



CSI Houston Chapter Board of Directors Meeting

June 28th, 2021

Attendance:

Wade Arnold
Kathy Plughoeft

Dustin Adler
Elizabeth Smith

Sean Leich
Chuck Votjeh

Melody Jackson

Agenda:

1. The meeting was called to order at 5:24PM on June 28, 2021.

2. The Board voted to approve last month's meeting minutes.

3. New Board of Directors Welcome

- a. Bylaws Distribution
- b. Roles & Responsibility
- c. Meeting Schedule
- d. New Board Orientation
 - i. Receive Final Year-End Reporting

The Board discussed how many times meetings will occur per month. While some people would rather have one meeting a month some feel having separate meetings for Planning and Chapter, keep people engaged.

The Board is asked by President Wade Arnold to review the Chapters bylaws and potential meeting schedule and bring up any changes they would like to see with him. All Board Members in attendance were given a list of each positions roles and responsibilities and were asked to review in depth.

A year- end report was given by Treasurer Sean Leich, he discussed that the chapter's net income overall was in the red due to numerous reasons. Mostly being from the effects of COVID on the lack of chapter get togethers this past fiscal year. There is a large hope that this upcoming year will bring a large income to Chapter as we prepare for future expenses such as the Golf tournament and renting spaces for meetings.

The Board discussed the goal to have at least one sponsor per meeting going forward. In discussion of how to make this a reality, there was suggestions of lowering the overall cost of being a sponsor for the meetings. The Board is to continue this conversation at a later date.

4. Reports

- a. Finance
 - i. A Financial Report was given by Dustin Adler and Sean Leich. The largest expense for our chapter this past year was a social media company who have since been let go. The chapters website has become a work in progress. Wade Arnold will be in discussion with Logan Vits and Scott



Vicknair regarding the expense and contract for our hired website coordinator.

b. Member Services

i. Membership

1. Board members are asked to entice New Members for the chapter within their own companies.
2. In hopes to Increase membership, the Chapter will engage in a higher Social Media presence. This includes bringing on someone who will be in charge of updating our social media platforms. Wade Arnold and Sean Leich will review the contacts on our constant contact list to ensure it is reaching the right people.

ii. Chapter Meetings

1. There will be no chapter meeting in July 2021, but there will be a planning meeting for the Board.
2. Dustin Adler will be following up with our potential August tour with POST HTX.

c. Public Services

i. No report.

d. Professional Development

- i. Kathy Pflughoeft would like to initiate study groups for the CDT exam. She would like to see Board members volunteer to lead a group.
- ii. The Board discussed how to gain exposure of the CDT as well as CSI in general. Members are encouraged to reach out to past or current chapter members to keep them engaged in participating.
To entice people to join, the Board discussed the possibility of offering an incentive to those who take and pass their CDT exam. What offer that may be is still in discussion.

5. New Business

a. CSI Regional Conference

- i. Planning for the Fall regional Meeting in Dallas, Texas is still in the works. The Houston Chapter will be sending a member to this event.
- ii. The CSI Spring Conference is slated to be in person.
- iii. Congratulations to Houston local Erin Wilson on being elected the New Regional President for CSI.

b. The Board Is encouraged to think of potential Spring Fundraiser Ideas.

6. Next Board Meeting

a. July 15th, 2021

Adjournment: 6:08 PM