

Las Vegas Chapter CSI Board Meeting Minutes

May 12, 2009

Subject: Las Vegas Chapter CSI, Board Meeting Minutes

Date: Tuesday, May 12, 2009

Location: Las Vegas Social Club at Main Street Station

May Executive Board Meeting Attendees:

Joe Morales, CSI

Michelle Merillat, CSI, CDT

Craig Clark, CSI

Judith Gordon, CSI

John Morrison, CSI, CDT

Chris Thompson, CSI

Other Attendees: None

Meeting called to order at 4:55 pm by Joe Morales

Reports:

Secretary's Report: April minutes submitted at May CSILV Executive Board Meeting

Treasurer's Report: Report submitted at May CSILV Executive Board Meeting

Membership Report:

House Report: Report submitted at May CSILV Executive Board Meeting.

Awards Report:

Opening comments:

- Proposed meeting at 3 Square for a tour and volunteer work

Old Business:

1. John Morrison returned comments to Joe. Joe and Judee will vet changes and present to membership at June meeting. Any changes will be posted on website and sent to CSI National. Board and membership need to vote on any changes and be filed with CSI institute and State of Nevada.
2. Fundraising Chair for CSILV bowling tournament: Michelle will contact Jenny Sempliciano about serving for the bowling tourney.
3. Discuss chapter dues for next year (fiscal year 2010-2011) and form ad hoc committee to review fees and benefits for CSILV chapter. Craig to form committee to field ideas. Options will be put to a vote.
4. Discussion for ideas to increase membership took place April 18th with Joe, Michelle, Craig. Ideas included fee rebates for bringing in new members, recruit at professional networking events, start CSI networking events outside of normal meetings, see if CSI Institute offers rebates for new members, advertise in construction lists, "digger's list", Construction Notebook, In Business, Designing Minds, etc.
5. Discuss certification classes with Lendall, who will be working with Paul Simonson.

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New Business:

1. Vice President will be liaison to CSI Foundation. Add to by-laws.
2. Next program for June: Awards banquet at Main Street Station on June 9th. RSVP required by Thursday, June 4th. Banquet will be no charge for members, \$25 for non members. Chris will research and call board for feedback.
3. Construction awards to be distributed at awards banquet.
4. Add student affiliate – Kim Hammer and Shauna Sullivan volunteer to be student liaison, Roland Wisdom potential affiliate.

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5. Insurance for chapter: Judee has received a quote of \$744 for \$1,000,000 coverage for directors and officers. 2nd quote was \$1,123. Michelle makes a motion to accept the bid for \$744, Chris seconds motion. Motion passes.
6. Speak to Lee Beil about being a delegate for the CSI National Convention in Indianapolis in June. Joe and Michelle discussed this with Lee at May meeting.
7. Make reservations for awards banquet at Main Street Station.
8. Need to order certificate sheets from CSI Institute, need 100 sheets. Judee to place order on 5/13/09
9. Ballots from election to be added to minutes book.
10. Certified audit needs to be performed each year. Judee & Chris to find CPA for the audit.
11. Planning meeting to be held on July 14th at 5:30 pm.

Ongoing Business:

1. Committee reports due by the first Thursday of the month for the executive board meeting.
2. Budget reports are needed from each committee chair prior to executive board meeting. E-mail to Judith – Judith@steam-whirl.com
3. Minutes to be sent to James Highgate to post on website. Craig Clark to send monthly. Notices for meetings to be included in Construction Notebook and sent out 2 weeks prior to meeting. Construction Notebook publishes every Wednesday.
4. 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.
5. Newsletter submittals still needed by all membership for inclusion in newsletter. Articles are to go to Shauna at Lendall Mains (shauna@lendallmains.com). Articles due by the 25th of the month in order to publish in the newsletter. General membership to help contribute articles – announcement at full meeting.
6. Written reports from committee chairs are requested along with electronic format. E-mail to craig@powerimage.com. Need samples of reports to hand out to committee chairs for examples – available in admin guides from institute. Michelle will e-mail out samples.
7. Bring membership forms to meetings for members to keep on hand for future CSI members. David Pierce to bring forms.
8. Re-negotiate contract with Main Street Station for meals and meeting room for next year. Chris will meet to get options available to CSILV. Need to check to see if minimum number of guests can be reduced to 35.
9. Committee chairs and co-chairs: Positions are still open, including events planning and public relations. New list will be available from Joe.
10. Advertising for webpage – Joe and James to continue to work on sponsorships and advertising opportunities.
11. Committee chairs and co-chairs: Positions are still open, including events planning and public relations. Need volunteers – recruit positions at meetings.
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Closing Comments:

- Joe moves to adjourn meeting at 5:55 pm.

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

Planning – **TBD**

House: Chris Thompson, CSI

Education: ?

Newsletter: Lendall Mains CSI, CCS, AIA

Electronic Communication:

Website: James Highgate
Awards: Joe and Michelle
Certification: - Lendall Mains
Audit / Finance:
Membership: David Pierce, CSI, CDT
Programs: – Joe Morales / Craig Clark
Public Relations: Justin Woelfel
Scholarship Foundation: Roland Wisdom, CSI, CCCA -
Tabletops: - Michelle Merillat
Community Service: John Morrison, CSI, CDT -
Technical: Lee Beil, FCSI, CCCA -
Academic Liaison: Roland Wisdom, Kim Hammer
Fundraising / Bowling: Jenny Simpliciano
Archives: Gale Ward, CSI, CCCA -
Historian: Carol Coleman, FCSI, CDT -