



3/7/2024

CSI Phoenix Chapter Board 2023-2024

**Meeting Minutes**

1. Meeting brought to order Minnie Robles called to order at 10:05
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.
  - Golf Tournament 3/22 San Marcos Golf Course in Chandler!
  - 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 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 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"/>	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"/>	Vacant	Director 23-24		
<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 checked="" 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 checked="" 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clarissa Aguilar	Communications	480-886-0290	cla@MergeAG.com
<input 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 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 with Jeff.
- Programs – Chair Bobbi Jo Huskey/ Brooke Montelongo
  - March – past president of AIA for an AI presentation.
  - April 11<sup>th</sup>- Sonoran Studio: A living building challenge studio tour.
  - May 9<sup>th</sup>- Brooke still finalizing- Tour and Lunch with USGBC.
  - June membership appreciation–Invited the Future City team/City “Istanova” to present their city.
- Membership – Chair Lisa Brown
  - Member count – 3 New Members in February and 3 in March, total of 8 new in 2024. Total of 91 members currently.
  - Creation of a “CSI Phoenix Chapter booth” and funding for GC conferences.
  - CSI Phoenix donated a table from ARCA for conf. in September 19-21 at Wekopah 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.
    - Minnie to send formal request to Robin for funding support from SW Region.
    - Check with Lisa on membership chair responsibilities.
- Professional Development & Certification/Education – Jamie Garrido/Barbara Faulwetter
  - 3 offerings for CDT classes
    - Jaime/Neil/Ron CDT class complete and was a success! Blend of young architects and product reps. Suggestion to start earlier with promotions for the class next year.
      - Bobbi Jo to send list of attendees to Minnie for CSI Membership follow-up.
    - Cherise from Portland-December CDT class in progress.
      - Heather attending, taking notes and PP screen shots, and referencing materials for CDT Study Guide, flash cards etc.
    - Barbara Faulwetter-Tutorials by appointment.
    - Need Communications to advertise all these-promote on social media.
- Academic Programs/Scholarships – Jaime Garrido/Heather Unger
  - Registration in progress with Financial Aid at ASU as a Scholarship Administrator.
  - Requested meeting with MCC to provide scholarship details with Financial Aid.
  - Researching EVIT events for promotion.
  - Goal – Provide 3 scholarships this year.
  - Skills USA March 28<sup>th</sup>& 29<sup>th</sup> – State competitions to promote/bring Flyers for CSI Scholarships
  - Add SW Region Paul Simonsen Scholarship promotion from Phoenix Chapter-in new website Scholarship tab – link to SW Region Website page.
- Technical Committee-John McCall
  - 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?
  - IBEC-International Institute of Building Envelope Consultants Expo John is attending and checking for Podcast information.
  - Minnie will be there at the Johns Manville booth with CSI membership flyers.
- Awards–Heather Unger/ Jeff Scoby
    - OCC – submittal Deadline is July 16<sup>th</sup>, 2024.
    - Suggestions for other awards to pursue this year – submittal deadline is May 29, 2024.
- Media/Communications–Clarissa Aguilar
    - All accounts – LinkedIn-216, Instagram-78, Facebook-?
    - Need to add more posts for Golf Tournament, and meetings once details are in place.
    - Bobbi Jo-Review of the “Star chapter” new CSI Phoenix Website.
      - Schedule website review with Minnie
- 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.
    - 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
      - Met with Carpenter’s Union for 2024 camp kick-off-confirming dates for camp.
      - Sponsors already donating items for the camp, 40 hard hats from e2Optics store at ATAS.
      - ATAS–Customer appreciation event 2/26-raised \$1,076!
      - Selling mulligans at the Golf Tournament – LBGC Phoenix.
      - Promote/bring Flyers for camp to Skills USA March 28<sup>th</sup> & 29<sup>th</sup> – State competitions at the Phoenix Civic Center.
    - CSI Construction Camp-any volunteers?
- Future Cities Event 2024-Heather
    - Contacted the teacher of our winning team “Istanova” to have the team present their city in the June chapter meeting.
5. Treasury Report - Teri Hand
- Current chapter current banking statement update, under budget for the year so far.
  - February amounts
    - i. Checking: \$56,143
    - ii. Savings: \$30,207
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.

- v. Minnie to take over Fundraising Chair after term as President is complete.
  - AIA meeting 2/2-Provide update on joint events/tours and interact by getting more involved and partner with them.
    - i. ASU event – coordination by Brooke. Need event locations far in advance for AIA to promote our meetings.
    - ii. CSI members to review AIA for membership as well.
  - Communication with Jeff Nielsen on VP/President elect succession for next year.
    - i. Minnie and Brooke have been in touch with him and are communicating periodically.
  - Need Presidential role to grow year over year, not to change direction every 8 months with the new president for the board.
7. Motioned to adjourn-Heather, Bobbi Jo seconded the motion, Meeting adjourned: 11:16.