

# Las Vegas Chapter CSI Board Meeting Agenda

## May 13, 2008

Subject: Las Vegas Chapter CSI, Board Meeting  
Date: Tuesday, May 13, 2008  
Location: Las Vegas Social Club at Main Street Station

### **May 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 4:40 p.m. by Michelle Merillat

### **Reports:**

Secretary's Report: April minutes submitted and approved at executive board meeting  
Treasurer's Report: April report submitted  
Membership Report: Report submitted – new member mixer at McCormick & Schmick's on May 29<sup>th</sup>.  
House Report: Reports submitted for March and April.  
Awards Report: Report submitted at full board meeting

### **Opening comments:**

- Credit card for CSILV received
- Happy Birthday Michelle

### **Old Business:**

- Budget reports are needed from each committee chair prior to executive board meeting. E-mail to Judith – 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.

### **New Business:**

- August bowling tournament – discuss sponsorships so as not to conflict with **CONSTRUCT2008**
- Fundraising Chair for CSILV bowling tournament: Bill Hooks
- Take some of CSILV funds and invest in annuity to gain returns on money - Judee to research. Continue to investigate.
- Insurance for chapter – Michelle and Judee to research. Continue to investigate liability for CSI and individuals.
- Executive board members to re-contact 10 members in May to increase current member attendance at meetings and new member generation. Gale Ward cannot provide more VIP passes as he got them from BP Express, who was bought out by Mercury LDO and the person who did their art work has left the company. CSI to re-contact LDO to find out if more can be available.

- Need ideas to increase enrollment of new members. Will continue contacting prospective members in May and June. 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. The new member mixer will be E-mailed from the chapter website too. The Membership committee mailed on Saturday May 10<sup>th</sup>, 210 CSI membership information packages to people who had attended our chapter education programs and to lost members. Institute has helped with a special one time new enrollment with 50% off the dues for both Institute and the chapter. This special enrollment program is due to Institute by June 1<sup>st</sup>.
- Newsletter submittals still needed by all membership for inclusion in newsletter. Articles are to go to Jenny at Lendall Mains (jenny@lendallmains.com. Articles due by May 19<sup>th</sup> in order to publish for June newsletter.
- Need programs ahead of time for publishing in newsletter.
- Discuss construction site tours further and finalize locations. Need ideas for construction site tours: CCSD, World Market Center, Echelon, Timet, Sierra Metals, Cadillac Stone and Silverton Casino are options. For discussion at May meeting.
- Awards Banquet: pricing is \$35 for members and \$45 for non-members. Awards banquet location is at the Golden Nugget at the June 10<sup>th</sup> meeting. Need speaker on educational topic. Michelle and Joe to meet the week of May 12<sup>th</sup> to discuss.
- Nominations for CSI board positions are closed. **Results**: Joe Morales, President; Karen Newcomer, President Elect; Chris Thompson, Vice President; Craig Clark, Secretary; 2<sup>nd</sup> Vice President, James Highgate; Judith Gordon, Treasurer; John Morrison, Professional Director.
- 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.
- National Convention “Construct2008” – we need a strong committee to help on this convention. Lee Beil to Chair. Further discussion scheduled for May meeting.
  - Need board members names so chapter can register them for national convention awards dinner on June 6<sup>th</sup>.
  - Delineate items needed by CSILV to host National CSI Convention
  - Bowling at Texas Station: Date: Tuesday June 3, 2008 – flyer sent to Institute and try to get national sponsorships, 15 people have signed up for bowling according to Hanley Wood/Institute. pricing is \$50.00 per player is what the chapter gets; Institute gets \$15.00 for transportation costs. Michelle can get Hanley Wood to send a check when we need it; this has been established already with Jayne Dalton. Update to be posted to website.
  - CSI LV shirt sales for Construct 2008 convention. Shirt will have embroidered (in Terra Cotta color) the CSI logo and Las Vegas on emerald green background
  - Sign-up/reserve form sheet for CSILV shirts to be included in June newsletter. Need credit card slips for shirt orders.
  - 2008 national convention student activities: Springs Preserve tour with lunch presented by Leonard Harding, Jeff Roberts and Kent Bell, City Center presentation by Rich Gohl and Tony Constantino of Perini Building Company. on Thursday, June 5<sup>th</sup>
  - 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. Volunteers to be signed up at full meeting and new member mixer.
  - V.I.P. passes for CSI Las Vegas meeting to be distributed at convention. Give out at chapter booth.
  - Need 10’ wide decoration for chapter booth. Craig Clark to research / provide image of new/old Las Vegas.
- Need to fill chair position for Events Planning and Public Relations. Joe wrote letters for review and acceptance.

- Add additional members to House committee?
- Chris to print sign up sheets

**Closing Comments:**

- Minutes to be sent to James Highgate to post on website.

Michelle moves to adjourn meeting at 5:45 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 -