



4/4/2024

CSI Phoenix Chapter Board 2023-2024

Meeting Minutes

1. Meeting brought to order Minnie Robles called to order at 10:07
2. Announcements:
 - SW Regional Conference – April 17th – 20th The Lodge on the Desert Hotel – registration is open. Check website, Robin to send link to the board to test orders/sponsorship. Need 1 more tabletop sponsor, Liz Izencugle will be there meeting with incoming leadership (President Elect-Brooke)
 - Golf Tournament San Marcos Golf Course in Chandler – was a success! Same day as 2 other golf events in the industry, consider this when scheduling this next year.
 - 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 7 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 checked="" 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 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"/>	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 checked="" 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 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 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
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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 11th- Sonoran Studio: A living building challenge studio tour. 20-25 attendees.
 - May 9th- Brooke still finalizing- Tour and Lunch with USGBC.
 - June 13th 530-7:30PM membership appreciation– the Future City team/City “Istanova” to present their city.
 - Bobbi Jo-requesting meeting to provide the board with a tutorial for the new website, will send invitation for virtual meeting.
- Membership – Chair Lisa Brown-may move to the Tucson Chapter
 - Member count – 7 new members in March. 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 20th.
 - Have conversations with members to get involved in the chapter.
 - Who to go after for new membership-students? Architects? Students move away, specifiers are the untapped market. Partner with NAWIC and AGC and NOMA.
 - 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.
 - Jaime to bring up the CDT training and market this with the PHX trainers with a virtual training to the SW region.
- 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 28th& 29th – 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.
 - Heather to Send all Scholarship info to Brooke-NOMA and NOMAs (student chapters)
 - 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.
 - Create content for podcasts-need to get consent for videos.
 - Check with Podcast info/process from Cherise Lakeside-CDT trainer.
 - Awards–Heather Unger/ Jeff Scoby
 - OCC – submittal Deadline is July 16th, 2024. – add Skills USA Faciliton competition volunteers-education and industry event.
 - Minnie doing Presidential newsletter.
 - Suggestions for other awards to pursue this year – submittal deadline is May 29, 2024.
 - Media/Communications–Clarissa Aguilar
 - All accounts – LinkedIn-?, Instagram/X-? Facebook-?
 - Need to add more posts for all upcoming events.
 - 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-Follow-up from Ron for totals and lessons learned meeting on items to change/update for next year’s event.
 - 6/3-6/7 Let’s Build Construction Camp for Girls-Minnie Robles/Heather Unger
 - Sponsors already donating items for the camp, 40 hard hats from e2Optics store at ATAS.
 - ATAS–Customer appreciation event 2/26-raised \$1,076!
 - Promote/bring Flyers for camp to Skills USA March 28th & 29th – 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
- iii. Goal is to get funds from tournament into the bank from credit cards and other donations.

6. Round Table Items-

- Other fundraising events besides golf tournament, 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.
- New member orientation meeting, Jaime suggested.
- USGBC meeting full day event on May 9th, Conference sponsor from CSI. Could do \$1,000, or more? Brooke coordinated the meeting with CSI sponsorship.
- A motion for vote is proposed to the board for funding this event pending budget review for \$3,000.
 - i. Yes vote= 4 No vote=0 Motion passes, pending budget review.
- Brooke working on potential next year meeting with AIA/NOMA/CSI joint meeting September 12th. AIA sharing our CSI events on their calendars.

7. Meeting adjourned: 11:17.