



10/10/24

CSI Phoenix Chapter Board Meeting 2024-2025

Meeting Minutes

Attendance /Board Quorum Confirmation

A total of 6 are in attendance a quorum is present.

Board Members

P	T	A	Name	Board Position	Phone	Email
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brooke Manriquez	President	602-734-5333	bmanriquez@arcadiainc.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jeff Nielsen	President-Elect	480-601-8762	JNIE@hempel.com
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jaime Garrido	1st Vice President	602-256-4375	Jaime.garrido@phoenix.gov
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vacant	2 nd VP		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heather Unger	Secretary	602-448-5355	Hunger@fmsolutions.net
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teri Hand	Treasurer	602-418-1268	thand@swcspecialists.com
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minnie Robles	Past President	520-273-3220	Minnie.robles@jm.com
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jeff Scoby	Director 24-25	602 714-7280	jeff.scoby@dunneard.com
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clarissa Aguilar	Director 23-25	602-279-4373	CAGUILAR@awarch.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ron Stas	Director 23-25	480-414-4185	rons4277@gmail.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vacant	Director 24-25		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jay Harris	SW Region President	602-819-8813	Jay.harris@allegion.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Robin Snyder	SW Region Secretary	602-369-8163	robin@spectraspecs.com

Chapter Committee Chairs

P	T	A	Name	Committee	Phone	Email
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jaime Garrido	Education	602-256-4375	Jaime.garrido@phoenix.gov
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	John McCall	Technical	480-438-9291	Johnmccall44@gmail.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Bobbi Jo Huskey	Programs	602-390-3599	bobbijo@partitionsco.com
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minnie Robles	Membership	520-273-3220	Minnie.robles@jm.com
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heather Unger	Awards	602-448-5355	hunger@fmsolutions.net
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clarissa Aguilar	Communications/ Publicity	602-279-4373	CAGUILAR@awarch.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ron Stas	Fundraising Golf Tournament	480-414-4185	rons4277@gmail.com

1. Brooke called the meeting to order at 9:05
2. Adopt Minutes from last board meeting
 - Board reviewed, Brooke moved to adopt, Jaime seconded, minutes for September adopted.
3. Announcements:
 - 2024 CSI National Conference Oct 16-18 in Houston, TX
 - i. Jeff, Heather will attend.
4. Committee Chairs – Allow for each chair to provide a brief report on their plan.
 - Programs – Bobbi Jo, Ken, Brooke

- Budget = 20k
- October 10 - Seven Deadly Sin of Email – Stuckey Insurance at the Wyndham LUNCH meeting
- November 14-Are You Up Against a Brick Wall? Dawn Rogers, AZ Masonry Guild – Wyndham dinner meeting
- December 12 Holiday party–Stockyards restaurant, details on website
- January 9 – Arizona Boom or Bust? – Ken working w/ Rebekah. Wyndham evening
- February 13- When It All Comes Together / GC + Architects Collaboration – Jerry Greer Okland Wyndham – Wyndham dinner meeting
- March 13 – It’s Getting Greener-Living Bldg. Challenge, Dev. ART, Wyndham -dinner meeting.
- April 10 – Indigenous Design & Programming, Carlos Murietta Panel Discussion-Wyndham-dinner meeting.
- May 8- Living Lifestyle-Omar Bailey, Shepley Bulfinch-Moon Tower Tour and dinner on site
- June 12 – Project Spotlight-architect spotlight/member appreciation meeting-location TBD
 - Bobbi Jo and Ken to Coordinate Jerry’s presentation with Oakland-build the panel of speakers.
 - Bobbi Jo/ Ken/Brooke coordinating on other speakers.
- 24-25 Strategies
 - Clarissa posting the info on Linked-in, Instagram, Facebook, CSI Website...etc.
 - Brooke reviewed programs Bookmark with all events printed for the year.
 - More dinner meetings with dates/times listed for all monthly meetings.
 - Jaime-would like to host the meetings at a firm’s office maybe more of a mixer.
 - Evening social event or a building tour to do with GC to host it and follow the program. Jaime to coordinate this. Budget with GC? Chase space?
- Membership-91 for October
 - Budget=
 - Game plan/24-25 Strategies
 - Send new members e-mail to welcome them Brooke is sending these.
 - Mark Ramos-Register as a member contacting Sacramento chapter for membership ideas-outcome?
- Professional Development & Certification/Education –
 - Academic Programs/Students
 - Budget=\$6,700 – updated based on chapter handbook review, and Jaime and Heather meeting 10/10.
 - Scholarships = 50% or \$5,000 whichever is greater from Golf Tournament for scholarship fund.
 - Future Cities = \$500
 - Skills USA = \$500 – 10/3 Presented to over 100 students and awarded prizes for quiz winners!
 - CDT Class = \$1,200 (Books, food for class, Passing CDT reimbursement)
 - CDT Class – Bobbi Jo created flyer; Jaime will distribute in the meeting today.
 - 24-25 Strategies
 - Marketing opportunities with SkillsUSA and FM Pipeline-Facilithon
 - MCC Foundation for Scholarships – 1c3 partner with MCC – liaison for all donations/philanthropic gifts, program support to students for scholarships to all trades initial meeting 9/30 with Jaime and Heather. Follow up 11/15 - Virtual meeting with leaders of the 4 colleges with construction trades programs.
 - Jan 24, 31, and Feb 7th CDT classes. – Friday’s

- Barbara – CDT class- 1-1 online
 - Technical -John McCall
 - Budget
 - Game plan/24-25 Strategies
 - Need notes from John- use live Teams meeting / webinars.
 - Awards
 - Budget = \$1,400 – for June awards to board and members appreciation-Bobbi Jo/programs. (Water bottles/mugs/pens/ etc.)
 - OCC Phoenix Chapter 2022-2023- Awarded!
 - Phoenix Chapter Communications Award-2022-2023-Awarded!
 - Heather accepting on behalf of the chapter at the National Conference in Houston 10/16/24.
 - Media/Communications – Clarissa & Nanh
 - Game Plan/24-25 Strategies
 - Website management- not Bobbi Jo-Clarissa – Star Chapter management
 - Clarissa is working on flyers for communication – flyer for SW conference
 - Insta-144 members
 - Announce the new board on social media-Clarissa
 - Brooke provided the President’s letter-September-post, e-mail etc. Goal is to provide a quarterly letter.
 - List of communication from Bobbi Jo – update CSI e-mail to send to CSI Communications.
 - Events/Fundraising – Minnie Robles
 - Golf Tournament Fundraiser 3/21/2025 San Marcos in Chandler- Frank, Bobbi Jo, Don Z
 - T-box sponsors \$600-\$700?
 - Volunteers for planning committee needed.
 - Revenue last year was around \$14k.
 - Minnie Update
 - Roofing event – was end of September – had CSI flyers that were distributed, mostly manufacturing reps, will send a list of contacts
 - Budget = Provide to Teri for chapter budget – referenced ARCA info and will submit it.
 - Other Ideas
 - Bowling event – should be most profitable, working on this.
 - SRS – has a clay/skeet shooting event that is profitable.
 - Tabletop games/trivia/like a casino night- could make 6-7k out of it – exchange chips for raffle tickets, raffle prizes – donated by other associate members.
 - Art and wine gathering- paint and sip.
 - Minnie to send a full list of costs and events for budget and board approval.
 - Sponsors-table tops at meetings
 - Events/Fundraising- Let’s Build Construction Camp for Girls-Minnie Robles/Heather Unger
 - CSI to Sponsor/Budget-\$2,500
5. Treasury Report - Teri Hand
- Provide current chapter current banking statement update.
 - i. Checking - \$51,767
 - ii. Savings-\$30,208

- Provide Established Budget for 2024-2025 for board approval by Monday 10/14.
- All committee chairs need to report their budget requests to the treasurer, and president, then present them to the board for a vote to approve the budget by 10/21.

6. Secretary's Report

- Send monthly board meeting minutes to the Communications Chair (Clarissa) to be uploaded to the website.
- Met with Bobbi Jo and Clarissa – we can create the CSI Phoenix shared drive with the CSI Phoenix-g-mail address for board member access to archive documents.

7. Round Table Items

- Special board review meeting of Bylaws and CSI Phoenix Chapter Policies and Handbook held virtually 10/9/24 3:00PM. Comments and updates are in progress.

8. Meeting adjourned at 10:02.