



8/14/2025

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

Attendance /Attendance Quorum Confirmation (5 minutes)

7/10 Meeting Attendance

A total of 6 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	X
Ron Stas	Director 25-27	480-979-8925	ron.stas@acralight.com	
Committee Chairs				
Name	Committee	Phone	Email	
Jaime Garrido	Education/Scholarships	602-256-4375	Jaime.garrido@phoenix.gov	X
Heather Unger	Academic	602-448-5355	hunger@fmsolutions.net	X
Vacant	Technical			
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 Committee	480-979-8925	ron.stas@acralight.com	

1. Attendee 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 7th 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 Neilsen 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 committee Co-chairs!
- Professional Development & Certification/Education/Scholarships
 - Budget
 - Game plan/ Strategies
 - 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
 - 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).

Meeting called to order: 11:12AM 8/14/2025

1. 8/14 Meeting Attendance
2. A total of 5 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
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3. Round table Introductions- Jeff Neilsen
4. Round table for all attendees in addition to the current board noted above:

Jim Camarillo-CAM Exterior Consulting – SECA for many years, Doug Pahls, Architect DLR, Aaron Crabtree Eagle Roofing Rep, Camille Matthews with Royal Plywood and Wendy Urias with Behr Paints, Anh Luc, and Anastasia Konovalova with Architekton.

1. Programs update-Bobbi Jo
 - a. Scheduled list of programs for the 25-26 year.
 - b. Need contacts for January-Municipal panel
 - c. Feb. Aviation -TWL presenting-need venue
 - d. Glass tour
 - e. April
 - f. May-Water- Jones Studio presenting at their space
 - g. June Spotlight at the Wyndham?
 - h. Specs for Fire? Educational program-panel with Metro Fire Marshall, Ron? Spec Writer, Architect, at the city location, as a joint meeting? Camille would like to collaborate on this with Jaime, maybe at the wood warehouse in Chandler as a separate meeting.
- Academic Programs/Student Advisor
 - Jaime-scholarship program for the CDT certification at an architecture firm
 - Contact Maricopa community colleges, revive the communication-2 years ago-Heather.
 - Any architects interested in CDT? Jaime can do a summarized version of this and has at Arrington Watkins. Camille would like to have training on how to promote CDT and other certifications.
 - Deferred Submittal-designated design on a curtain wall? – who is the manufacturer? Fire alarms yes, but a curtain wall?
 - Budget=\$1,750
 - Game plan/Strategies
 - Let's Build Construction Camp for Girls
 - Budget-\$500
 - Skills USA Arizona State Faciliton Competition
 - Budget-\$500
 - Future Cities Competition
 - Budget-\$750

Jeff Scoby will move the budget to specify the correct accounts for education and academic allocations.

- Technical -Bobbi Jo-describes the podcast process and John McCall has the equipment for this. Recording a meeting and posting to the website for each. Need to post to LinkedIn as well.
 - Budget
 - Game plan/ Strategies
 - Need new technical chair-submit white papers to websites, podcasts, other educational documents/media
 - Possibly Jim Camarillo with John McCall?
 - James Wasala has the podcast for AIA, ask him how that one is doing for visibility/popular?
 - Cherise Lakeside has a podcast – has a lot of visibility
 - What is our membership count? Just under 100. Ken Martinek at the height of the chapter it was 150. Before COVID many years ago.
 - Ideas for a night meeting, Ironwood Mills, should have cabinet guys, architects, guests are welcome. Need a sponsor for this event.
 - Camille may do a combined meeting for this with Ironwood Mills
 - Should do a sustainability meeting, materials to talk about them and have them available to make it easier for architects to use them. Or like tabletop, or a pop-up event in North Scottsdale and in Central Phoenix.
 - Need to bring in the younger professionals!

- Awards
 - Budget \$800 – End of year plaques, board
 - Game plan/ Strategies
 - Heather to send 25-26 awards catalog to board and directors to review possibilities for new award nominations.

- Media/Communications
 - Budget of \$2,000
 - Game Plan/ Strategies
 - Connections, and LinkedIn and Instagram contacts – share board links and Phoenix Chapter CSI.
 - Group e-mail to the attendees to share contacts, and share the information, and repost the CSI posts to all network contacts.
 - List/post events sooner on the website and send to the chapter sooner.
 - Website under Star Chapter-hosting and maintenance fees for budgeting.
 - Read through every page on the website and make updates accordingly new board, new events, remove old info...etc.

- Events/Fundraising
 - Golf Tournament Fundraiser 2026
 - Budget \$15,700
 - Expected income actual revenue- around \$15,000
 - Game plan/25-26 Strategies
 - March at the San Marcos

- Events/Fundraising
 - Bowling tournament
 - Need to budget for it. \$1,700.
 - Income was almost \$2,000
 - Need to hold it earlier in the year– and on a Thursday for mid-week price.
 - Need a date to schedule this.

- 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 – contact from Teri and filing a 990n for those under the threshold for filing taxes.
 - Add another board member to the accounts- not only Jeff
 - Need to get Bobbi Jo on the account as an approved signer.
 - Board vote for Bobbi Jo to be added, vote approved.
 - Jeff will get Bobbi Jo added to the accounts.
 - 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-Done

4. Secretary's Report

- Game plan/ Strategies
 - ACC annual submittal prior to October 8th
 - 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 for new directors – Jaime has suggestions
- Doug may join the technical committee with Jim and Jaime

6. Meeting adjourned – 1:20