



3/13/2025

CSI Phoenix Chapter Board Meeting 2024-2025

Meeting Minutes

Attendance/Board Quorum Confirmation

A total of 5 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	JNIE@hempel.com
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jaime Garrido	1st Vice President	602-256-4375	Jaime.garrido@phoenix.gov
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vacant	2 nd VP		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heather Unger	Secretary	602-448-5355	Hunger@fmsolutions.net
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teri Hand	Treasurer	602-418-1268	thand@swcspecialists.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Minnie Robles	Past President	520-273-3220	Minnie.robles@jm.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jeff Scoby	Director 24-25	602 714-7280	jeff.scoby@dunneledwards.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 type="checkbox"/>	Ron Stas	Director 23-25	602-377-4002	rons4277@gmail.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vacant	Director 24-25		
<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 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 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/ Publicity	602-279-4373	CAGUILAR@awarch.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ron Stas	Fundraising Golf Tournament	480-414-4185	rons4277@gmail.com

1. Brooke called the meeting to order at 9:08
2. Adopt Minutes from last board meeting: Jaime moved to adopt; Jeff seconded approval to adopt. Minutes adopted. Heather sending to Clarissa to post on the chapter website.
3. Announcements:
 - SW Region Conference!!-Contact Robin Snyder for details
 - i. Save the dates, sponsor packages are out – **sponsors stepping up**
 - ii. Pikes Peak-need education topics, tabletops – **selling fast**
 - iii. Website to be updated- **Done! Register and show up!**
 - iv. In Colorado Springs this year
 - v. April 23-26, 2025

- vi. Robin provided an update – several cool events happening this year!
- vii. Need awards submittals – SW region is asking for this conference award ceremony; Brooke has submitted one candidate.
 - 1. Board vote taken- candidate approved – Jeff N. first, Heather seconded

4. Committee Focus

- Programs
 - i. President Elect to work with President and Programs Committee to align with presidency goals and strategies.
 - ii. Goal is to have programs in line by August
 - iii. Brooke reaching out for June project spotlight, need venue for this-Ken and Bobbi Jo working on this.
 - 1. Talking stick resort as venue for membership recognition/awards and spotlight event-bring in bartender and Nibblers for dinner.
 - iv. Jeff Nielsen is in line for President-need to be involved in creating the programs for next year.
 - v. Current venue is working well-January-ran out of seats, need to give the venue headcount over RSVP count to accommodate for all attendees.
 - vi. No charge for guests next year?
- Membership-Bobbi Jo
 - 99 for March (New Roster and Access for this report on Institute Site!)
 - 3 new on March 2 are architects/industry members- will receive the book from George Wadding as a gift.
 - Questions on new roster, emeritus members, outside of AZ members, members who have passed...etc.-Bobbi Jo to check with institute for membership roster clarification.
- Events/Fundraising
 - Golf Tournament Fundraiser 3/21/2025 San Marcos in Chandler- Frank, Bobbi Jo, Heather, Jeff Scoby
 - Meeting weekly with the committee to coordinate on this.
 - Arcadia is lunch and trophy sponsor-includes foursome for golf.
 - Presenting the scholarship checks at golf tournament for 2 at \$500
 - Heather to Procure and expense the “Square” payment device/app for \$50 to provide on-site payments for chapter donations/payments for all events. – Brooke and board approved.
 - Donations for goodie bags, swag stored at the Reference Library.
 - 12 T-box sponsors-greet golfers? CSI members/board to be at the boxes and out snacks/water-thank you for being here!
 - Clarissa will pick-up ChapStick and bring to the chapter meeting for Bobbi Jo.
 - Need at least 1 other event this year
 - John McCall- friend runs Right on Target – has a clay/skeet shooting event he will check into.
 - Bowling event – should be most profitable, working on this.
 - Brooke-NOMA may participate in this with us.
 - Let it roll bowl-checking for pricing/fundraising event
 - Jeff, Heather, Brooke-to coordinate on this-Fat Cats/Bolero-get some pricing options.
 - Tentative date May 9th-Friday-happy hour bowl 4:30-7:30, 40-50 members.

- Lucky Strike-downtown- is now 810 Entertainment-requested pricing-pending response Jefferson & 1st Ave
 - Bolero Christown-requested pricing, pending response-Bethany Home and 19th Ave.
 - 50/50 Raffle event could be profitable over the course of a few chapter meetings
 - Brooke suggested to have an item donated-summer fun gift basket, gift card... then raffle it off at the June meeting. June meeting sponsors, Guardian, and others. Donating a gift for the raffle.
 - Heather to send the list to Bobbi Jo and Brooke for last year's sponsors.
 - Technical -John McCall - Jaime will reach out BBJ will get him the contact info.
 - Game plan/24-25 Strategies
 - Need notes from John- use live Teams meeting / webinars.
 - Reach out to Ron Geren and Neil Davison?
 - John-reach out to Ron-technical podcast? Ron is "voluntold" to help out.
 - Suggestions for whitepapers/technical data to post/share with the board
 - Awards-Heather Unger/Jeff Scoby
 - SW Region Awards, and Phx Chapter award candidates to consider? Suggestions? Please send Heather or Jeff your ideas!
 - Need community, and education events, or programs for OCC qualification
 - Adopt a street with IFMA? Joint community event idea.
 - Bobbi Jo to send details for this – 4/5 – 52nd St. North of Thomas to Indian School. Park at daycare center.
 - Let's Build Construction Camp-sponsor campers-\$250
 - Facilithon-Skills USA competition sponsor student awards-\$250
 - Motion to sponsor-Bobbi Jo first, Jaime second, Jeff third.... Motion approved!
5. Secretary's Report
- Board Meeting minutes approved and posted to website monthly.
 - Please updated the website to include the information for chapter meetings on the intro PP.
6. Treasurer's Report
- Checking balance: \$47,126, Savings balance: \$30,209
 - Jeff Scoby taking over after Teri leaves this role, contact info for CPA, taxes process, etc.
7. Round Table Items
- Candidates for 1st VP 2025-2026??
 - i. Promote director position to VP
 - ii. Jaime-anyone on the board? "Be there or be chaired!"
 - iii. Brooke suggested-Ken Martinek, Jeff agrees
 - iv. Clarissa – Director on the board his nominated to take this role.
7. moved to adjourn; seconded. Meeting Adjourned at am