



2/12/2026

CSI Phoenix Chapter Board 2025-2026  
 Monthly Board Meeting Agenda

**Meeting Minutes**

1. Jeff Nielsen called meeting to order at 9:02AM
2. Attendance for Quorum Confirmation. 6 board members are in attendance; a quorum is present.
3. Adopt meeting minutes for January, Jeff moves to adopt, Jaime seconds the motion, 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	
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	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	X
Committee Chairs				
Name	Committee	Phone	Email	Present
Jaime Garrido	Education/Scholarships	602-256-4375	Jaime.garrido@phoenix.gov	X
Heather Unger	Academic Programs	602-448-5355	hunger@fmsolutions.net	X
Bobbi Jo Huskey	Membership/Programs	602-390-3599	bobbiho@partitionsco.com	X
Heather Unger	Awards	602-448-5355	hunger@fmsolutions.net	X
Clarissa Aguilar	Electronic Communications	480-886-0290	caguilar@awarch.com	
Brooke Manriquez	Programs/Media Communications	602-734-5333	Bmanriquez@arcadiainc.com	X
Ron Stas	Fundraising /Golf	480-979-8925	Ron.stas@acralight.com	X
Camille Matthews	Membership	602-647-2889	Camille@royalplywood.com	X
Doug Pahls	Technical		dpahls@dlrgroup.com	
John McCall	Technical	480-438-9291	Johnmccall44@gmail.com	

- 1) Announcements:
  - a) 2026 SW Region Conference April 22-25, 2026, at San Marcos Resort, Chandler, AZ
    - i) Website is live, start registering now!
    - ii) Premier sponsors are sold, and dinner/lunch sponsors are needed
    - iii) Need local firms to promote education day
      - (1) Robin will send a flyer once sessions are confirmed-get this out by March
    - iv) Need volunteers for the event
    - v) 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' (currently employed in the industry for 5 years or less) attendance for education day \$500 (10 x \$50 awards) from Phoenix Chapter (Approved in November board meeting)
  - b) 2026 CSI National Conference in Phoenix at the Hyatt Regency!
    - i) Save the dates - October 7-9, further details TBD
    - ii) Phx board assisting with planning the tours
  - c) 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
      - (2) Give gift cards from each sponsor to the winners at end of year.
    - ii) Duane Selvig-Caliente Bobbi Jo's.
- 2) Committee Chairs – Allow for each chair to provide a brief report on their plan.
  - a) Programs-Brooke & Bobbi Jo-co-chairs
    - i) Provide update on NOMA & CSI tour of Sprouts Headquarters – Tour went well, Will Sundquist (CSI BOD Chair) attended
    - ii) February 2/12- DWL speaking on Airports Aviation+TSA
    - iii) March 3/12 Hartung Tour w/ Guardian Glass
    - iv) April 4/9 Code Update Ron Geren
    - v) May 5/14 Water Conservation Jones Studio-Joint meeting with NAWIC-Heather to connect with Bobbi Jo to coordinate this
    - vi) June 6/11 Awards Banquet and Project Spotlight-Location TBD
  - b) Jaime suggested program for building enclosures
  - c) Jaime suggests more of a consultant with a product representative program. Brooke to review with Jaime for a Q2 program.
  - d) ABBA presentation at ATAS? Reach out to Minnie?
  - e) At the last meeting we did not get all the RSVPs, 12 people showed up who were not on the list, hotel scrambled to get tables set up, then food served.
    - i) Bobbi Jo suggests we need to reenact the process for confirmation RSVP calls before meetings
    - ii) Camille received e-mail from Louise to RSVP for someone, he responded to e-mail, but did not register.
  - f) Membership- Camille Matthews and Wendy Urias Co-chairs
    - i) Game plan/ Strategies
      - (1) Any new members this month? 2
      - (2) Wendy and Camille to follow up on contact lists for membership
      - (3) Working on dates for a mixer

- (4) Guests at meetings need to be introduced at chapter meetings and acknowledged in chapter announcements.
- (5) We need to decide at the Board meeting how we are going to approach getting people to come to the meeting
  - (a) Free 1 Time? Free 2 Times?
    - (i) 1 free first meeting, next meeting is paid or membership.
    - (b) If students are coming, should the person inviting them cover the cost?
    - (c) If a Rep comes, they can write off the lunch with their company as an “event” ....so I’m not sure Reps should be Free?
    - (d) Maybe Spec Writers and Architects could have a Free 1st Visit?
    - (e) Or do we just not comp anyone?
    - (f) Additional \$5 or \$10 to show up if not registered.
    - (g) Heather sent meeting invitation to Jaime, Bobbi Jo, Camille, and Jeff N.
- g) Professional Development & Certification/Education/Scholarships-Jaime and Heather
  - i) Update on CDT Prep class-had 4 people, only 2 attended last day.
  - ii) Jaime, Clarissa and Heather to meet on a new approach with engaging, interactive content.
  - iii) PP of certifications is updated and summarized-schedule presentation for chapter/architects/trades
  - iv) Heather met with MCC, they will be adding our scholarship on their website and have a contact for the Construction Management and Construction Trade Advisory Committee. Planning to present CSI certifications at their meeting in March
    - (a) Presentations to follow at EVIT, GCU, ASU
    - (b) We have one scholarship applicant from EVIT – Electrician student has submitted their essay, will attend 1 meeting in the requirements-need to be in person.
  - v) Dean and Robin met with someone from ASU construction school of management -open to possibilities for CSI involvement-Contact name? Aaron? Dean to provide contacts/contractors for Regional Conf.
    - (1) Robin to provide e-mail introduction for Aaron
  - vi) Introduce scholarship program in chapter meetings and promote scholarship-CSI to pay for CDT testing fee (if you pass)!
- h) Academic Programs/Student Advisors- Jaime and Heather
  - i) Education Events we are sponsoring this year:
    - (1) Future Cities Competition-January 24<sup>th</sup> event complete! Our future city award for Excellence in the Use of Materials was awarded to team Akko from Edmund Station School.
    - (2) SkillsUSA Regional Competition-need volunteer judges for the job skill demonstration contests Glendale Community College on Saturday February 21st, 2026, from 8 am - 2 pm, or whatever time you can do! Donuts and coffee, and Lunch will be provided!
    - (3) 4/8/26 Skills USA Arizona State Faciliton Competition \$500-Fall (Jaime will volunteer as a judge)
    - (4) 6/8-6/12 Let’s Build Construction Camp for Girls-Budget-\$500-Summer
  - ii) Need to submit white papers to websites, podcasts, other educational documents/media
  - iii) Doug met with John McCall, and he has graciously agreed to work with him on creating new educational material. They have penciled out a series of subjects for videos tentatively called “Product Specifications - Ask the Expert”. The first subject will be specifying expansion joints. Other upcoming topics include sealants, rainscreen systems, and waterproofing.
- j) Awards-Heather

- iv) Game plan/ Strategies
  - (1) Heather sent 25-26 awards catalog from Institute to board and directors to review possibilities for new award nominations.
    - (a) Brooke sent suggestions to Jeff for review-Jeff, please provide your response
  - (2) OCC award requirements in progress
  
- k) Media/Communications-Clarissa and Brooke
  - v) Game Plan/Strategies
    - (1) Brooke posting LinkedIn and Instagram contacts – share board links and Phoenix Chapter CSI.
    - (2) Review every page on the website make updates for the board, new events, remove old info...etc.
      - (a) Also need to update events page in advance-post future meetings, tours, education volunteer opportunities
    - (3) Brooke – Posting chapter events, on website and Social Media sites.
    - (4) Jaime-need an ad hoc committee to communicate via text messages – how to automate the process.
    - (5) Add volunteer education events-joint events with other organizations
    - (6) Schedule meeting to train website manager with Bobbi Jo-open to board for committee’s posts.
    - (7) Friday morning meeting-Heather to schedule with Jaime, Bobbi Jo, Jeff, Brooke, Heather
  
- b) Events/Fundraising-Ron Stas
  - i) Golf Tournament Fundraiser 2026-March 20th at the San Marcos Golf Club
    - (1) Budget of \$15,700, Expected income is around \$15,000
    - (2) Flyer is out!
    - (3) No registrations for golfers yet
    - (4) Send from CSI e-mail to all membership posting to all SM sites.
    - (5) Working on selling out all the t-boxes- great way to make contacts!
    - (6) Sponsors to bring all supplies for tables/shade structure
    - (7) Raffling architects to different teams – Bobbi Jo
  - ii) Bowling tournament
    - (1) Need to budget for it. \$1,700.
    - (2) Date set for Thursday July 23<sup>rd</sup>-may change to July 16<sup>th</sup>
    - (3) Sponsors donate items to raffle off/sponsor food, bar.
    - (4) Same location as last year-Bowlero
  
- 3) Treasury Report-Jeff Scoby
  - a) Provide the current chapter banking statement update.
    - i) Jeff reviewed bank statements-added details in QuickBooks
      - (1) Researching one unknown charge from Star Chapter, it could be the annual renewal fee.
    - ii) Reviewed budget actuals vs. budgeted
      - (1) Checking-\$46,571.35, Savings-\$30,212.94
  
- 4) Secretary’s Report-Heather
  - a) Meeting minutes posted to CSI Phoenix website, PP for chapter meetings.
  - b) President’s letter distributed and posted to website
  - c) Chapter deliverables are on track

- 5) Round Table Items
  - a) Budget for membership – need new badges, Camille to purchase.
  - b) Confirming with Camille- had to depart meeting at 10.
  
- 6) Meeting adjourned – Bobbi Jo motions to adjourn, Jaime seconds the motion, meeting adjourned 10:13