



6/6/2024

CSI Phoenix Chapter Board 2023-2024

**Meeting Minutes**

1. Meeting brought to order Minnie Robles called to order at:
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, 2<sup>ND</sup> 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 2<sup>nd</sup> VP-moving directors up to higher board positions.
    - v. Brooke to get assistance with marketing when presidential role is undertaken.
    - vi. Jaime nominated for 1<sup>st</sup> VP position for next year.
    - vii. Membership vote was taken via e-mail. New board has been approved.
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 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 <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	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 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 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 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clarissa Aguilar	Communications	480-886-0290	caguilar@wawrch.com
<input 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
  - June 12<sup>th</sup> 5:30-7:30PM at Social Hall in Tempe.
    - Membership appreciation-slide slam with Merge, Krause, and BWS and possibly Stantec.
    - The 2 Scholarship award recipients will be in attendance.
  - 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.
  - New website tutorials meetings – Heather to send to the 24-25 board. 2 ½ hour meetings to review new process for changes.
  - Brick Allen with MC2 may have presentations available-Jaime has details.
  - Jaime suggested Air Barrier Association 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. ½ day symposium.
  - 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 May. Total of 93 members currently. Check- Erin Giles with Arrington Watkins (Clarissa’s company)
  - 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 – invitations in summer months.
    - 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 20<sup>th</sup> – for 3 hours, check with Minnie for further details.
    - Need volunteers for this event. – Ron Stas, and Jaime Garrido 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?" – Bobbi Jo created.
    - 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 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.
  - Need sponsors for meetings, and payment for guests to attend the meetings.
  - Work toward a better balance of meeting attendees, reps marketing with reps is not a great situation. Need more GC's, architects, spec writers...etc.
  - \*\* Discuss in strategic planning meeting in August- Bobbi Jo – suggestion for "2<sup>nd</sup> Tier" membership fee to cover meals for meetings. For \$25?
  - Current spend for meals \$12,500 – through May.
  - Question-what amount is still needed to cover the meals/meeting costs?
  - Minnie to have suggestions for fundraising (John volunteering for fundraising committee)..
- Professional Development & Certification/Education – Jamie Garrido/Barbara Faulwetter
  - 3 offerings for CDT classes-completed
    - Jaime/Neil/Ron CDT class complete
    - Cherise from Portland-December CDT class
    - Barbara Faulwetter-Tutorials by appointment.
    - School of architecture-CDT reimbursement
  - 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
  - John has 3 reps volunteering to do webinars.
  - 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 16<sup>th</sup>, 2024. – add Skills USA Faciliton competition volunteers-education and industry event.
    - Communications award– submitted 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 board members for tutorials.
  - Publicity–Brooke Montelongo
    - Instagram/Linked In following CSI Phoenix and share with your contacts!
  - 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
- New Website payments-daily payments are lumped into one day on statements, need to sort through them all to split out in separate accounts.
  - Heather to send Teri names for scholarships award recipients to write the checks.
  - Current chapter current banking statement update, under budget for the year so far.
  - February amounts
    - i. Checking: 68,152
    - ii. Savings: \$30,207
6. Round Table Items-
- Minnie – thank you for the board support throughout the year! It was an honor serving as the chapter president!
7. Meeting adjourned: 11:00