



5/2/2024

CSI Phoenix Chapter Board 2023-2024

Meeting Minutes

1. Meeting brought to order Brooke Maniquez called to order at 10:04
2. Announcements:
 - SW Regional Conference – Huge success!
 - i. Phoenix chapter awarded with the Arcadia cup for the most attendees!
 - ii. Award for Individual Certificate of Appreciation to Bobbi Jo Huskey!
 - Board Direction – work closely as the board, and how to help the chapter grow. Committees will be separate.
 - Update for Phoenix Board roster due to institute by 5/31.
 - i. Directors to be updated, 2ND VP vacant for now.
 - ii. Follow-up with Jeff Scoby for possibility to take Director position.
 - iii. Previous spec writer from Arrington Watkins – to support Clarissa for Director position.
 - iv. Suggestion for 2nd VP-moving directors up to higher board positions.
 - v. Brooke to get assistance with marketing when presidential role is undertaken.
 - vi. Jaime nominated for 1st VP position for next year.
3. Board Member Positions /Attendance Quorum Confirmation (5 minutes)

Total of 6 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	Bmanriquez@arcadiainc.com
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jeff Nielsen	1st Vice President	520-424-8015	Jeff.nielsen@icpgroup.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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jeff Nielsen	Director 23-24	520-424-8015	Jeff.nielsen@icpgroup.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	caguilar@wawrch.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 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 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clarissa Aguilar	Communications	480-886-0290	caguilar@wawrch.com
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brooke Montelongo	Publicity	602-734-5333	Bmanriquez@arcadiainc.com
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ron Stas	Fundraising Golf Tournament	602-377-4002	rstas@ppg.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
 - May 9th- Full Day Seminar and Lunch with USGBC – need code to register for this event on their site-reach out to Brooke or Bobbi Jo for this access. Check website for details.
 - June 12th 5:30-7:30PM at Social Hall in Tempe.
 - Membership appreciation-slide slam with Merge, Krause, and BWS and possibly Stantec.
 - The Future City team/City "Istanova" to present their city.
 - Bobbi Jo-requesting all board members and committee chairs to complete a tutorial for the new website and provide updates in their specific areas/committees. – Check e-mail sent on 4/10 from Bobbi Jo.
 - Brick Allen with MC2 may have presentations available.
 - Jaime suggested Air Barrier presentation from SW conference. And suggesting as a City of Phoenix presentation for architects working with the city, and CSI as co-sponsors. Chase (Ryan) may be supporting/sponsoring. Need to coordinate the date with CSI and CoP. City "education" program – contact Jaime.
 - Risk Management- sent to Brooke suggestion from Heather.
 - IBEC-the "Perfect Storm"-5/22-presentation. Minnie to communicate flyer for event to Brooke as possible future event for CSI Phoenix.
- Membership – Chair (Interim) Minnie Robles
 - Member count – 1 new member for April. Total of 92 members currently.
 - Creation of a "CSI Phoenix Chapter booth" and funding for GC conferences.
 - 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.
 - Minnie meeting with Flynn to review this.
 - CSI Phoenix donated a table from ARCA for conf. in September 19-21 at Wekopah casino, trade show is on the 20th.
 - Need volunteers for this event. – Ron Stas volunteered.
 - 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?" – need technical support for this.

- Build Better document/flyer from CSI Institute. – Jaime to follow-up with communication on this.
 - Link on our website for this as well.
 - Print and bring to 5/9 meeting, and all monthly chapter meetings.
- Center for JOC Excellence organization – Jaime attended their golf tournament. President of this chapter is at Caliente Construction. Large organization. Add an item to the 24-25 planning meeting for future partnerships with organizations like this.
- Professional Development & Certification/Education – Jamie Garrido/Barbara Faulwetter
 - 3 offerings for CDT classes
 - Jaime/Neil/Ron CDT class complete and was a success! Suggestion to start earlier with promotions for the class next year. Jaime market this with the PHX trainers to provide a virtual training option to the SW region.
 - 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.
 - Suggestion to provide Air Barrier class at the SW Region conference.
 - CCCA SW Region/or National CSI education event? Work with Mike to coordinate this with Mike as the instructor. Ron Geren-talk with him about assisting with this.
 - Need Communications to advertise all these-promote on social media.
- Academic Programs/Scholarships – Jaime Garrido/Heather Unger
 - 1 Scholarship award this year for EVIT welding student Adamm Olsen!
 - Registration in progress with ASU as a Scholarship Administrator.
 - No response from MCC yet.
 - Goal – Provide 3 scholarships this year.
 - Add link to SW Region Website page for Paul Simonsen Scholarship promotion from Phoenix Chapter.
 - Heather meeting with Morayma for joint promotion for SW Region.
- 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 totals? Over \$14k in profit for the chapter.
 - Bobbi Jo and Heather-suggestions for process improvements for next year.
 - Need to book venue earlier to avoid overlap with other industry events.
 - 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: 68,152 April
 - ii. Savings: \$30,207
 - iii. Star chapter change over in progress. More time intensive for tracking funds into our accounts.
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.
 - Brooke working on potential for AIA/NOMA/CSI joint meeting September 12th. AIA sharing our CSI events on their calendars. Helping IBEC share their events.
 - Clarissa will be supported by Arrington Watkins, and on the ballot for Director position.
 - Need log-in information or other means to vote for all board members positions to full chapter roster. Bobbi Jo to re-send vote request e-mail to chapter roster. Deadline is 5/31.
7. Meeting adjourned: 11:07