Over the year I have seen announcements of lots of great chapter programs/events/communications and we shared many of them during Leadership Forums at our Regional Conferences. It has been my pleasure to represent our 9 outstanding chapters. And I think you should all take the opportunity to be recognized for your work at the National Conference by submitting for the Outstanding Chapter Commendation (OCC) award.

At regional conferences I focused Leadership Forums around the OCC. Over the last 20 years our region has been represented in this awards category by a number of chapters and I would challenge all of you this year to submit your Chapters for the OCC to show that we are the Great (Lakes) CSI Region.

Pre-Requisite Criteria - A Chapter must have achieved all of the pre-requisites in each of the following four categories:

- Chapter Administration – You all have officers, review and record in your chapter board minutes this month that you have conducted an annual review of your Chapter Bylaws if you haven’t done so already (attach a copy of minutes)
- Chapter Fiscal Responsibility – Acknowledge you operate on a prepared budget and are in good standing with the IRS
- Chapter Education and Programs – Your Chapter has held regular meetings, list 4 education programs you’ve presented
- Chapter Communications – Acknowledged you’ve communicated with your Chapter membership at least 6 times in the last year (email, newsletter, text, etc.) about Chapter programs/events and CSI related information

Supplemental Criteria – This is a points system, but there is no stated minimum for award:

- Chapter Administration – System of governance, historical archive, long-range plan, and leadership training (most chapters were represented at the Region Conference)
- Chapter Membership – Membership and recruitment plans, recognition of new members, Chapter membership status will be sent out early July
- Chapter Finances – Scholarship or foundation, funding of officers to attend Region or National events
- Chapter Certification Programs – Conduct certification programs, certified members (easy points here), promotion of certification
- Chapter Educational/Technical Programs – Offered educational programs, worked with other associations or institutes, technical articles
- Chapter Communications – Regularly communicated with membership (pre-requisite criteria), website, social media, promotion of regional and national events, promotion of chapter activities to non-members
- Chapter Events – Joint events with other associations, non-educational events (networking, tours, golf outings, product expos, etc)
- Chapter Academic Relationships – Relationship with a higher education program, member liaison, faculty member, student members
- Region and Institute Participation – Chapter membership attendance to region or national events, institute volunteers, region or institute leadership
NEWSLETTER

Even if you don’t submit for the OCC, this form is also a great tool for creating an annual report for your Chapter’s activities or to use as a planning guide for next year.

You are all outstanding chapters and members of CSI, feel free to gloat a little and submit for your OCC!

Gregg Jones, AIA CSI CDT CCS
Our Mission

To advance building information management and education of project teams to improve facility performance.

Home - Great Lakes Region (csiresources.org)
Here are some of the things your Region and Region Officers do better as part of the Construction Specifications Institution Structure:

**Leadership Training** If you've ever thought about applying for a Chapter Leadership position, it's as simple as looking [here](http://www.greatlakes.csinet.org) to see what kind of thing are expected.

**Programs Bureau**- Programs Chairs have a place to go to fill up a hole or two in the annual calendar. If you see a monthly program that stands out, please pass those thoughts on to Jack Morgan, who oversees the submissions. Visit the Speakers Bureau [here](http://www.greatlakes.csinet.org).

**Awards**- The format and organization of our Awards program is very robust and well thought out. It’s been seen by other regions and used as a template for the creation of their awards programs. Please review it [here](http://www.greatlakes.csinet.org) to see how to reward active leaders in your chapter. Gregg Jones (Grand Rapids) and Jack Morgan (Indianapolis) are the current Awards Committee Co-Chairs.

**Chapter Challenge**- Introduced in 2018. It’s a way to introduce your friends and colleagues to CSI. More on this on page 3 of this newsletter.

**Member Relief Program**- Introduced December 2020, still in effect. Details and information [here](http://www.greatlakes.csinet.org).
The CHAPTER CHALLENGE, which began in 2018, is still in full effect. The purpose of this CHALLENGE is to increase membership. In this CHAPTER CHALLENGE, the Chapter members must recruit new members with no cost to the new member. The Chapter will pay for the first year’s chapter dues, and the Region will pay for the first year’s Institute dues. This is for PROFESSIONAL and EMERGING PROFESSIONAL members only (renewals and industry members are not included).

Your involvement does not stop there! Once the new members attend their first Chapter meeting, the Chapter has to engage those new members, embrace them by making them a part of the Chapter, getting them involved, and giving them a sense of belonging.

Who can you recommend today?

If you have any questions or need any other information, please contact one of the following:

**Great Lakes Region Chapter Challenge Advisor**

Ken Schmidt – Operations Manager Seward Associates
317-979-1700
kschmidt@sewardassociates.net

**Great Lakes Region Membership Chair**

Blair Reese 313-269-3868
breese@ghafari.com

Form(s) attached
What is CHAPTER CHALLENGE?

- Chapter Challenge is a way to allow Design and Construction Professionals the opportunity to experience CSI for one year with CSI’s goal of the Professional realizing the value of CSI and continue Membership beyond the Chapter Challenge Year.

Who is eligible for CHAPTER CHALLENGE?

- Chapter Challenge is open to a Member of an Architect, Engineer, Interior Designer, or General Contractor Firm who may not be familiar with CSI or have not been a Member of CSI for at least 3 years.

What Does the CHAPTER CHALLENGE Cost?

- New Member - $0.00 for the first year of membership:
  - The only cost will be participation:
    - Commitment to attend a minimum of 4 regularly scheduled educational meetings in the Chapter Challenge Year;
    - Report the value of being a CSI Member to a Principal or Decision Maker in the Chapter Challenge Member’s Firm a minimum of two times during the Chapter Challenge Year.

How to apply for CHAPTER CHALLENGE?

- Fill out TODAY the attached CSI Membership Application and return it to the Great Lakes Region Membership Chair in the Newsletter.
MEMBERSHIP ENROLLMENT FORM

Personal Information

First name:  

Middle initial:  

Last name:  

Nickname:  

Title:  

Firm name:  

Website:  

Primary Address:  

City | State | Zip:  

Primary phone:  

Fax:  

(_____)  (_____)  (_____)  

Primary Email:  

Date of birth:  

Please review the listings on the back and enter the corresponding number(s) that best describe the following:

Occupation code:  

Firm type code:  

Membership Dues and Chapter Designation

Membership Dues  (See types of membership above)  $__________

Home Chapter  (See reverse side)  Included

Membership Certificate  (Optional)  $15.00

Total  (US funds only)  $__________

Signature*  

*Required to validate your enrollment form.  

Visa □  Mastercard □  AMEX □  Check □

Card #  CVV Code  Exp Date  

Signature*  

*Signature required for credit card authorization. If using a credit card, please do not email form for security purposes.

CSI Membership

CSI Membership is good for one year, with your membership starting the day that your payment is received and processed.

Enroll online at www.csiresources.org/join

MEMBERSHIP TYPES

Professional: $375

I am a technically experienced individual whose primary function is to author, manage, or communicate building information; to create, interpret, or use construction documents; or to educate, support, or assist the construction industry.

Emerging Professional: $200*

I am an individual who has less than three years experience in any construction-related field and am a prospective Professional Member.

Student: $70*

I am a full-time student enrolled in an undergraduate or graduate program in a construction industry curriculum at an educational institution.

*Emerging Professional membership is limited to three years, at which time members must renew at the Professional level.

Prices and information are subject to change.
Occupation Codes

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<td>Landscape Architect/ Designer</td>
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<td>104</td>
<td>Interior Designer/Space Planner</td>
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<td>Project Manager</td>
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<td>106</td>
<td>Contract Administrator</td>
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<td>Forensic Engineer</td>
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<td>115</td>
<td>Urban Planner</td>
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<td>117</td>
<td>Consultant</td>
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<td>118</td>
<td>A/E Drafter – CAD Operator</td>
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<td>119</td>
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<td>Construction Finance Professional</td>
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<td>Building Product Distributor</td>
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<td>Electronic Media Manufacturing Personnel</td>
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<td>Project Information Manager</td>
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<td>147</td>
<td>Technical Writer</td>
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<td>148</td>
<td>Computer Support Specialist</td>
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<td>149</td>
<td>Systems Administrator</td>
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<td>Association Staff</td>
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<tr>
<td>151</td>
<td>Academician/Professor/ Teacher</td>
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<td>152</td>
<td>Academic Staff</td>
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<tr>
<td>153</td>
<td>Student</td>
</tr>
<tr>
<td>154</td>
<td>Other</td>
</tr>
</tbody>
</table>

Locate the numbers corresponding to your occupation and type of firm, then write them in on the front of this form.

Chapters

A home chapter is included as part of your CSI membership. Designate your preferred home chapter on the front of this application. If one is not chosen, the home chapter will be assigned based on your address. For more information, visit www.csiresources.org/communities/components.

Alabama
Birmingham
Huntsville
Mobile Bay
Montgomery
Arkansas
Little Rock
California
East Bay-Oakland
Fresno
Los Angeles
Orange County
Redwood Empire
Sacramento
San Diego
San Francisco
Santa Clara Valley
Colorado
Denver
Pikes Peak
Connecticut
Hartford
Housatonic
District of Columbia
DC Metropolitan
Florida
Greater Orlando
South Florida
Pensacola
Suncoast
Tampa Bay
Georgia
Atlanta
Hawaii
Honolulu
Illinois
Chicago
Indiana
Evansville
Indianapolis
Iowa
Central Iowa
Grinnell
Kansas
Flint Hills
Mid-Kansas
Kentucky
Louisville
Louisiana
Acadiana
Baton Rouge
New Orleans
Shreveport
Maryland
Baltimore
Massachusetts
Boston
Worcester County
Michigan
Grand Rapids
Lansing
Metropolitan Detroit
Minnesota
Minneapolis-St. Paul
Twin Ports
Mississippi
Mississippi
Missouri
Central Missouri
Greater St. Louis
Kansas City
Southwest Missouri
Nebraska
Nebraska
Nevada
Las Vegas
New Hampshire
New Hampshire
New Jersey
New Jersey
New Mexico
Albuquerque
New York
Buffalo-Watertown NY
Eastern New York
Long Island
Metropolitan New York
Rochester
Syracuse
North Carolina
Charlotte
Raleigh-Durham
North Dakota
North Dakota/Red River Valley
Ohio
Akron-Canton
Cincinnati
Columbus
Cleveland
Dayton-Miami Valley
Oklahoma
Oklahoma City
Oklahoma State Univ.
Oregon
Portland
Willamette Valley
Pennsylvania
Greater Lehigh Valley
Central Pennsylvania
Erie-Northwestern
Pennsylvania
Northcentral Penn
Philadelphia
Pittsburgh
Rhode Island
Rhode Island
South Carolina
Charleston
Grand Strand
Greenville
Tennessee
Chattanooga
Knoxville
Memphis
Nashville
Texas
Amarillo
Austin
Dallas
Fort Worth
Houston
San Antonio
Utah
Salt Lake City
Vermont
Vermont
Virginia
Blue Ridge
Central Virginia
Northern Virginia
Richmond
Tidewater
Washington
Mt. Rainier
Pugel Sound
Spokane
Wisconsin
Fox River Valley
Madison
Milwaukee
CSI Next
(Virtual Chapter)
• 2024 April Spring, Region Conference, Indianapolis. TBD.
• Region Conference Master Planning Schedule is being revisited for updates.
• Kicking around the Idea for a Bi-Region Conference. Stay tuned.
• Let us know if there is something you want to share about your Chapter.
• Officer and Committee Training available.
• The Region needs YOU for the following OPEN POSITIONS:
  o President Elect – Interested?
  o Vice President 1– Interested?
  o Vice President 2 – Interested?
  o Treasurer – Interested?
  o Secretary-Interested?
• End of Fiscal/Chapter Year 30-June 2024.
• New Fiscal Year Begins July 1, 2024.
• IRS From 990 Due - most chapters and regions November 15.
• Begin Recruiting Officer and Leaders for Next Fiscal Year January 15.
• Officer and Leader Roster Report Due *Must be submitted even if roster remains same 31-May 2024.
• CSI Master Specifiers Retreat (MSR) will be held on February 7-9, 2024 at Royal Sonesta in San Juan, Puerto Rico. Participants get access to one-on-one meetings with senior building product manufacturers, information on key developments impacting the construction industry, key intelligence and data from subject matter experts, free accommodations and travel reimbursement, and earning up to 3.0 CSI Learning Units. Space is limited. Apply now.
• Share your Certification Exam experience that you would like to share here
• Share your CSI 2023 National Conference experience for Newsletter here
• Share your Spec-related photos with message for the Newsletter here
• Outstanding Chapter Commendation nomination due, July 2024.
Great Lakes Region CSI Quizmaster - November 2023
Jack P. Morgan, FCSI, CCS, CCCA, CDT, AIA, LEED Green Associate, NCARB, SCIP

1. Division 01 sections apply broadly to the execution of the work of all the other sections of the specifications. In addition, they expand on certain administrative and procedural provisions of the:
   a. Drawings.
   b. Construction Agreement.
   c. Conditions of the Contract.
   d. Procurement Documents.

2. The volume containing the Specifications, Conditions of the Contract, information to bidders, instructions to bidders, and the bid form is called:
   b. Preliminary Project Descriptions.
   d. Submittals.
   e. None of the above.
   f. All of the above.

3. Contract Documents consist of:
   a. Agreement between Owner and Contractor, Conditions of the Contract, drawings, and modifications, other documents listed in the Agreement.
   c. Agreement between Owner and Contractor, Conditions of the Contract, drawings and specifications, instructions to bidders, bid form, addenda, modifications, other documents listed in the Agreement.
   d. None of the above.

4. Division 01 should be used to:
   a. Provide a location for General and Supplementary Conditions.
   b. Provide a means to modify standard sections of the specifications.
   c. Provide a logical arrangement for specifying administrative, procedural, and temporary facilities.
   d. Provide a location for specifying special construction and materials the bidders might overlook.

5. The agreement form, before modifications, should be reviewed carefully by the:
   a. Owner’s legal counsel.
   b. Owner.
   c. Architect and Owner.
   d. Contractor.

Answers on Page 3.
CSI Great Lakes Region – December 2023

I love the cold weather and looking forward to snow. Only wish I didn’t have to drive in it! I volunteered at a family service center this weekend – giving food and gifts to families in need. The experience was both physically and emotionally exhausting. Take time to volunteer and appreciate what we have by giving to others this Holiday Season.

CSI Master Specifiers Retreat (MSR) will be held on February 7-9, 2024, at Royal Sonesta in San Juan, Puerto Rico. Participants get access to one-on-one meetings with senior building product manufacturers, information on key developments impacting the construction industry, key intelligence and data from subject matter experts, free accommodations, and travel reimbursement, and earning up to 3.0 CSI Learning Units.

The CSI Board Meeting will be held the weekend immediately following the Master Specifier’s Retreat. Please let me know if you have anything you wish me to bring to the Board’s attention. Looking forward to the GLR Conference in April 2024 in Indianapolis, IN. The venue is one of my favorites in Indianapolis – the Bottleworks. It is a renovated Coca Cola Bottling Plant. We will have a guest speaker during the conference talking about the restoration of this historic area.

Next year’s CSI Conference will be held in Houston, Texas. Be looking for more information to come. Watch your email for Webreach Wednesday presentations. Earn Learning Units. Also, join in on Tech Talk Tuesdays. Go to the CSI Website to see the schedule. Also check out the CSI Learning Library for other courses offering Learning Units. There is a wealth of information and learning opportunities.

There are many resources available to chapters and regions on the chapter and region community at CSIresources.org.

I want to direct you especially to Membership Recruitment: at https://www.csiresources.org/chapterregionleaders/member-management/membership-recruitment

This site includes:
- Customizable membership flyer
- Customizable membership PPT template
- Social media buzz kit (for getting a social media presence started)
- CSI event form: https://www.surveymonkey.com/r/CSIEventForm
NEWSLETTER

Promotes your events on the national CSI calendar.

Thanks,

Ivette Bruns  CSI CDT CCS
Director from the Great Lakes Region
ibruns@ratiodesign.com
Initiate. Educate. Participate.

The last two months the Academic Program focus has discussed ways to introduce CSI to an educational institution. Thanks to those who’ve reached out with comments and questions, requesting a more detailed action plan for CSI chapter leaders. Contacting a professor is a good first step. Participating on the Industry Advisory Board is a proven path. A common goal is getting a University or a Community College to gain interest in CSI is by teaching the CDT prep class to fulfill their documents requirements in the program curriculum. Here’s a quick step by step road map that starts with basic goal setting and outreach, ends with solid participation in program curriculum.

Initiate-
- Data Base update - who and where are the chapter’s opportunities.
- Identify a target school the chapter would like to help grow CSI involvement.
- Establish an Introductory Letter to the program chair or tenured professor to explain chapter goals and how CSI can help the school prepare students for the workplace.
- Personal Contact - identify faculty members. Ask for a meeting to link your local chapter person with the learning institution. It takes the personal touch to gain and gauge interest to establish a partnership.

Educate-
- Personal Contact - meet with an interested faculty member - answer questions, pitch an Industry/Institutional partnership, provide an introductory packet that includes a combination of CSI Chapter, Regional, and National Website tools.

- Introductory Packet - (example)
  - Letter to interested faculty member - personalized Thank You for their time.
  - Offer free or reduced CSI membership (with chapter board approval)
    - Chapter Challenge is a great tool for this.
  - Chapter Newsletter, Region Newsletter, grab an Institute article or testimonial on the value of earning a CDT certification.

Participate-
- Offer to be a class speaker to share industry trends or a local project case study.
- Offer to become an Industry Advisory Board Member.
- Educate an interested faculty member with all information they will need to implement program teaching CDT prep as a Documents type part of their program.
  - Consider donating a Project Delivery Practice Guide from the chapter.
  - Provide links to the CDT Handbook, Preparation Materials for review.
  - Offer to establish class speakers to help teach the program.
  - Follow up, follow up, follow up - the wheels of education turn slowly. Adding a class to any curriculum is a long uphill battle.
- Add them to Communication Newsletter/Blog to continue to keep CSI in front of the students and staff.
- No success? Consider offering a class at or near the institution for students who want to excel and leave college with an Industry Certification.

Thad Goodman, FCSI, CDT, CCPR, LEED Green Associate
Academic Program Committee
<table>
<thead>
<tr>
<th>Chapter</th>
<th>President</th>
<th>Email</th>
<th>Website for Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Akron-Canton</td>
<td>Bryan Ziga</td>
<td><a href="mailto:bryan.ziga@primeeng.com">bryan.ziga@primeeng.com</a></td>
<td>Website</td>
</tr>
<tr>
<td>Cincinnati</td>
<td>Kirk Paisley</td>
<td><a href="mailto:kirk.paisley@bdclarchitects.com">kirk.paisley@bdclarchitects.com</a></td>
<td>Website</td>
</tr>
<tr>
<td>Cleveland</td>
<td>Mark Jacobson</td>
<td><a href="mailto:mark.jacobson@kuraray.com">mark.jacobson@kuraray.com</a></td>
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<tr>
<td>CSI Next</td>
<td>Mark Ogg</td>
<td><a href="mailto:mark.ogg@jll.com">mark.ogg@jll.com</a></td>
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<tr>
<td>Evansville</td>
<td>Clay Ellerbrook</td>
<td><a href="mailto:cellarbrook@haferdesign.com">cellarbrook@haferdesign.com</a></td>
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<td>Grand Rapids</td>
<td>Andrea Baird</td>
<td><a href="mailto:albaird@rrj.com">albaird@rrj.com</a></td>
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<tr>
<td>Indianapolis</td>
<td>Tony Julian</td>
<td><a href="mailto:tonyjulian2013@gmail.com">tonyjulian2013@gmail.com</a></td>
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<tr>
<td>Lansing</td>
<td>Brian Delaney</td>
<td><a href="mailto:delaney@mayottearchitects.com">delaney@mayottearchitects.com</a></td>
<td></td>
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<tr>
<td>Louisville</td>
<td>Sam Cilone</td>
<td><a href="mailto:cilone@fastsigns.com">cilone@fastsigns.com</a></td>
<td>Website</td>
</tr>
<tr>
<td>Metro Detroit</td>
<td>Mallory Hoffman</td>
<td><a href="mailto:mallory@signaturespec.com">mallory@signaturespec.com</a></td>
<td>Website</td>
</tr>
</tbody>
</table>
What 3 things are you thinking about to boost your career in 2024?

Share for the newsletter

What 3 things did you learn from the CSI National Conference?

Share for the newsletter

What are your plans for the Winter?

Share for the newsletter

What 3 suggestions can you give to help in enjoying the holidays with Family?

Share for the newsletter

Newsletter Express YOURself comments here
Ken Schmidt 
Seward and Associates

kschmidt@sewardassociates.net
(317)-979-1700
https://www.sewardassociatesllc.com/index.html

Mark S. Jacobson, CSI 
Kuraray America, Inc.

Mark.Jacobson@kuraray.com
(440) 248-9151
http://www.kuraray.com

Thad Goodman, FCSI, CDT, CCPR, 
LEED Green Associate
National Gypsum Services Company

thadg@nationalgypsum.com
614-296-5375
https://www.nationalgypsum.com
## NEWSLETTER

### OFFICERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gregg Jones</td>
<td>President</td>
<td><a href="mailto:gjones@abonmarche.com">gjones@abonmarche.com</a></td>
<td>260-216-0222</td>
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<tr>
<td>Kirk Paisley</td>
<td>President-Elect</td>
<td><a href="mailto:kirk.paisley@bdclarchitects.com">kirk.paisley@bdclarchitects.com</a></td>
<td>513-964-1154</td>
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<tr>
<td>Scott Mitchell-Taylor</td>
<td>Immediate Past President</td>
<td><a href="mailto:staylo2021@outlook.com">staylo2021@outlook.com</a></td>
<td>216-870-1970</td>
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<td>Dawn Cenowa</td>
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<td><a href="mailto:dawn.m.cenowa@sherwin.com">dawn.m.cenowa@sherwin.com</a></td>
<td>248-660-3067</td>
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</tr>
<tr>
<td>Louise Schlatter</td>
<td>Secretary (Acting)</td>
<td><a href="mailto:lschlatter@SSOE.com">lschlatter@SSOE.com</a></td>
<td></td>
</tr>
<tr>
<td>Ivette Bruns</td>
<td>Institute Director</td>
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<td>317-258-4180</td>
</tr>
<tr>
<td>Open</td>
<td>U of A Liaison</td>
<td></td>
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<tr>
<td>Open</td>
<td>Emerging Professional</td>
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### COMMITTEE CHAIRS

<table>
<thead>
<tr>
<th>Committee Chairs</th>
<th>Chair</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Awards Co-Chairs</td>
<td>Gregg Jones/Jack Morgan</td>
<td><a href="mailto:Gregg.jones@c2ae.com">Gregg.jones@c2ae.com</a> /</td>
<td>260-216-0222 /</td>
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<tr>
<td>Academic Liaison</td>
<td>Thad Goodman</td>
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<td>614-296-5375</td>
</tr>
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**Region Contacts**
## NEWSLETTER STAFF

<p>| | | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Jack Morgan</td>
<td>Ed Brown</td>
<td>Scott Mitchell-Taylor</td>
</tr>
<tr>
<td>Co-Editor</td>
<td>Newsletter Distribution</td>
<td>Co-Editor (Interim)</td>
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<td><a href="mailto:morwalsoplad1@gmail.com">morwalsoplad1@gmail.com</a></td>
<td><a href="mailto:ebrown@eticagroup.com">ebrown@eticagroup.com</a></td>
<td><a href="mailto:staylo2021@outlook.com">staylo2021@outlook.com</a></td>
</tr>
<tr>
<td>317-508-4516</td>
<td></td>
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## COMMITTEE CHAIRS

<table>
<thead>
<tr>
<th>Ed Avink</th>
<th>Glen Baines</th>
<th>Brad Saeger</th>
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<tbody>
<tr>
<td>Certification Chair</td>
<td>Region Conference Chair</td>
<td>Education Chair</td>
</tr>
<tr>
<td><a href="mailto:avinkbksolutions@gmail.com">avinkbksolutions@gmail.com</a></td>
<td><a href="mailto:glen@bainesinc.com">glen@bainesinc.com</a></td>
<td><a href="mailto:bsaeger@moodynolan.com">bsaeger@moodynolan.com</a></td>
</tr>
<tr>
<td>616-450-8338</td>
<td>317-626-9034</td>
<td>216.356.4172</td>
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<thead>
<tr>
<th>David Proudfit</th>
<th>Blair Reese</th>
<th>Scott Mitchell-Taylor</th>
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<tbody>
<tr>
<td>Electronic Communications Chair</td>
<td>Membership Chair</td>
<td>Nominating Chair</td>
</tr>
<tr>
<td><a href="mailto:Dsp-csi@cinci.rr.com">Dsp-csi@cinci.rr.com</a></td>
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<td><a href="mailto:staylo2021@outlook.com">staylo2021@outlook.com</a></td>
</tr>
<tr>
<td>513-607-2030</td>
<td>313-269-3868</td>
<td>216-870-1970</td>
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<thead>
<tr>
<th>Open</th>
<th>Jack Morgan</th>
<th>Gary L. Beimers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning Chair</td>
<td>Program Chair, Librarian</td>
<td>Technical Chair</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:morwalsoplad1@gmail.com">morwalsoplad1@gmail.com</a></td>
<td><a href="mailto:gbeimers@comcast.net">gbeimers@comcast.net</a></td>
</tr>
<tr>
<td></td>
<td>317-508-4516</td>
<td>616-295-2232</td>
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Yearly Reporting Requirements

To ensure continuity in operations, including timely dues payments to chapters, and to acknowledge compliance with the affiliation agreement, every component is asked to complete two reports per year:

May 31 Report
Submit: Officer and leader roster for upcoming fiscal year

September 30 Report
Attest that:
- The component is in good standing to conduct business (current with state and current with IRS)
- Directors and officers’ insurance is in place
- General liability insurance is in place
- Banking information is current

Identify:
Any enabling document that changed in previous fiscal year-
- Submit updated copies if have not already
- If bylaws were updated, must also confirm reviewed by independent legal counsel experienced with non-profit, tax-exempt organizations prior to adoption.

Submit:
- Financial documents from the previous year, including state of activities, balance sheet, and cash flow.
- Potential recruitment and customer lists

These reports will be available at least two months ahead of their due date and will be accessible through the Chapter and Region Leader Community.

In the case that a component is not able to meet one of these obligations, the component and CSI national will work together to create a plan to become compliant.
AI tools for Architects and Designers
https://architizer.com/blog/practice/tools/top-ai-tools-for-architects-and-designers/

Building product manufacturers and associations that provide continuing education
https://www.arcat.com/ces

Green Building Resource
https://newbuildings.org/

The Office of Energy Efficiency and Renewable Energy (EERE)
https://www.energy.gov/eere/office-energy-efficiency-renewable-energy

Construction Document Production
https://www.archtoolbox.com/design-document/construction-documentation/

Does Your Website Meet the Specifier’s Needs?
https://www.4specs.com/s2a/news/2022.01_sections.html

Specifier Forum Resource
http://discus.4specs.com/cgi-bin/discus/discus.cgi
CONGRATULATIONS

- Spring CCS Exam - Pass - Anne-Lee Vandenbussche - Metropolitan Detroit
- Spring CCS Exam – Pass – Margaret (Molly) Morgan – Metropolitan Detroit
- Spring CDT Exam – Pass - Steve DeMange - Cincinnati
- Spring CDT Exam – Pass - William Hofmann – Cincinnati
- Spring CDT Exam – Pass - Hannah Holtzapple – Cincinnati
- Spring CCCA Exam – Pass - Robyn Papaioannou - Lansing
- Spring CDT Exam – Pass - Stephen Pierson - Cleveland
- Spring CDT Exam – Pass - Robert Sutton - Akron-Canton
- Jack Morgan who received the 2023 Robert P. Brosseau Award for the Advancement of CSI.
Region Conference 2024

6 months-ish and counting
April 2024

Some-things to start thinking about:

Plans to attend
Plans to have Chapter representation
Sponsorships
Table tops
Volunteering
Leadership Training
Presenting a Topic
Certification
Getting others to know about CSI