



7/12/24

CSI Phoenix Chapter 2024-2025  
 The Reference Library  
 9 AM-1 PM  
 Strategic Planning Meeting

### 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 | <a href="mailto:JNIE@hempel.com">JNIE@hempel.com</a>                     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Jaime Garrido    | 1st Vice President  | 602-256-4375 | <a href="mailto:Jaime.garrido@phoenix.gov">Jaime.garrido@phoenix.gov</a> |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | Vacant           | 2 <sup>nd</sup> VP  |              |  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | Heather Unger    | Secretary           | 602-448-5355 | <a href="mailto:Hunger@fmsolutions.net">Hunger@fmsolutions.net</a>       |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | Teri Hand        | Treasurer           | 602-418-1268 | <a href="mailto:thand@swcspecialists.com">thand@swcspecialists.com</a>   |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input 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@dunneardwards.com   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Clarissa Aguilar | Director 23-25      | 602-279-4373 | CAGUILAR@awarch.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"/> | Vacant           | Director 2425       |              |  |
| <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 type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | Minnie Robles    | Membership                     | 520-273-3220 | Minnie.robles@jm.com   |
| <input 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                 | 602-279-4373 | <a href="mailto:CAGUILAR@awarch.com">CAGUILAR@awarch.com</a> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Clarissa Aguilar | Publicity/Marketing            | 602-279-4373 | <a href="mailto:CAGUILAR@awarch.com">CAGUILAR@awarch.com</a> |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Ron Stas         | Fundraising<br>Golf Tournament | 602-377-4002 | rstas@ppg.com  |
| <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/> | Minnie Robles    | Let's Build Camp               | 520-273-3220 | Minnie.robles@jm.com   |
| <input 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 9:12 AM
2. Introductions-Brooke
  - Welcome new and incumbent board members!

3. Announcements:
  - 2024 CSI National Conference Oct 16-18 in Houston, TX
  - Board members attending, Jeff Nielsen, Heather Unger, Minnie Robles, and possibly Ron Geren.
  
4. Committee Chairs – Strategic Plans for 2024-2025– Allow for each chair to provide a brief report on their plan.
  - Programs
    - Budget
    - Location
      - New home venue: Wyndham 52nd ST and Broadway curve, reserved for Oct 10th, approx \$700
      - Second location: Shalimar Country Club?
    - Game plan/24-25 Strategies
      - Ken Martinek comments - programs must be great, venues upgraded, members paying for meetings, ideas for adding lunch to the membership as a sponsor or some type of add-on. Free to architects and pec writers, manufacturers reps pay plus guests.
      - Reach out to the Dallas chapter to see how they implement the meal/attendance.
      - Jaime would like to get back to the 2 social events per year.
      - Programs are set thru 2024-2025-need to confirm venues
      - Brooke will send a working doc.
      - Send Rebekah AZBEX an invite for the January 9, 2025, meeting re-thinking doing AZBEX maybe change it to an owner meeting with CIPS or colleges, owners, and developers at maybe DLR Group, parking is an issue for Thunderbird downtown.
      - Carlos (?) wants to invite Neil, Ron, and Greg Markling to do an AIA function to include CSI, on Sept 17 at the AIA office at 5:30 AIA wants to support us and get us some traction
      - Ken would like to see programs co-chair establish programs that will work and bring back the members.
    - New screen recommended for meetings. Programs are set but venues need to be decided on. Maybe still Rebekah for January but change it up to a panel discussion that she moderates. Maybe developers?
- Membership
  - Budget
  - Game plan/24-25 Strategies
    - Jaime suggests co-chairs for this committee of Mark Ramos and Minnie Robles.
    - Jaime would prefer to pull funds from the scholarships to advance the meeting attendees.
    - Use Master Format bookmark to add programs to plus board members and QR code for membership.
- Professional Development & Certification/Education –
  - Budget
  - Game plan/24-25 Strategies
    - Education role would need to add a small firm meet-up for spec writers to attend to learn and be aware of CSI's CDT, CCS, etc. so project architects can further their education on spec writing procedures. Jaime can do the education program to take to firms with a charge to deliver the info. Jaime will pull together a draft to present.
    - Ken feels we should connect with Michelle Acosta at DLR to connect with AIAS to get student involvement. OR Jaime feels we should focus on the YP which would be a better benefit to them and CSI.

- Jaime education - CDT 3-day prep course, advertise early, get dates, the same format? Talked about the CCCA course options or the CCPR. Maybe collaborate with Robin and Mike from CO to do these courses.
  - Academic Programs/Scholarships
    - Budget
    - Game plan/24-25 Strategies
      - Heather Unger was not present. Check with her in part 2 of the strategic planning meeting for this update.
  - Technical
    - Budget
    - Game plan/24-25 Strategies
      - John McCall was not present. Jaime suggested a podcast with code updates, needs up a running maybe connect with Lisa to review how to get it going again.
  - Awards
    - Budget
    - Game Plan/24-25 Strategies
      - Heather Unger was not present. Check with her in part 2 of the strategic planning meeting for this update.
  - Media/Communications
    - Game Plan/24-25 Strategies
      - Communication for meetings Clarissa would like to work with the membership committee to get the information needed to advertise meetings/events. Brooke will get Clarissa the passwords and admins for social, we have 143 followers on Instagram.
  - Publicity
    - Game plan/24-25 Strategies
  - Events/Fundraising-Golf Tournament Fundraiser 2025
    - Budget
    - Game plan/23-24 Strategies
      - Golf needs a committee meeting to get a date set for the annual tournament. Frank may still help out.
      - Fundraising Ken would like to see technical full-day glazing, roofing, etc. for 50 - 150 per person to review codes, specialty presenters, and table tops to sell.
      - Pickleball, casino night, bowling, cornhole, TopGolf,
  - Events/Fundraising- Let's Build Construction Camp for Girls-Minnie Robles/Heather Unger
    - Budget-\$2,500
    - Game plan/24-25 Strategies
      - Sponsor for Let's Build to enrich the CSI advertising where they may never hear about us otherwise.
      - Mark had the idea of going to organizations to promote CSI, NAWIC, ABC, ABA, GC Expo, NOMA, AMFP, and AIA, composing a list, and seeing how we can reach out to the construction industry organizations.
5. Treasury Report
- Provide current chapter current banking statement update.
    - i. Checking - \$56,930
    - ii. Savings-\$30,208
  - Need to close out 2024 and get budgets in for 2024-2025 per committee for 2024-2025 board approval.
  - Chapter Taxes filed 23-24

6. Secretary's Report

- Renew CSI Annual Corporation with AZ Corporation Commission – File by October 2024.
- Send Monthly Board Minutes to the Communications Chair to be uploaded to the Website.

7. Round Table Items

- Reconvene next month to finish up, - strategic planning Part 2 on August 8th at DLR Group Brooke to verify time.

8. Meeting Adjourned