



9/11/24

CSI Phoenix Chapter Board Meeting 2024-2025

Meeting Minutes

Attendance /Board Quorum Confirmation

A total of 6 are in attendance a quorum is present.

Board Members

P	T	A	Name	Board Position	Phone	Email
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brooke Manriquez	President	602-734-5333	bmanriquez@arcadiainc.com
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jeff Nielsen	President-Elect	480-601-8762	JNIE@hempel.com
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jaime Garrido	1st Vice President	602-256-4375	Jaime.garrido@phoenix.gov
<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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Minnie Robles	Past President	520-273-3220	Minnie.robles@jm.com
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jeff Scoby	Director 24-25	602 714-7280	jeff.scoby@dunnedwards.com
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clarissa Aguilar	Director 23-25	602-279-4373	CAGUILAR@awarch.com
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ron Stas	Director 23-25	602-377-4002	ron@rslc.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vacant	Director 24-25		
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jay Harris	SW Region President	602-819-8813	Jay.harris@allegion.com
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Robin Snyder	SW Region Secretary	602-369-8163	robin@spectraspecs.com

Chapter Committee Chairs

P	T	A	Name	Committee	Phone	Email
<input 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"/>	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clarissa Aguilar	Communications/ Publicity	602-279-4373	CAGUILAR@awarch.com
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ron Stas	Fundraising Golf Tournament	602-377-4002	ron@rslc.com
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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

1. Brooke called the meeting to order at 9:35am
2. Announcements:
 - 2024 CSI National Conference Oct 16-18 in Houston, TX
 - i. Jeff - pending, Heather, Minnie will attend

3. Committee Chairs – Strategic Plans for 2024-2025– Allow for each chair to provide a brief report on their plan.

- Programs – Bobbi Jo, Ken, Brooke
 - Budget = 20k
 - September 11– A Path to Self-Empowerment – AIA/NOMA joint meeting at AIA office
- Special Event: Wednesday 9/18 5:30PM AIA Office – Ron, Neil, and Greg Markling



- October 10 - Seven Deadly Sin of Email – Stuckey Insurance at the Wyndham LUNCH meeting
- November 14 -Are You Up Against a Brick Wall? - Dawn Rogers, AZ Masonry Guild – Wyndham dinner meeting
- December 12 Holiday party– Stockyard - confirmed evening
- January 9 – Arizona Boom or Bust? – Ken working w/ Rebekah. Wyndham evening
- February 13- When It All Comes Together / GC + Architects Collaboration – Jerry Greer Okland Wyndham – Wyndham dinner meeting
- March 13 – It’s Getting Greener - Living Bldg. Challenge, Dev. ART, Wyndham -dinner meeting.
- April 10 – Indigenous Design & Programming, Carlos Murietta Panel Discussion - Wyndham - dinner meeting.
- May 8- Living Lifestyle – Omar Bailey, Shepley Bulfinch-Moon Tower Tour – dinner meeting on site
- June 12 – Project Spotlight -architect spotlight/member appreciation meeting-location TBD
- Bobbi Jo and Ken to Coordinate Jerry’s presentation with Oakland-build the panel of speakers.
- Bobbi Jo/ Ken/Brooke coordinating on speakers for other programs
- Game plan/24-25 Strategies
 - Clarissa posting the info on Linked-in, Instagram, Facebook, CSI Website...etc.
 - Goal to lock in the Wyndham in Tempe for regular chapter meetings.
 - Bookmark with all events printed
 - Jaime-would like to host the meetings at a firm’s office maybe more of a mixer.
 - Evening social event or a building tour to do with GC to host it and follow the program. Jaime to coordinate this. Budget with GC? Chase space?
- Membership- 92 for September
 - Budget
 - Game plan/24-25 Strategies
 - 2 New Members in September
 - Send new members e-mail to welcome them-who is sending this e-mail? Brooke for now
 - Register as a member?
 - Mark Ramos contacting Sacramento chapter for membership ideas-outcome?

- Professional Development & Certification/Education –
 - Academic Programs/Students
 - Budget=\$6,700 – updated based on chapter handbook.
 - Scholarships = \$5,000 from Golf Tournament (3 awards of \$1,500 each)
 - Future Cities = \$500
 - CDT Class = \$1,155 (Books, food for class, Passing CDT reimbursement)
 - Game plan/24-25 Strategies
 - Marketing opportunities with SkillsUSA and FM Pipeline-Facilithon
 - Earlier and more consistent communication with EVIT, MCC, ASU, U of A, NAU etc.
 - Jan 24, 31, and Feb 7th CDT classes. – Friday’s
 - Barbara – CDT class- 1-1 online
 - Add on-line Teams training – check with Portland class to echo this format.
- Technical
 - Budget
 - Game plan/24-25 Strategies
 - Need notes from John McCall- use live Teams meeting / webinars.
- Awards
 - Budget = \$1,400 – for June awards to board and members appreciation-Bobbi Jo/programs. (Water bottles/mugs/pens/ etc.)
 - OCC Phoenix Chapter 2022-2023- Awarded!
 - Communications Award-2022-2023-Awarded!
 - Heather accepting on behalf of the chapter at the National Conference in Houston 10/16/24.
- Media/Communications – Clarissa & Nanh
 - Game Plan/24-25 Strategies
 - Website management- not Bobbi Jo- Clarissa – Star Chapter management
 - Insta-144 members
 - AIA links to our website to re-post if they are managing the RSVP for any program.
 - Announce the new board on social media-Clarissa
 - Brooke working on the President’s letter- September-post, e-mail etc.
 - List of communication from Bobbi Jo – update CSI e-mail to send to CSI Communications.
- Events/Fundraising – Minnie Robles
 - Golf Tournament Fundraiser 3/21/2025 San Marcos in Chandler- Frank, Bobbi Jo, Don Z
 - T-box sponsors \$600-\$700?
 - Next meeting end of September – Bobbi Jo scheduling.
 - Volunteers for planning committee needed.
 - Revenue last year was around \$14k – this could be used for programs as well as scholarships.
 - Roofing event – Need details!
 - Budget = - Provide to Teri for chapter budget.
 - Other Ideas – Need update from Minnie
 - Bowling event, Skeet Shooting, Cornhole, Pickle Ball, Casino, Bingo, Top Golf, Go-Karts (no drinks! 😊), Ax Throwing
 - Sponsors-table tops at meetings
- Events/Fundraising- Let’s Build Construction Camp for Girls-Minnie Robles/Heather Unger
 - CSI to Sponsor/Budget-\$2,500

4. Treasury Report - Teri Hand

- Provide current chapter current banking statement update.
 - i. Checking - \$51,767
 - ii. Savings-\$30,208
- Provide Established Budget for 2024-2025 for board approval in September meeting
- \$20k for programs is proposed.
- All committees need to report their budget requests to the treasurer, and president, then present them to the board for a vote to approve the budget in the September meeting.

5. Secretary's Report

- Renew CSI Annual Corporation with AZ Corporation Commission – Filed by October 2024 – Done-filed 9/6/24.
- Send monthly board meeting minutes to the Communications Chair (Clarissa) to be uploaded to the website.
- Define CSI Phoenix shared drive for board member access to archive documents. Can this be created with the CSI Phoenix-g-mail address?

6. Round Table Items

- Brooke to schedule special ½ hour board meeting to review chapter Bylaws and CSI Phoenix Chapter Policies and Handbook.

7. Meeting adjourned at 10:20am