



8/8/24

CSI Phoenix Chapter Board 2023-2024

DLR Group

8:30am-2:30pm

Strategic Planning Meeting

### Meeting Minutes

Attendance /Board Quorum Confirmation

A total of 7 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 checked="" 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 checked="" 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 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	rstas@ppg.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 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 checked="" 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 checked="" 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/Pu blicity	602-279-4373	<a href="mailto:CAGUILAR@awarch.com">CAGUILAR@awarch.com</a>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ron Stas	Fundraising Golf Tournament	602-377-4002	rstas@ppg.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 9:05am

## 2. Introductions

- Welcome new and incumbent board members!
  - i. Mark Ramos and Ken Martinek, and Matt also in attendance

## 3. Announcements:

- 2024 CSI National Conference Oct 16-18 in Houston, TX
  - i. Jeff, Heather, Minnie going
- Board Member Positions /Attendance Quorum Confirmation. A total of 6 are in attendance a quorum is present.

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

- Programs

- Budget=
  - Charging members?
  - Brooke called for Board vote
  - Young members should be free to gain exposure for CSI – can firms pay for this for them to attend? Ken’s comment.
    - Member Cost= Free-included in membership fees
    - Non-member cost = \$25
      - In Favor-6 Not In-Favor-0
  - Bobbi Jo is tracking this with website registrations for meetings
- Locations – Wyndham for location? Lunch meeting?
- GC and Architect meeting is lunch, and masonry is lunch, 7 Deadly Sins of e-mail is lunch.
- November 14 is vacant-need a dinner meeting. Ken Martinek talking to Dev.?
- Brick Allen from EMC2 about his presentation-may work for November 14th instead of March meeting? Brooke is contacting them. Possibly a dinner meeting. Ken suggested Indigenous Design-Indian Reservation architects.
- September – June is filled up. Deeper dive into the living building challenge.
- Mark Ramos may be able to get an owner to do this presentation. SPS?
- Maybe from Wilming-GC. Carlos project owner to be a part of the presentation?
- Game plan/24-25 Strategies
  - September 11 – A path to self-empowerment woman presenter. And NOMA. Change of timing-Wednesday meeting AIA drinks and appetizers AIA is managing the meeting links and covering all costs. Joint meeting with industry organization.
  - Clarissa posting the info on Linked-in, Instagram, Facebook, CSI Website...etc.
  - Holiday party in Dec.– still TBD on location. Maybe Ocotillo?  
Downtown hotel with rooftop bar-Hilton Garden Inn? Clayco GC – office on Camelback-rooftop open area-Jaime suggested. Moon Valley country club, Stockyards- need pricing.
- Goal to lock in the Wyndham in Tempe for regular chapter meetings.
- Bookmark – to distribute to firms to include all programs for the year– Bobbi Jo to print and expense it.
- Jaime-would like to host the meetings at a firm’s office, not a hotel. Maybe more of a mixer. Coordination would be too much for every meeting at a different place.

- 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?
- Total for programs last year was \$17k – Teri.
- Brooke – budget for programs should aim for \$20k.
- Budget for guests from last year had \$1,800 income, so need is approx.. \$18k.
- Fundraising needed to offset the programs/meeting costs.
- Teri-moving numbers in budget to cover these costs-this happens every year. Programs to raise revenue.
  - Bobbi Jo-Table this item to a smaller programs meeting- sponsorship packages for Architects and to benefit from us-free meetings, social media marketing, other incentives. Fundraising should come from programs for this.
  - Could use some golf funds for supporting programs.
  - Need to market to all the firms to see how they respond.
  - Ken-need to pick-up and pay for members meals – another \$10k? How can we do that as a program group? Good target on top of golf, yes.
  - Ken-Pin down locations, moon tower tour? Could have holiday at home base to keep it consistent.
  - May is Shepley Bulfinch architect-Moon Tower Tour, the holiday party, and the June architect spotlight, and Marietta’s function are at other locations.
  - Meetings are moving to Wednesday’s.
  - March is now living building challenge with Dev. ART location-dinner meeting.
  - Brooke reviews all programs schedule for the year.
  - Bobbi Jo-checking with Rebecca for January AZBEX meeting for options.
- Membership-Mark Ramos / Ron Stas
  - Budget
  - Game plan/24-25 Strategies
    - Need to send new members e-mail to welcome them.
    - Need to register as a member
    - Bobbi Jo to send log-in to Mark and Ron to provide membership count and anniversary dates to Heather for PP each month to recognize them.
    - Mark contacting Sacramento chapter for membership ideas.
- Professional Development & Certification/Education –
  - Academic Programs/Students
  - Budget=\$7,200
    - Scholarships=\$4,500
    - SkillsUSA-Facilithon=\$1,000
    - Future Cities=\$500
    - CDT Class=\$1,155
  - 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.
    - Jaime-instead of taking the class final he is teaching at the School of Architecture, CSI will reimburse the student for this cost if they pass it -they could get

reimbursement for \$500 ( the cost of the CDT exam). Purchase of books-food for class – need to be added in this budget.

- Jaime and Heather to meet and establish the budget and send to Brooke,
  - Jan 24, 31, and Feb 7<sup>th</sup> CDT classes. – Friday's
  - CDT test notification for students who have taken the classes-Jaime was getting these from institute.
  - Barbara – CDT class- 1-1 online
  - Add on-line Teams training – check with Portland class to echo this format.
  - Add to the format with a follow-up of this to continue this training for project delivery details – and moving forward.
- Technical
    - Budget
    - Game plan/24-25 Strategies
      - Need notes from John McCall
  - Awards
    - Budget=\$1,400 – for June awards to board and members appreciation-Bobbi Jo/programs.
  - Media/Communications – Clarissa
    - Game Plan/24-25 Strategies
      - Define leadership-who is this?
      - Website management- not Bobbi Jo- Clarissa – Star Chapter management
      - September start for hand-off from Brooke
      - Insta-144 members
      - AIA links to ours to re-post it-they are managing the RSVP.
      - CSI e-mails? Change to Clarissa, for communications. CSI g-mail account to go to
  - Publicity
    - Game plan/24-25 Strategies – same as Media? Brooke-yes, combine these committees.
  - Events/Fundraising –
    - Golf Tournament Fundraiser 2025
      - Frank, Bobbi Jo, Ron
      - Reserve location-San Marcos
      - Team meeting 8/29 at the TRL
      - Revenue last year was around \$14k – this could be used for programs as well as scholarships.
    - Roofing event – Need details!
    - Budge=
    - Game plan/24-25 Strategies
    - Other Ideas
      - 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
  - Budget-\$2,500
  - Game plan/24-25 Strategies
  - CSI to Sponsor-Budget
- 5. Treasury Report - Teri Hand
  - Provide current chapter current banking statement update.
    - i. Checking - \$56,930
    - ii. Savings-\$30,208
  - Provide Established Budget for 2024-2025 for board approval.
  - Chapter Taxes filed 23-24
  - Close out the year?
  - Budget for 2024-2025-Heather to schedule meeting with Teri, Brooke and Heather
  - Jaime-budget approval for our chapter? Needs to be voted on by the board.
  - \$20k for programs is proposed.
  - All committees need to report their budget requests to the treasurer, and president, then present to the board in the September meeting.
    - i. Ken-need to establish the budget for the year.
    - ii. Teri-all the committees need to report their budgets
- 6. Secretary's Report
  - Renew CSI Annual Corporation with AZ Corporation Commission – File by October 2024.
  - 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.
  - Confirm schedule with Programs on details for monthly PP at chapter meetings.
    - i. Learning points, speaker details, program details.
  - Confirm schedule with Membership for all anniversary details for PP at chapter meetings.
    - i. 1 month prior to event for social media posts, PP creation etc.
- 7. Round Table Items
  - Other industry organization events/collaborations?
    - i. NAWIC
    - ii. Associated Building Contract
    - iii. Arizona Builders Alliance
    - iv. NOMA
    - v. AIA
    - vi. NAFP
    - vii. IFMA
    - viii. ULI
- 8. Meeting adjourned at 11:30am