per drink. Drinks to include beer, wine, and sodas.
5. Professional Development
  - Overall discussion that CDT exam window will be 9/29 to 12/10.
  - Spring 2017 Exams – Overall discussion by group about call for applicants and mentors
6. Member Services
  - Membership is still around 150
  - Reports from Ambassadors- Sean Leich, Director reported that he sent out info to his contacts and sent out holiday party invites

7. Programs – Reported by Ken Black, Director
  - Holiday Party – only nine people signed up. General discussion about encouraging everyone to send out and forward invites to their contacts.
  - January Tabletop Sponsors – General discussion about getting January meeting notice ready and out as soon as possible. Alex Bernard to speak to Pat Kiley about what happens when he retires. Further general discussion about how to keep the January meeting an event that draws members and guests.
  - February Meeting – Ken Black, Director suggested a program for Blast Resistant Risk Buildings
8. Awards – No Report
9. Public Services – Discussion led by Alex Bernard, President
  - Newsletter transition to online format/electronic format. Logan Vits is working on the list of corrections and updates. Newsletter and website is a work in progress.
  - Social Media – Caroline Koop is helping Logan with Social Media.
  - Website Updates – Alex is meeting with Logan to discuss updates and corrections.
10. Foundation – Report by Jeff Holstien, Director
  - January would be good for students to present and ask for money for their spring trip. Alex will contact Prairie View Student Chapter President.
  - Jeff asked how much money the Board would give for scholarships. Board provided \$8,000 last year. Amount is contingent on final numbers from golf tournament.
11. Motion to adjourn meeting made by Brian Selig, VP Finance and seconded by Erin Wilson, Director.

Meeting adjourned 4:55 p.m.

*Minutes respectfully submitted by Holly Jordan, Immediate Past President for Phyllis White, Secretary*