



7/10/2025

CSI Phoenix Chapter Board 2025-2026  
 The Reference Library  
 11 AM-1 PM  
 Strategic Planning Meeting

### Meeting Agenda

Attendance /Attendance Quorum Confirmation (5 minutes)  
 A total of 6 are in attendance and a quorum is present.

#### Board Members

P	T	A	Name	Board Position	Phone	Email
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jeff Nielsen	President	520-424-8015	jeff.nielsen@icpgroup.com
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jaime Garrido	1st Vice President	602-256-4375	Jaime.garrido@phoenix.gov
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clarissa Aguilar	2nd Vice President	480-886-0290	caguilar@awarch.com
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heather Unger	Secretary	602-448-5355	Hunger@fmsolutions.net
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jeff Scoby	Treasurer	602 714-7280	jeff.scoby@dunnedwards.com
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brooke Manriquez	Past President	602-734-5333	Bmanriquez@arcadiainc.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ron Stas	Director 25-27	602-377-4002	rstas@ppg.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vacant	Director 25-27		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vacant	Director 25-27		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vacant	Director 25-27		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dean Leschak	SW Region President	303-979-6273	leschak@ppg.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/ Scholarships	602-256-4375	Jaime.garrido@phoenix.gov
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Heather Unger	Scholarships	602-448-5355	hunger@fmsolutions.net
<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	Membership	602-390-3599	bobbijo@partitionsco.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	Electronic Communications	480-886-0290	caguilar@awarch.com
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Brooke Manriquez	Programs	602-734-5333	bmanriquez@arcadiainc.com
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ron Stas	Fundraising/Golf Committee	480-979-8925	rons4277@gmail.com

#### 1. Introductions

- Welcome new and incumbent board members!
- Additional meeting attendees-Joe Betner with Sonoran Building Products, Aaron Crabtree Eagle Roofing, Camille Matthews with Royal plywood

## 2. Announcements:

- 2026 SW Region Conference April 22-25, 2026, at San Marcos Resort, Chandler, AZ
  - i. Planning Committee Meeting next week with Robin Snyder
- 2025 CSI National Conference October 15-17 in Cleveland, OH
  - i. Jeff Nielsen, Ron Geren, Neil Davison, Jaime Garrido, Robin Snyder-probable chapter attendees

## 3. Committee Chairs – Strategic Plans for 2025-2026– Allow for each chair to provide a brief report on their plan.

- Programs-Brooke & Bobbi Jo-co-chairs
- Budget-TBD
- Brooke has list of pre-planned programs for the year
  - Brooke to send list to Heather 7 of 10 planned already
  - Need to fill October
  - November Ironwood Mills Manufacturing Tour Jeff Neilsen-North 7<sup>th</sup> St. & Northern in Phoenix drinks and appetizers. Strategies of Sustainability (SOS) with Camille-Royal plywood table top.
  - January AZBex – Cost is \$1,000 change to CIP program?
  - CIP Program-CoP, CoT, Glendale-Eddie Maricopa Colleges Director Gary Eberhardt to speak too.
    - Jaime to coordinate with Brooke on this
  - February-Glass manufacturing tour
  - March-DWL speaking on Airports
  - April-open
  - May-open
  - Surf park tour-Power and 202?
  - Water conservation topic
  - Energy conservation topic-SRP-Heather/APS-contacts to Brooke
  - CSI Defined-Education what is CSI? Certifications defined, special meeting
  - April or May-Spec Writers Panel with Ron, Neil, Barbara, John, Jeff - “speed dating” mixer with food and booze
  - April or May-Architekton – projects for the year
  - Code review? Ron Geren and/or City representative from Phoenix/Chris
  - Majority of night meetings are better
  - 2 of 10 meetings to be daytime meetings-TBD at the TRL
  - Location-Wyndham - \$950 per meeting with catered lunch
  - Need to rotate with architecture firms’ locations to have meetings there
  - AWA-mixer / open house with wine tasting-pairing expert, “A taste of CSI”
  - Bobbi Jo checking other hotels in the area for costs
  - Check Wyndham on AV equipment and lighting improvements
  - December party- at the Stockyards
  - June at the Stockyards too? Need to check for AV equipment
    - Add a new projector for the chapter to the budget-Jeff Scoby
    - Jeff Nielsen has a portable screen
- Membership
  - Budget
    - Jaime Ron Stas/ need ideas for marketing to get new members
  - Game plan/ Strategies

- Need a new membership chair
  - Brooke had printed bookmarks last year that needed to be distributed to architecture firms to hand to their spec writers to post in their events for the firm.
  - Give to TRL for distribution? They have them at the front desk
  - Have a special meeting just for architects? – No, too narrow for good attendance
  - Have architects to commit to a meeting
  - Connect with AIA for architect members
  - Contact active chapters for ideas
  - Dynamic chapter program
  - Camille Matthews and Wendy Urias volunteer for new membership chair/committee.
- Professional Development & Certification/Education/Scholarships
  - Budget
  - Game plan/ Strategies
    - CDT Prep class-Ron, Neil, Jaime, Heather over 3 Friday's
    - Need to check fall test dates – plan for Spring 2026
    - Other formats for class?

**Meeting adjourned-continuation of planning meeting scheduled on 8/14 11:00-1:00 at DLR Group (6225 N 24th St., Ste 250, Phoenix, AZ 85016).**

- Academic Programs/Student Advisor
  - Budget=\$1,750
  - Game plan/Strategies
    - Let's Build Construction Camp for Girls
      - Budget-\$500
    - Skills USA Arizona State Facilithon Competition
      - Budget-\$500
    - Future Cities Competition
      - Budget-\$750
- Technical
  - Budget
  - Game plan/ Strategies
    - Need new technical chair-submit white papers to website, podcasts, other educational documents/media
- Awards
  - Budget
  - Game plan/ Strategies
- Media/Communications
  - Game Plan/ Strategies
- Events/Fundraising –
  - Golf Tournament Fundraiser 2025
  - Budget
  - Game plan/23-24 Strategies
- Events/Fundraising-
  -

- Treasury Report
  - Provide the current chapter banking statement update.
    - i. Checking-\$56,584
    - ii. Savings-\$30,211
  - Provide Established Budget for 2025-2026 for board approval.
  - Chapter Taxes filed 24-25
  - Add another board member to the accounts- not only Jeff
  - QuickBooks-online essentials- need this to manage the accounts 3 people have access for back-up. Total is \$750 annually.
  - Need a new accountant-Jeff looking into other sources. \$1,150 for filing last year.
  - Vote taken-board approved purchase of QuickBooks.
    - Approved the purchase of QuickBooks
  - Add Heather to the bank accounts as a back-up.
  - Obtain 2 debit cards for the chapter-Jeff and Heather

#### 4. Secretary's Report

- Game plan/ Strategies
  - ACC annual submittal prior to October
  - Chapter correspondence
    - Coordinate with Communications on chapter website updates with contact information/board members
  - Regional communication
    - Chapter updates to CSI Southwest Region
  - Institute communication
    - 25-26 Leader roster updates

#### 5. Round Table Items

- Ideas