4/10/2025

CSI Phoenix Chapter Board Meeting 2024-2025
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
☑	☐	☐	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		
☐	☐	☐	Dean Leschak	SW Region President	303-979-6273	leschak@ppg.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 9:03
2. Adopt Minutes from last board meeting: Ron 1st move to adopt, Clarissa 2nd, minutes adopted.
3. Announcements:
    - SW Region Conference!!- Colorado Springs April 23-26, 2025, Contact Robin Snyder for details
        i. Sponsor packages are out – **sponsors need a session sponsor, JM sponsoring breakfast, now is the time!**
        ii. ***Register and show up!***
        iii. Robin provided an update – Brooke, Ron, Jeff, Jaime, others coming from Phoenix.
        iv. May be back in Phoenix next year- board to keep this in mind. Other chapters in rotation, not active enough to hold the conference. Challenge for coordinating this, Robin is out.

v. Chapter awards submitted

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. May Moon Tower Tour- Brooke researching happy hour/ drinks and snacks after the tour.
        iv. September Chapter meeting already lined up
        v. June project spotlight and member appreciation at Papago Golf Resort 6/12, 5:30-7:30
        vi. Jeff Nielsen is in line for President-need to be involved in creating the programs for next year.
            1. Reach out to Brooke and Jeff with ideas
            2. Create e-mail survey, and ask in chapter meetings for input on meetings:
                a. Current venue- Change or keep? Suggestions for other venues?
                b. Time- Lunch? Dinner?
                c. No charge for guests next year?
    - Membership-Bobbi Jo
        - 103 for March (New Roster and Access for this report on Institute Site!)
            - 4 new for April- 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 – Smashing Success!! Approx. $15k in scholarship funds raised!
            - Add a raffle next year from sponsors for gifts-not skill award.
            - Great job from the committee, and venue was very good.
        - Bowling event – should be most profitable
            - May 15th 5-7PM Let it roll bowl-12th St. in Phoenix
                - $40 Per person or $250 Lane Sponsor for 6 Players
                - Sponsorships available
                    - Lane Sponsor
                    - Food Sponsor
                    - Drink Sponsor
                    - Raffle Sponsor-gift cards/vendor gifts
        - 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.
        - Brooke recap of communications-social media posts and events on website
    - Technical -John McCall - Jaime will reach out to John.
      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 Award submitted
        - Need community, and education events, or programs for OCC qualification

- Adopt a street with IFMA-Joint community event Bobbi Jo– 4/5 Done!
- Facilithon-Skills USA competition sponsor student awards 4/23 Check sent, Bobbi Jo, Heather, and John McCall volunteer judges for the event.
- Let's Build Construction Camp-sponsor campers - $250 Coming in June

5. Secretary's Report
    - Board Meeting minutes approved and posted to website monthly.
    - PP for chapter meeting sent to programs
6. Treasurer's Report
    - Checking balance: $55,786, Savings balance: $30,210– Golf tournament $14,436 profit($15k)!
    - Jeff Scoby taking over after Teri leaves this role, contact info for CPA, taxes process, etc.
7. Communications-
    - Instagram and LinkedIn- Clarissa, Brooke will need help with posting the new board once elected.

8. Round Table Items
    - Candidates for 1st VP 2025-2026??
        i. Promote director position to VP
            1. Need suggestions for this-take note of who is attending the meetings.
        ii. Brooke suggested-Ken Martinek, Jeff agrees
        iii. Clarissa – Director on the board is nominated to take this role.

7. Heather moved to adjourn; Ron, and Clarissa, seconded. Meeting Adjourned at 9:38 am