1/9/2025

CSI Phoenix Chapter Board Meeting 2024-2025

**Meeting Agenda**

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 |
|---|---|---|---|---|---|---|
| ☑ | ☐ | ☐ | Brooke Manriquez | President | 602-734-5333 | bmanriquez@arcadiainc.com |
| ☑ | ☐ | ☐ | Jeff Nielsen | President-Elect | 480-601-8762 | JNIE@hempel.com |
| ☑ | ☐ | ☐ | Jaime Garrido | 1st Vice President | 602-256-4375 | Jaime.garrido@phoenix.gov |
| ☐ | ☐ | ☐ | Vacant | 2nd VP | | |
| ☑ | ☐ | ☐ | Heather Unger | Secretary | 602-448-5355 | Hunger@fmsolutions.net |
| ☑ | ☐ | ☐ | Teri Hand | Treasurer | 602-418-1268 | thand@swcspecialists.com |
| ☐ | ☐ | ☐ | Minnie Robles | Past President | 520-273-3220 | Minnie.robles@jm.com |
| ☑ | ☐ | ☐ | Jeff Scoby | Director 24-25 | 602 714-7280 | jeff.scoby@dunnedwards.com |
| ☑ | ☐ | ☐ | Clarissa Aguilar | Director 23-25 | 602-279-4373 | CAGUILAR@awarch.com |
| ☐ | ☐ | ☐ | Ron Stas | Director 23-25 | 602-377-4002 | rons4277@gmail.com |
| ☐ | ☐ | ☐ | Vacant | Director 24-25 | | |
| ☐ | ☐ | ☐ | Jay Harris | SW Region President | 602-819-8813 | Jay.harris@allegion.com |
| ☑ | ☐ | ☐ | Robin Snyder | SW Region Secretary | 602-369-8163 | robin@spectraspecs.com |

**Chapter Committee Chairs**

| P | T | A | Name | Committee | Phone | Email |
|---|---|---|---|---|---|---|
| ☑ | ☐ | ☐ | Jaime Garrido | Education | 602-256-4375 | Jaime.garrido@phoenix.gov |
| ☑ | ☐ | ☐ | John McCall | Technical | 480-438-9291 | Johnmccall44@gmail.com |
| ☑ | ☐ | ☐ | Bobbi Jo Huskey | Programs | 602-390-3599 | bobbijo@partitionsco.com |
| ☐ | ☐ | ☐ | Minnie Robles | Membership | 520-273-3220 | Minnie.robles@jm.com |
| ☑ | ☐ | ☐ | Heather Unger | Awards | 602-448-5355 | hunger@fmsolutions.net |
| ☑ | ☐ | ☐ | Clarissa Aguilar | Communications/ Publicity | 602-279-4373 | CAGUILAR@awarch.com |
| ☐ | ☐ | ☐ | Ron Stas | Fundraising Golf Tournament | 480-414-4185 | rons4277@gmail.com |

1. Brooke called the meeting to order at 9:05
2. Adopt Minutes from last board meeting Bobbi Jo-move to adopt, Jeff Scoby second
3. Committee Focus
    - Programs
        i. Need New & Refreshed Members to take on
            1. Bobbi Jo will help with set-up, teardown
            2. Need younger team members on this for relevant/new topics from field reps
            3. Jaime-speaker bureau for the meetings? Developers to speak?
            4. John-good programs are architect speaker, or on-site project tours-incorporate at least 1 project tour in the programs every year.

5. Contact larger GC's – ask for goodie bag items for meeting attendees

ii. Need at least 2 people

1. Jaime volunteering for programs – incoming president suggesting the topics/programs
2. Brooke-remainder of this year-Jeff and Brooke work through them for 2025-26
3. Jaime-Check with Robin-SW tribal knowledge for program suggestions
4. Robin-CD process and document submittals, etc. back to learning construction document processes. AABA for air barrier through Greg Markling? Robin to check with him

- Membership
  - 89 for December
  - Bobbi Jo to help with Membership instead of Programs
    - Bobbi Jo-website needs to maintain the meetings
      - Information from institute to be updated on our site more frequently
      - Need more time for members to plan for meetings
      - Contact members to see why they are dropping, what they want from CSI.
      - Drop off the flyer to architects' offices to get them involved again
      - Jaime-architects offices presentation for CDT class- talking to Gensler, presented at Arrington Watkins, any others?
      - Clarissa-AW team liked the information
      - Brooke-creating CDT flyer to send in social media today
      - Brooke – Jaime contact Doug from DLR?
      - How to keep members engaged and involved?
      - Website events-option to add a calendar invitation?
      - Jaime-list of design contacts on chapter list-can blast out an invitation to them with cc to Brooke and Jeff (president and president elect) and programs list bookmark
      - Blast E-mail platform from Mailchimp-Bobbi Jo
      - Brooke-go old school with resurrecting the call list as well as RSVP on website.
    - Ron Stas planning to help with membership-new job -checking responsibilities
- Events/Fundraising – Minnie Robles
    - Golf Tournament Fundraiser 3/21/2025 San Marcos in Chandler- Frank, Bobbi Jo, Don Z
  - Other Ideas
    - Bowling event – should be most profitable, working on this.
    - SRS – has a clay/skeet shooting event that is profitable.
    - Tabletop games/trivia/like a casino night- could make 6-7k out of it – exchange chips for raffle tickets, raffle prizes – donated by other associate members.
    - Art and wine gathering- paint and sip.
    - Minnie to send a full list of costs and events for budget and board approval.

4. Secretary's Report
   - Board Meeting minutes approved and posted to website monthly.
   - Chapter By-laws and Policy Handbook Updated and posted to chapter website 12/10.

5. Treasurer
   - Teri Hand last year with the chapter

- Potential Candidates?
    i. Ken Martinek suggested by Brooke
    ii. Jeff Neilsen to suggest a new Treasurer nominee
    iii. Teri will meet with them to discuss process and hand-off files/folders-QuickBooks 2018, not online version yet.
    iv. Robin-may need to migrate to the online platform-access to files, Bill Highway option is free?
    v. Jeff Scoby-volunteered he is already treasurer on another board-Jeff Nielsen to schedule to meet with Teri to review.
    vi. Teri/Robin-region may or may not be going to Bill Highway, it's just a tracker, not for accounting at all

6. Round Table Items
    - Are Directors necessary?
    - Would rather have the Directors focus on programs, membership, fundraising.
    - Candidates for 1st VP 2025-2026???

7. Bobbi Jo moved to adjourn; Jeff Nielsen seconded. Meeting Adjourned at 9:55 am