



2/1/2024

CSI Phoenix Chapter Board 2023-2024

**Meeting Minutes**

1. Meeting brought to order Minnie Robles called to order at 12:02
2. Announcements:
  - SW Regional Conference – April 17<sup>th</sup> – 20<sup>th</sup> The Lodge on the Desert Hotel – registration is open. Check website, Robin to send link to the board to test orders/sponsorship. Short 1 Product Rep track – need topic. Minnie sending idea, checking with Brooke for topics. A speaker of benefit to product reps.
  - Ron Geren’s celebration for his Distinguished member designation was a success
  - Board Direction – work closely as the board, and how to help the chapter grow. Committees will be separate.
3. Board Member Positions /Attendance Quorum Confirmation (5 minutes)  
Total of 4 are in attendance – quorum is present.

| P                                   | T                        | A                        | Name              | Board Position      | Phone        | Email                      |
|-------------------------------------|--------------------------|--------------------------|-------------------|---------------------|--------------|----------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Minnie Robles     | President           | 520-273-3220 | Minnie.robles@jm.com       |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Brooke Montelongo | President Elect     | 602-734-5333 | Bmontelongo@arcadiainc.com |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | Jeff Nielsen      | 1st Vice President  | 480-601-8762 | JNIE@hempel.com            |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | Vacant            | 2 <sup>nd</sup> VP  |              |                            |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Heather Unger     | Secretary           | 602-448-5355 | Hunger@fmsolutions.net     |
| <input 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"/> | Jaime Garrido     | Past President      | 602-256-4375 | Jaime.garrido@phoenix.gov  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | Jeff Nielsen      | Director 23-24      | 480-601-8762 | JNIE@hempel.com            |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> |                   |                     |              |                            |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | Clarissa Aguilar  | Director 23-25      | 480-886-0290 | cla@MergeAG.com            |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | Ron Stas          | Director 23-25      | 602-377-4002 | rstas@ppg.com              |
| <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 checked="" 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 type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | Lisa Brown        | Membership                     | 480-339-9247 | lisa.brown@karndean.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"/> | Derek Cassano     | Communications                 | 602-616-2063 | Derek.cassano@dormakaba.com |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Brooke Montelongo | Publicity                      | 602-734-5333 | bmontelongo@arcadiainc.com  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | Frank Thomas      | Fundraising<br>Golf Tournament | 480-589-2013 | fthomas@obe.com             |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Minnie Robles     | Let’s Build Camp               | 520-273-3220 | Minnie.robles@jm.com        |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Heather Unger     | Let’s Build Camp               | 602-448-5355 | hunger@fmsolutions.net      |

#### 4. Review of Chapter Committees Activities

- Next board meeting-Committee chairs reporting to Jeff (VP) to provide brief report in board meeting.
  - i. Minnie to communicate with Brooke to coordinate on this.
- Programs – Chair Bobbi Jo Huskey/ Brooke Montelongo
  - February 8<sup>th</sup> 11:30 - AZBEX at Chasse Building with Rebekah Morris.
  - March – past president of AIA for an AI presentation.
  - April 11<sup>th</sup>- What is CSI? Panel discussion with CDT, CCCA, CCS, CCPR, all with CSI Certifications.
  - May 9<sup>th</sup>- Brooke still finalizing- Tour and Lunch with USGBC.
  - June membership appreciation – may have the Future City team/City “Instanova” present their city.
- Membership – Chair Lisa Brown
  - Member count – 1 New for January.
  - Creation of a “CSI Phoenix Chapter booth” and funding for GC conferences.
  - CSI Phx donated a table from ARCA for conf. in September 19-21 at Wekapah casino, trade show is on the 20<sup>th</sup>.
  - Create a “Why join CSI?” for the golf tournament – Minnie to review with Lisa.
  - Jay Harris-funding from SW Region to support this- send details for vote to Robin and Jay when available.
- Professional Development & Certification/Education – Jamie Garrido/Barbara Faulwetter
  - 3 offerings for CDT classes
    - Jaime/Neil/Ron CDT class has 7 attendees -mix of Architects and product reps.
    - Cherise from Portland-December CDT class registration to open: <https://www.portlandcsi.org/cdt-study-classes>. Classes start February 1 for 12 weeks – Thursday nights, cost is \$150.
    - Barbara Faulwetter-Tutorials by appointment
    - Derek Cassano(communications) to advertise all these-promote on social media.
- Academic Programs/Scholarships – Jaime Garrido/Heather Unger
  - Promote ASU and U of A Scholarships.
  - Research EVIT events for promotion.
  - Provide 3 scholarships this year.
  - Derek to check AIAs scholarship for further information.
  - Skills USA – Regional competitions to promote/bring Flyers for CSI Scholarships.
- Technical Committee-John McCall
  - Need to meet with Minnie and review the resources / links for CSI Institute technical committee support.
  - Reached out to Rachel with Denver CSI Technical Committee Chair for advice.
  - Working on podcast for Roofing – and send to Minnie for ARCA article.
  - Create master list of committees with SW Region contact (Robin). – Denver?
- Awards–Heather Unger/Clarissa Aguilar
  - OCC and other awards for the year – on schedule
  - Clarissa will be sending requests to Committee chairs to
  - Suggestions for other awards to pursue this year?

- Media/Communications–Derek Cassano
    - All accounts – LinkedIn-216, Instagram-78, Facebook – add tracking to all accounts.
    - May add AI posting, gaining traction right now.
    - Need to add more posts for Golf Tournament, and meetings once details are in place.
    - Review of the “Star chapter” chapter management company
      - Website transfer of data coordination – who is doing this? Bobbi Jo to contact Derek and Katie at Star Chapter to move forward.
      - Costs \$83 monthly, + \$779 Set up fee.
      - Need tax forms from Teri to complete this.
  - Publicity–Brooke Montelongo
    - Instagram/Linked In. following CSI Phoenix
  - Events/Fundraising
    - Golf Tournament 3/22 San Marcos Golf Course in Chandler!
    - Check with Bobbi Jo for flyer to share with potential golfers.
    - Robin suggests Ron Stas to manage the tournament as Frank steps out.
      - Raffle for Architect / Engineers/ Designers/ Spec Writers for foursome players, Great job on this Bobbi Jo!
    - Let’s Build Construction Camp for Girls-Minnie Robles/Heather Unger
      - Schedule meeting with Carpenter’s Union for 2024 camp kick-off in February.
      - Sponsors already donating items for the camp, 40 hard hats store at ATAS.
      - ATAS–Customer appreciation event 2/26-will have a table at their trade show to raise money for this event.
      - Selling mulligans at the Golf Tournament
    - CSI Construction Camp-any volunteers?
  - Future Cities Event 2024-Heather
    - Future City Competition Arizona Region 2023-2024 CSI Sponsored Award “Excellence in the use of Materials.” Awarded to the team/City “Instanova”
    - Society Judges Curtis Slife and John McCall at Arizona Regional Finals at Casteel High School in Queen Creek, AZ.
5. Treasury Report - Teri Hand
- Provide current chapter current banking statement update.
  - December amounts – January not yet available.
    - i. Checking: \$63,918
    - ii. Savings: \$30,206
6. Round Table Items-
- Other fundraising events besides golf tournament, other suggestions?
    - i. Bowling event, but not on Halloween.
    - ii. Pickle and mall-restaurant/bar.
    - iii. Putt Shack-indoor miniature golf-fundraising events.
    - iv. Combined social events and fundraising events to meet chapter goal.
  - AIA meeting 2/2 – Join with AIA architects and CSI product reps to do joint events/tours and interact by getting more involved and partner with them.
  - Joining AIA as allied members to bring groups together.
7. Motioned to adjourn-Heather, Brooke seconded the motion, Meeting adjourned 1:04PM.