



3/12/2026

CSI Phoenix Chapter Board 2025-2026
 Monthly Board Meeting Agenda

Meeting Minutes

1. Jaime Garrido called meeting to order at 9:02 AM
2. Attendance for Quorum Confirmation. 6 board members are in attendance; a quorum is present.
3. Adopt meeting minutes for January, Ron moves to adopt Jeff 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	
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@dunneledwards.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	
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	X
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	
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, Register now! Before early bird registration ends 3/19!
 - ii) Premier sponsors are sold, and dinner/lunch sponsors are needed
 - iii) Need local firms to promote education day-Flyer on the way
 - iv) Need volunteers for the event
 - v) PP Slide in Phx chapter meeting announcements for today's meeting
 - (1) Offer-emerging professionals' (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-1 meeting to go on April 1, basketball stadium, MIM, Downtown walking tour, Taliesin West
 - (1) Jaime-Review with Bill Lundquist-merging chapters-Tucson may join us. Meeting with Mark Dorsey tomorrow, preparing for National Conf.
 - iii) CSI upcoming charge to use spec standard formats-financial issues lack of transparency to chapters.
 - c) Membership sweepstakes
 - i) \$100 sponsorships-Spectra, FM Solutions, Dunn Edwards, and Jon Hammond with SpecDoc., APF Polymer Surfaces, Partitions and Accessories Co.
 - (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-added to Slide
- 2) Committee Chairs – Allow for each chair to provide a brief report on their plan.
 - a) Programs-Brooke & Bobbi Jo-co-chairs
 - i) March 3/12 Hartung Tour w/ Guardian Glass
 - ii) April 4/9 Code Update Ron Geren
 - iii) May 5/14 Water Conservation Jones Studio
 - iv) Joint meeting with NAWIC- Bobbi Jo suggested a pop-up happy hour event with raffles, and a sponsor
 - (1) Meeting scheduled to discuss 4/10 with Becky Williams-NAWIC
 - v) June 6/11 Awards Banquet and Project Spotlight-Location TBD
 - b) Suggestions for next year-ABBA presentation at ATAS? Reach out to Minnie?
 - c) Bobbi Jo suggests we need to reenact the process for confirmation RSVP calls before meetings
 - d) Membership- Camille Matthews
 - i) Game plan/ Strategies- Current membership 89
 - (1) Any new members this month? 1 – Name?
 - (2) Camille to follow up on contact lists for membership
 - (3) Working on dates for a mixer-NAWIC?
 - (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) 1 free first meeting, next meeting is paid or membership. Jaime agrees.
 - (b) If students are coming, should the person be inviting them cover the cost?

- (c) If a Rep comes, they can write off the lunch with their company as an “event”, not sure Reps should be Free?
 - (d) Maybe Spec Writers and Architects could have a free 1st Visit?
 - (e) 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.
- e) Professional Development & Certification/Education/Scholarships-Jaime and Heather
- i) Jaime, Clarissa and Heather to meet on a new approach with engaging, interactive content.
 - ii) PP of certifications is updated and ready to present.
 - iii) Working on the schedule for presentations to chapter/architects/trades
 - iv) Heather met with MCC, and Gateway CC they will be adding our scholarship and have contact for the Construction Management and Construction Trade Advisory Committee
 - v) Presenting the CSI certifications and CDT at their meeting this Friday 3/13 for Construction ISC (Industry Sector Collaboratives)
 - (1) Presentations to follow for EVIT, GCU, ASU
 - vi) Dean and Robin-contact from ASU construction school of management-possibilities for CSI involvement... Aaron?
 - (1) Robin to provide e-mail introduction for Aaron
 - vii) Introduce scholarship program in chapter meetings and promote scholarship-CSI to pay for CDT testing fee (if you pass)!
- f) Academic Programs/Student Advisors- Jaime and Heather
- i) Education Events we are sponsoring this year:
 - (1) 4/8/26 Skills USA Arizona State Faciliton Competition \$500-Fall (Jaime , and John McCall will volunteer as a judges) Any other volunteers? Facility Managers/Industry Professionals
 - (2) 6/8-6/12 Let’s Build Construction Camp for Girls-Budget-\$500-Summer
- g) Technical-Jake Beach & Doug Pahl & John McCall
- ii) Need to submit white papers to websites, podcasts, other educational documents/media
 - iii) Doug met with John McCall; they have penciled out a series of subjects for videos tentatively called “Product Specifications - Ask the Expert”. Have the first presenter lined up for this.
- h) 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.
 - (2) Awards will be presented in Phoenix this year at the National Conference, let’s represent!
 - (a) Brooke sent suggestions to Jeff for review-Jeff, please provide your response
 - (3) OCC award requirements in progress
- i) Media/Communications-Clarissa and Brooke
- v) Game Plan/Strategies
 - (1) Brooke posting LinkedIn and Instagram contacts – like and share!
 - (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) Jaime-need an ad hoc committee to communicate via text messages – how to automate the process.

- (4) Add volunteer education events-joint events with other organizations
 - (5) Schedule meeting to train website manager with Bobbi Jo-open to board for committee's posts.
 - (6) Friday morning meeting-Heather to schedule with Jaime, Bobbi Jo, Jeff, Brooke, Heather
- Meeting notes:
- a. Texting Platform-Brooke to review the trial on it. EZTexting.com
 - i. Managing this long-term marketing person. Student?
 - ii. Heather to request marketing student intern/volunteer from MCC- meeting them Friday.
 - 2. Need a shared calendar or a shared drive
 - a. Brooke researching this - phoenixchaptercsi@gmail.com – Teams calendar? G-Mail?
 - 3. Can we share with the SW Region the costs for marketing-ask Robin Snyder?
 - 4. Move forward with Publicity/ Communications Committee meetings
 - a. Brooke to schedule one for EZTexting.com review
 - b. Bobbi Jo to schedule one for programs media for a “how-to” review
- b) Events/Fundraising-Ron Stas
- i) Golf Tournament Fundraiser 2026- Friday March 20th at the San Marcos Golf Club
 - (1) Golfer goodie bag stuffing 3/19 at San Marcos-time 4:30-5:00
 - (2) Registration for golfers – 60 – need more foursomes
 - (3) Working on selling out all the t-boxes- great way to make contacts!
 - (4) Ruffling architects to different teams – Bobbi Jo- Prize to a team! Need 6
 - (5) Next year avoid spring break-mid-March for scheduling
 - ii) Bowling tournament
 - (1) Need to budget for it. \$1,700.
 - (2) Date set for Thursday July 23rd-may change to July 16th
 - (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 uncategorized charges from Star Chapter with Bobbi Jo.
 - ii) Reviewed budget actuals vs. budgeted
 - (1) Checking-\$45,915, Savings-\$30,213.17
 - b) Jaime-Have we checked for higher interest bank account?
 - i) Jeff to meet with Chase bank to research this CD account, or paid transactions debit card?
 - ii) Carry half a year of funding for the chapter per chapter by-laws.
- 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) Move BOD meeting to Friday? Jaime
- 6) Meeting adjourned – Jaime motions to adjourn, Bobbi Jo seconds the motion, meeting adjourned 10:02