

# Las Vegas Chapter CSI Board Meeting Minutes

## April 8, 2008

Subject: Las Vegas Chapter CSI, Board Meeting

Date: Tuesday, April 8, 2008

Location: Las Vegas Social Club at Main Street Station

### **April 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\*

Robin Caulfield, CSI\*

Jenny Simpliciano, CSI, CDT\*

Len Harding, CSI, CDT, LEED-AP \*

Meeting called to order at 4:45 p.m. by Michelle Merillat

### **Reports:**

Secretary's Report: March minutes submitted and approved at executive board meeting

Treasurer's Report: March report submitted

Membership Report: Report submitted – new member mixer at McCormick & Schmick's on May 29<sup>th</sup>.

House Report: No Report

Awards Report: Report submitted at full board meeting

### **Opening comments:**

- Michelle, Judith and Craig applied for credit card for CSILV
- Forward e-mails to Judith for membership updates
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### **Old Business:**

- Need to make list of concerns to report to institute: complaints, difficulties, etc. Items include: Current CSI-LV membership list is incorrect, records indicate 112 members.
- Budget reports are needed from each committee chair prior to executive board meeting. E-mail to Judith – contact info on membership page of CSILV website.
- 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.
- Phoenix to host SW Regional CSI conference in April 24-26<sup>th</sup>, 2008 in Tempe AZ – Need to push regional conference to members. Committee chairs and board members are to report if they will attend by the March 11, 2008 board meeting. Rooms for participants will need to be booked by 3-20-08 and participant forms will need to be filled out. Article will be forthcoming in the CSILV newsletter. Joe will rent a van for transportation during the convention.

### **New Business:**

- Michelle to give 10 names of current members to executive board members to contact prior to April meeting with meeting flyers, LEED workshop notice and casino crawl. Work on increasing current member attendance at meetings and new member generation

- board members to call 10 people each as an ongoing member campaign in conjunction with membership committee. Gail Ward to provide more VIP passes.
- Need new member ideas to increase enrollment. Will continue contacting prospective members in March and April. Explore other publications for generation of members – possibilities are: USGBC, AIA Forum, New member mixer listed in Construction Notebook.
- Newsletter submittals still needed by all membership for inclusion in newsletter. Articles are to go to Jenny at Lendall Mains (jenny@lendallmains.com) after Tom resigned. Articles due by April 19<sup>th</sup> in order to publish by April 24<sup>th</sup>
- Discuss construction site tours further and finalize locations. Need ideas for construction site tours: CCSD, World Market Center, Echelon, Timet, Sierra Metals, Cadillac Stone are options. For discussion at May meeting.
- Awards Banquet: require power & projector for presentation during meeting. Need to set price for attending and send out flyer. Preliminary pricing is \$35 for members and \$45 for non-members. Awards banquet location is at the Golden Nugget at the June meeting. Need speaker on educational topic.
- Nominations for CSI board positions are closed and ballots are out. Nominations are due back on April 24<sup>th</sup>.
- Written reports from committee chairs are requested along with electronic format. E-mail to [craig@powerimage.com](mailto:craig@powerimage.com)
- Need sign-up sheet in electronic format and prints available for meetings.
- National Convention “Construct 2008” – we need a strong committee to help on this convention. Lee Beil to Chair. Further discussion scheduled for April meeting.
  - Delineate items needed by CSILV to host National CSI Convention
  - Bowling at Texas Station: Date: Tuesday June 3, 2008 – Need to send out flyer to Institute and try to get national sponsorships.
  - Do we have CSI LV shirt sales for Construct 2008 convention? Sources include T-shirts Nevada, Sportco, Eagle – need samples to review and approve.
  - No spouse lounge at national convention
  - 2008 national convention student activities: Springs Preserve tour with Jeff Roberts and Kent Bell, City Center Presentation. Tour is on Thursday, June 5<sup>th</sup>
  - Hard hats at national convention? Design ideas? Need hard hat budget & ideas. Lee Beil to research. Will Perini sponsor?
  - Need Delegate and CSILV chapter booth volunteers. We need at least 2 volunteers from the host chapter for the delegate booth, and several for the chapter booth.
  - Lee Beil is working on spreadsheets for chapter and delegate booth.
  - CSI bottled water promotion with coupon for meeting? Possible coupon for admission to monthly meeting.
  - Sign-up sheet for CSILV shirts to be included in April newsletter.
  - Need 10’ wide decoration for chapter view. Craig Clark to research / provide image of new/old Las Vegas.
- Need to fill chair position for Events Planning and Public Relations. Joe to write article on available positions.
- Add additional members to House committee?
- Student scholarship forms are out – due back by April 15<sup>th</sup>. For discussion at May meeting.
- LEED: Next workshop will be at 9am on Saturday, April 12<sup>th</sup> at Codale Electric. Topic will be a review of LEED submittals and Sustainable Sites credits and a presentation of Water Efficiency and Innovation and Design credits. Re-send notice.
- Separate sign-in sheet for guests to follow up with potential members. Judith started list on January 8<sup>th</sup>, 2008. Need to add address / contact info line to sign-up sheet & location for business cards. Chris to provide, research ability to transfer to Excel format for computer records. Judith has updated sign-up sheet

**Closing Comments:**

- Minutes to be sent to James Highgate to post on website.
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Michelle moves to adjourn meeting at 5:25 pm.

**Committee Reports :**

Events Planning –

House: Chris Thompson, CSI –

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

Newsletter: Jenny Simpliciano CSI -

Electronic Communication: James Highgate -

Website: James Highgate -

Awards: Joe Morales, CSI –

Certification: Tonia Sulick, CSI, CDT, MAI -

Audit / Finance: Karen Newcomer, CSI, CDT -

Membership: David Pierce, CSI, CDT -

Programs: Jerry Simmons, CSI-S, CDT –

Public Relations: –

Scholarship Foundation: Roland Wisdom, CSI, CCCA -

Tabletops: Michelle Merillat, CSI -

Community Service: John Morrison, CSI, CDT -

Technical: Lee Beil, FCSI, CCCA -

Student Affiliate: Jerry Vielma, CSI -

Fundraising / Bowling: Chuck James, CSI, CCCA -

Archives: Gale Ward, CSI, CCCA -

Historian: Carol Coleman, FCSI, CDT -