



11/14/24

CSI Phoenix Chapter Board Meeting 2024-2025

Meeting Agenda

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@dunnewards.com |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Clarissa Aguilar | Director 23-25 | 602-279-4373 | CAGUILAR@awarch.com |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ron Stas | Director 23-25 | 602-377-4002 | 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 checked="" 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 checked="" 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 checked="" 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 9:02
2. Adopt Minutes from last board meeting
 - Minutes Adopted for October board meeting
3. Announcements:
 - 2024 CSI National Conference Oct 16-18 in Houston, TX
 - i. Jeff Nielsen and Heather Unger attended- Great conference! Summary posted on LinkedIn – Heather provided summary of conference-learning sessions
 - ii. Our chapter received the Communications award and the OCC award this year!
 - Brooke to review ASC (Associated Schools of Construction) West Region- co sponsors with southwest region – Mike Young and Morayma did go and sponsored this with \$500. Requesting

participation and sponsorship. Robin researching this for SW/ Phoenix CSI sponsorship. Brooke to communicate to Mike Young. SW region contributed \$600 to co-sponsor this last year.

4. Committee Chairs – Allow for each chair to provide a brief report on their plan.
 - Programs – Bobbi Jo, Ken, Brooke
 - Budget = 20k
 - November 14-Are You Up Against a Brick Wall? Dawn Rogers, AZ Masonry Guild – Wyndham dinner meeting. Most CSI e-mails from postmaster go to spam. Bobbi Jo will send a reminder.
 - Need to check RSVPs, and maybe a calling committee to check for attendees. Has name tags ready.
 - December 12 Holiday party–Stockyards restaurant, details on website. Bobbi Jo may need to get with Jeff for sponsorship options. Add sponsors to PP for chapter meeting-Bobb Jo to send list to Heather.
 - 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.
 - Programs Bookmark with all events printed for the year- see Bobbi Jo
 - 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-93 for November
 - Game plan/24-25 Strategies
 - Send new members e-mail to welcome them Brooke is sending these.
 - Check for Jamie Kelly as new members-Minnie requested, Heather checking
 - Professional Development & Certification/Education –
 - Academic Programs/Students
 - Budget= Updated based on chapter handbook review.
 - Scholarships = 50% or \$5,000 whichever is greater from Golf Tournament for scholarship fund.
 - Future Cities = \$500
 - 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
 - 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- Robin can help with Canva flyer to post and share.
 - 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. Working on January's letter.
 - List of communication from Bobbi Jo – update CSI e-mail to send to CSI Communications.
 - Holiday party flyer, and CDT flyer in Canva to be posted. Bobbi Jo to send graphics for holiday party, check with Jaime for CDT/PP details to create flyer.
- 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.
 - Minnie – talking to new people, Jim Spores new member with ATAS may assist with this committee.
 - 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 - \$46,651
 - ii. Savings-\$30,209
- 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.
- Invoice from AIA to use to get programs accredited- never had to pay that before. Brooke to research this. Robin thinks national has a program with AIA to get programs accredited. Brooke to contact AIA national to check for this agreement.
- Teri updated the budget and sent this to Brooke to share with the board for re-approval.
 - i. All in Favor = Unanimous
 - ii. Opposed =
 - iii. Budget approved 11/14/24

6. Secretary's Report

- 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.
- SW Region Conference!!-Robin Snyder
 - i. Save the dates, sponsor packages are out
 - ii. Pikes Peak-need education topics, tabletops
 - iii. Website to be updated
 - iv. In Colorado Springs this year
 - v. April 23-26, 2025
- Some CSI membership drops this year in other chapters
- AIA meeting in September, not as much attendance as expected.

8. Bobbi Jo moved to adjourn; Jaime seconded Adjourned at 9:56.