

Las Vegas Chapter CSI Board Meeting Minutes

November 11, 2008

Subject: Las Vegas Chapter CSI, Board Meeting Minutes
Date: Tuesday, November 11, 2008
Location: Las Vegas Social Club at Main Street Station

November 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
Other Attendees: Lee Beil, James Highgate

Meeting called to order at 5:35 pm by Joe Morales

Reports:

Secretary's Report: October minutes submitted at Executive Board Meeting
Treasurer's Report: Report submitted
Membership Report:
House Report: Report submitted at Executive Board Meeting
Awards Report:

Opening comments:

- Proposal for a free drink ticket for donation of 5 cans of food at holiday party
- Karen motions to not accept balance of CSI Foundation proceeds from bowling event, but to donate to CSI Foundation for further scholarships. Chris seconds motion. Motion passes
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Old Business:

1. Need to invoice for previous shirt sales. Michelle to submit.
2. Programs for balance of year are complete and Joe will send out in outlook calendar format to be published in the newsletter and to submit to institute.
3. Executive Board to review and make any recommendations to the current by-laws. Joe to finalize changes and submit to board for review.
4. Foundation bowling event: \$9,606.57 total proceeds
5. Food drive for December meeting to benefit food bank. Donations will go to Three Square food bank. Will arrange tour of facility and help with renovations. Donations will be accepted at CSILV holiday party.
6. Committee chairs and co-chairs: Positions are still open, including events planning and public relations. Contact Joe for details. Position of Secretary may be vacant in spring of 2009 for remainder of term if current secretary is required to move for work.
7. Fundraising Chair for CSILV bowling tournament: Joe will contact Robert Prichard of S.H. Architects
8. SWRC schedule, location and committee. Joe to provide update. We are waiting on more information from Lendall Mains. Joe Morales and Lee Beil to assist.

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9. Insurance for chapter –Judith 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. Judith will get quotes.
10. Add additional members to House committee? Nick Hammer
11. Provide breakdown of dinner / meeting costs to Joe for review – approximately \$40 each.

New Business:

1. Next program for December: Holiday Party on December 9th.
2. Advertising for webpage – Joe and James to work on.
3. Send Judith rejected e-mails from membership contacts
4. List current board members on website with contact information – James and Joe.
5. Holiday flyer is complete. Price for party is \$25 for members, \$35 for non-members.
6. Flyer for food drive to be sent out to membership for donations.

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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 Need budget from Lee Beil for SW Region.
3. Minutes to be sent to James Highgate to post on website. Craig Clark to send monthly.
4. **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 31st. Ongoing campaign.**
5. 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.
6. 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 25th of the month in order to publish in the newsletter. General membership to help contribute articles – announcement at full meeting.
7. Written reports from committee chairs are requested along with electronic format. E-mail to craig@powerimage.com to forward to James Highgate. Need samples of reports to hand out to committee chairs for examples.
8. \$1,751.57 owed to Foundation from CSILV chapter
9. Saturday meetings to be continued for Len Harding for LEED
10. Karen motions to spend \$85 for Christmas wishes ad in Construction Notebook. Judith seconds motion. Motion passes

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Closing Comments:

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Joe moves to adjourn meeting at 6:20 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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