

Houston Chapter/Construction Specifications Institute

Board of Directors Meeting Minutes
February 27, 2017

1. Meeting called to order by President Alex Bernard.@ 4:07 pm CT

Those present: Erin Wilson, Doug Frank, Sean Leich, Bill Fairbanks, Brian Selig, Jeff Holstien, Ken Black (by Phone), Victoria Interval (by Phone)
2. Meeting minutes from 1/23/2017 Board Meeting were submitted and approved.
3. Finance Report was made by Brian Selig
 - a. Brian was looking into a “square” to be able to receive payments at future events.
 - b. Chapter unable to sustain HESS costs with guest and membership fees
 - c. Chapter dues are trending down
 - d. Tabletop fees for January meeting have been received (significant Golf T \$s)
 - e. There were a number of non-members who did not pay for January meeting
4. CDT camp will be held at HOK on 3/25/2017
5. It was noted that Chris needs additional help at Meeting check-ins
6. Program: Ken reported that the Daikin Tour would be 4/4/2017 and start at 2 pm. Steelcase would make a presentation for the March Meeting and Bell & McCoy Lighting and Controls would make a presentation in April on Day lighting.
7. Doug Frank expressed his concerns about publishing the Board Meeting Minutes; this is a requirement of the Chapter By-Laws.
8. A Motion was made and approved to give the Foundation \$4,000 from the proceeds of the Golf Tournament.
9. A Ballot of the 2017/2018 Officers’ Election was reviewed and approved.

The Meeting was adjourned at 5:28 pm