

# Las Vegas Chapter CSI Board Meeting Minutes

## September 9, 2008

Subject: Las Vegas Chapter CSI, Board Meeting Agenda

Date: Tuesday, September 9, 2008

Location: Las Vegas Social Club at Main Street Station

### September Executive Board Meeting Attendees:

Michelle Merillat, CSI, CDT

Joe Morales, CSI

Karen Newcomer, CSI, CDT

Craig Clark, CSI

Judith Gordon, CSI

John Morrison, CSI, CDT

Chris Thompson, CSI

~~Len Harding, CSI, CDT, LEED-AP~~

Meeting called to order at 4:40 pm by Joe Morales

### Reports:

Secretary's Report: August minutes submitted at Executive Board Meeting

Treasurer's Report:

Membership Report:

House Report:

Awards Report:

### Opening comments:

- Thank you to Perini for continued sponsorship
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### Old Business:

- Budget reports are needed from each committee chair prior to executive board meeting. E-mail to Judith – [Judith@steam-whirl.com](mailto:Judith@steam-whirl.com)
- Committee reports due by the first Thursday of the month for the executive board meeting.
- Executive Board to review and make any recommendations to the current by-laws. Discuss at September Executive Board Meeting. Ad-hoc committee to review – meeting scheduled for September 13, 2008 at Sierra Gold, 1 pm.
- Need programs ahead of time for publishing in newsletter and to submit to Institute. Joe and Len to work on
- James to send meeting notices from website to membership. Notices to be sent a minimum of twice a month.
- Minutes to be sent to James Highgate to post on website. Craig Clark to send.

### New Business:

- Need to invoice for previous shirt sales. Michelle and Judith
- Food drive for October meeting to benefit shelters for Thanksgiving. Planned to give to three square food bank. Notice to be sent in October newsletter.
- Foundation Bowling Event: Need final results of fundraising, Lee and Judith to provide update
- Committee chairs and co-chairs: Joe
- Fundraising Chair for CSILV bowling tournament: Joe will contact Robert Prichard of S.H. Architects

- Take some of CSILV funds and invest in annuity to gain returns on money - Judee has information available and will bring speaker to discuss options at full CSI LV Board meeting in October.
- SWRC schedule, location and committee. Joe to provide update.
- Insurance for chapter – Michelle and Judee to research. Continue to investigate liability for CSI and individuals . Judee has information for review. Judith sent information to Joe for discussion at September 13 by-laws meeting.
- Executive board members to re-contact 15 members to increase current member attendance at meetings and new member generation. Need to verify current membership list and update roster as of July 31<sup>st</sup>. Ongoing campaign.
- Need ideas to increase enrollment of new members. Will continue contacting prospective members as ongoing program. Explore other publications for generation of members – possibilities are: USGBC, AIA Forum, and the UNLV magazines. The new member mixer is listed in Construction Notebook and the chapter website.
- Newsletter submittals still needed by all membership for inclusion in newsletter. Articles are to go to Lendall at Lendall Mains (lendall@lendallmains.com. Articles due by the 25<sup>th</sup> of the month in order to publish in the newsletter. General membership to help contribute articles – announcement at full meeting.
- Written reports from committee chairs are requested along with electronic format. E-mail to [craig@powerimage.com](mailto:craig@powerimage.com) to forward to James Highgate. Need samples of reports to hand out to committee chairs for examples.
- Need to fill chair position for Events Planning and Public Relations. Joe wrote descriptions of positions available which was published in previous newsletter.
- List all new positions / new people and fill any open positions: Events planning and public relations.
- Add additional members to House committee?
- Chris to print signup sheets and give to membership chair and treasurer – David and Judith
- SW Region CSI – update progress for upcoming conference – Lee Beil
- Need full years programs in advance for newsletter / website / announcements – Len Harding and committee??
- CSILV to be more involved in food banks / donations as a chapter
- Provide breakdown of dinner / meeting costs to Joe for review

#### **Closing Comments:**

- Next program: for October
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Joe moves to adjourn meeting at 5:25 pm.

**Committee Reports:** Need to review and assign at annual planning meeting.

Events Planning – **TBD**

House: Chris Thompson, CSI –

Education: Len Harding, CSI, CDT, LEED-AP

Newsletter: Lendall Mains CSI, CCS, AIA

Electronic Communication: James Highgate -

Website: James Highgate -

Awards: Joe and Michelle

Certification: - Tonya Sulick

Audit / Finance: Karen Newcomer, CSI, CDT -

Membership: David Pierce, CSI, CDT

Programs: – Len Harding

Public Relations: –

Scholarship Foundation: Roland Wisdom, CSI, CCCA -

Tabletops: - ?

Community Service: John Morrison, CSI, CDT -

Technical: Lee Beil, FCSI, CCCA -

Student Liaison: - ?

Fundraising / Bowling: **TBD**

Archives: Gale Ward, CSI, CCCA -

Historian: Carol Coleman, FCSI, CDT -

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