



11/13/2025

CSI Phoenix Chapter Board 2025-2026  
 Monthly Board Meeting

**Meeting Minutes**

1. Jeff Nielsen called meeting to order at 9:01AM
2. Attendance for Quorum Confirmation. 7 board members are in attendance. quorum is present.
3. Adopt meeting minutes for October, Jaime moves to adopt, Jeff seconds, minutes adopted.

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@dunneledwards.com	X
Brooke Manriquez	Past President	602-734-5333	Bmanriquez@arcadiainc.com	X
Ron Stas	Director 25-27	602-377-4002	Ron.stas@acralight.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	
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	X
Ron Stas	Fundraising /Golf	480-979-8925	Ron.stas@acralight.com	X
Wendy Urias	Membership	480-404-8242	wurias@behr.com	
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. Save the Date Postcard sent
  - iii. Slide in Phx chapter meeting announcements for today's meeting
    - 1. Ron may have an education presentation for a roofing speaker.
    - 2. Jaime-Farnsworth building envelope commissioners will send PP
    - 3. Offer-emerging professionals' attendance for education day-\$500?
      - a. Board vote called to sponsor this for \$500 - unanimous board approval on the motion.
- Membership sweepstakes
  - i. \$100 sponsorships-Spectra, FM Solutions, Dunn Edwards, and Jon Hammond with SpecDoc., APF Polymer Surfaces.
    - 1. Camille confirming sponsorships with Bobbi Jo
  - 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
  - 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, Maricopa Colleges Director Gary Eberhardt to speak too.
    - Jaime to coordinate with Brooke on this-needs for promo flyer-bios from speakers, headshot, logos then create the flyer.
  - 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
  - Game plan/ Strategies
    - Any new members for the year?
    - Wendy and Camille to call past members for follow-up
    - Bobbi Jo- and Camille are working on membership roster update.
    - Working on pop-up banner-white and grey-Clarissa created this. Bobbi Jo has printer for this.
- Professional Development & Certification/Education/Scholarships-Jaime and Heather
  - CDT Prep class-Ron, Neil, Jaime, Heather over 3 Friday's end of Jan early Feb at TRL 1/30, 2/3, 2/6
  - Jaime-APPA, weekly online Q&A approach – create this within the class time – more engaging, interactive content with Clarissa and Heather.
  - 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!
    - Have an applicant from EVIT – Electrician student has submitted their essay, will attend 2 chapter meetings virtually.
  - Need a short presentation of certifications-how to apply for Scholarships
    - Jaime and Heather met and created this.
  - Do presentations at EVIT and MCC-Heather working on contacts for this.
  - James Wesala-past teacher at ASU – Camille will share his contact info.
  - Brooke-student attending meeting today-may be potential scholarship candidate.
- Academic Programs/Student Advisors
    - Contact Maricopa community colleges, revive the communication-2 years ago-Heather.
    - Camille would like to have training to promote CDT and other certifications.
    - 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 (Jaime will volunteer as a judge)
      - Future Cities Competition-Budget-\$750-January
  - Technical-Jeff Camarillo & Doug Pahl
    - 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 posting them for our website
    - Need to submit white papers to websites, podcasts, other educational documents/media
  - 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
    - 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.
      - Brooke – Posting chapter events, on website and Social Media sites.
  - 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 23<sup>rd</sup>-may change to July 16<sup>th</sup>
      - Sponsors donate items to raffle off/sponsor food, bar.

### 3. Treasury Report

- Provide the current chapter banking statement update.
  - i. Jeff reviewed bank statements-added details in QuickBooks
  - ii. Reviewed budget actuals vs. planned.
    - i. Checking-\$49,840
    - ii. Savings-\$30,212
- Purchased and gave Bobbi Jo the new projector for Chapter meetings
- CPA completed taxes for chapter for \$500 is a great deal. Historical files in their website, working through them-additional \$500 to upload them to QuickBooks.
- Jaime suggests a better account to earn better interest. Jeff will look into this.

### 4. Secretary's Report

- Institute communication for 2025 Annual Affiliation Agreement Check-In completed and filed with Jeff N., Jeff S., and Jaime

### 5. Round Table Items

- Camille is in touch with CSI corporate for updated membership roster, and meeting with Bobbi Jo to coordinate this.
- Capacity to bring guests to the meeting today-Jaime? Brooke is bringing a guest-paid the \$25 for them to come.
- Ron suggests having \$100 budgeted for guests to attend the meetings-will review this item in next board meeting.

### 6. Meeting adjourned – Jeff Nielsen moves to adjourn, Jaime seconds the movement, meeting adjourned 9:56.