



10/9/2025

CSI Phoenix Chapter Board 2025-2026
 Monthly Board Meeting

Meeting

Meeting Agenda

1. Attendance for Quorum Confirmation (5 minutes)
 A total of six board members are in attendance and a quorum is present.

Leader Roster-Board Members				
Name	Board Position	Phone	Email	Present
Jeff Nielsen	President	520-424-8015	jeff.nielsen@icpgroup.com	X
Jaime Garrido	President Elect	602-256-4375	Jaime.garrido@phoenix.gov	X
Clarissa Aguilar	1st Vice President	480-886-0290	caguilar@awarch.com	X
Heather Unger	Secretary	602-448-5355	Hunger@fmsolutions.net	X
Jeff Scoby	Treasurer	602 714-7280	jeff.scoby@dunnedwards.com	X
Brooke Manriquez	Past President	602-734-5333	Bmanriquez@arcadiainc.com	
Ron Stas	Director 25-27	602-377-4002	rstas@ppg.com	X
Doug Pahls	Director 25-27		dpahls@dlrgroup.com	
Dean Leschak	SW Region President	303-204-1794	dleschak@ppg.com	
Robin Snyder	SW Region Secretary	602-369-8163	robin@spectraspecs.com	X
Committee Chairs				
Name	Committee	Phone	Email	Present
Jaime Garrido	Education/Scholarships	602-256-4375	Jaime.garrido@phoenix.gov	X
Heather Unger	Academic	602-448-5355	hunger@fmsolutions.net	X
Bobbi Jo Huskey	Membership/Programs	602-390-3599	bobbijo@partitionsco.com	X
Heather Unger	Awards	602-448-5355	hunger@fmsolutions.net	X
Clarissa Aguilar	Electronic Communications	480-886-0290	caguilar@awarch.com	X
Brooke Manriquez	Programs	602-734-5333	Bmanriquez@arcadiainc.com	
Ron Stas	Fundraising /Golf	480-979-8925	Ron.stas@acralight.com	X
Wendy Urias	Membership	480-404-8242	wurias@behr.com	X
Camille Matthews	Membership	602-647-2889	Camille@royalplywood.com	X
Doug Pahls	Technical		dpahls@dlrgroup.com	

1. Announcements:

- 2026 SW Region Conference April 22-25, 2026, at San Marcos Resort, Chandler, AZ
 - i. Planning Committee Meeting in November with Robin Snyder
 - ii. Postcard sent
- 2025 CSI National Conference October 15-17 in Cleveland, OH
 - i. Jeff Nielsen, Ron Geren, Neil Davison, Jaime Garrido, Robin Snyder-probable chapter attendees
 - ii. SW Region meet-up at the hotel-Robin
- Membership sweepstakes
 - i. Need \$100 sponsorships-Spectra, FM Solutions, Dunn Edwards, and Jon Hammond with SpecDoc., APF Polymer Surfaces.
 - ii. Give gift cards from each sponsor to the winners at end of year

2. Committee Chairs – Allow for each chair to provide a brief report on their plan.

- Programs-Brooke & Bobbi Jo-co-chairs
 - Budget-TBD
 - October 10/9-Ironwood Mills Manufacturing Tour Jeff Neilsen-North 7th St. & Northern in Phoenix drinks and food. Strategies of Sustainability (SOS) with Camille-Royal plywood tabletop.
 - November 11/13-Spec Writer Panel with Ron, Neil, Barbara, John, Jeff “speed dating” mixer with food and booze?
 - December 12/11 Holiday Party-at the Stockyards
 - January 1/8- CIP Program-Lunch Meeting 11-1 Wyndham
 - City of Phoenix, ASU, -Eddie Maricopa Colleges Director Gary Eberhardt to speak too.
 - Jaime to coordinate with Brooke on this
 - February 2/12- DWL speaking on Airports Aviation+TSA
 - March 3/12 Hartung Tour w/ Gardian Glass
 - April 4/9 Code Update Ron Geren
 - May 5/14 Water Conservation Jones Studio
 - Surf Park tour-Power and 202
 - June 6/11 Awards Banquet and Project Spotlight-Location TBD
- Membership- Camille Matthews and Wendy Urias Co-chairs
 - Budget-TBD
 - Game plan/ Strategies
 - Any new members for the year? Update tonight?
 - Wendy and Camille to call past members for follow-up
 - Bobbi Jo-need the roster corrected, institute knows it is out of date/has omissions and errors, Camille to reach out to membership contact for updates.
- Professional Development & Certification/Education/Scholarships-Jaime and Heather
 - Budget-TBD
 - CDT Prep class-Ron, Neil, Jaime, Heather over 3 Friday’s end of Jan early Feb
 - Need to check fall test dates – plan for Spring 2026
 - Any architects interested in CDT scholarship program. PP updated, Jaime can do a summarized version of this.
 - May provide other formats for class
 - Jaime reached out to Architects to schedule CDT presentation.

- Promote scholarship-CSI to pay for CDT testing fee!
 - Need a short presentation of certifications-how to apply for Scholarships
 - Do presentations at EVIT and MCC-Heather to obtain contacts for this
 - James Wesala-past teacher at ASU – Camille will share his contact info.
- Academic Programs/Student Advisors
 - Budget-\$1,750
 - Contact Maricopa community colleges, revive the communication-2 years ago-Heather.
 - Camille would like to have training to promote CDT and other certifications.
 - Create
 - Education Events we are sponsoring this year:
 - Let's Build Construction Camp for Girls-Budget-\$500-Summer
 - Skills USA Arizona State Faciliton Competition-Budget-\$500-Fall
 - Future Cities Competition-Budget-\$750-January
- Technical-Jeff Camarillo & Doug Pahls
 - Heather retrieving the podcast equipment from John McCall to pass on to Jeff or Doug.
 - Jeff Camarillo from Cemex may want to do technical. Talking with Doug to do the podcast.
 - Jaime suggests webinars, log in at any time, and posts for our website
 - Budget-TBD
 - Need to submit white papers to websites, podcasts, other educational documents/media
- Awards
 - Budget \$800 – End of year plaques, board awards
 - Game plan/ Strategies
 - Heather to send 25-26 awards catalog once published from Institute to board and directors to review possibilities for new award nominations.
- Media/Communications
 - Budget of \$2,000
 - Game Plan/ Strategies
 - LinkedIn and Instagram contacts – share board links and Phoenix Chapter CSI.
 - Read through every page on the website and make updates accordingly new board, new events, remove old info...etc.
 - Clarissa volunteered to do the graphics for the CSI pop-up/roll-up banner. Bobbi Jo to share the printing company to do it there. Send a jpg. to her to format it. Do a sandwich board layout at the same time. Size? Standard size (per AI) is 24x36 Bobbi Jo to send this to Clarissa and pricing to Camille/ the chapter board for approval.
 - Send meeting details to Clarissa to post and share with colleagues.
- Events/Fundraising
 - Golf Tournament Fundraiser 2026- March 20th at the San Marcos Golf Club
 - Budget \$15,700
 - Expected income actual revenue-around \$15,000
 - Flyer ready to send out
 - \$1,200, for another org. for foursome cost.
 - Working on selling out all the t-boxes- great way to make contacts!
 - T-boxes available! Sponsors to bring all supplies for tables/shade structure

- Bowling tournament
 - Need to budget for it. \$1,700.
 - Date set for Thursday July 23rd-may change to July 16th
 - Sponsors donate items to raffle off.
 - Not doing gift baskets again-too time consuming.

3. Treasury Report

- Provide the current chapter banking statement update.
 - i. Jeff reviewed bank statements
 - ii. Reviewed budget actuals vs. planned.
 - i. Checking-\$53,508.64
 - ii. Savings-\$30,211.95

4. Secretary's Report

- ACC annual renewal submitted – good through October 2026
- Institute communication for 2025 Annual Affiliation Agreement Check-In Now Open- Due 10/30

5. Round Table Items

- New projector was purchased for \$500 from Jeff Scoby. Has a remote-clicker and may have a laser pointer for presenters.

6. Meeting adjourned – Jeff moves to adjourn, Jaime seconds the movement, meeting adjourned 10:14.