“Chapter and Region Leadership”

It is that time of the year for all Regions and Chapters to look for new incoming leadership. For any organization to run smoothly and efficiently you need good leadership. And that takes good recruitment, development and recognition.

RECRUITMENT – Who are you looking for?
- People who have an obvious commitment to CSI
- People who are effective leaders and proven performers
- Effective communicator and good listener
- New blood, keep your leadership fresh and encourage participation of new members.
- Program passionate - Got someone interested in fund raising, golfing, product shows, communications, etc.? – there is a committee for them!

TRAINING/DEVELOPMENT – How are you preparing your leadership?
- Expectations – Does your Chapter have leadership handbooks, provide training and planning sessions? Provide them with goals and expectations.
- There are leadership training videos, guides and PowerPoint presentations on the Regional and National CSI websites for most leadership positions and committees.
- Encourage attendance to the Regional conference – We are offering several leadership forums this year – come and learn best practices with other chapters and bring some to share!
- Participate in the Institute “Chapter and Region Leaders” Community on their website, lots of great tools and opportunities to share information and get questions answered.
- Last year a “Level Up Leadership Workshop” was offered at the National Conference, watch for another in Denver this year.
- Mentors – Somebody has done this before, find mentors or be a mentor, pass on knowledge.

RECOGNITION/RETAINAGE – Reminder, we are all volunteers and we appreciate the appreciation!
- Induction ceremonies, year-end certificate of appreciation, passing of the baton.
- Regular reminders of leadership to the chapter – listed in newsletter and website, regular introductions at chapter meetings/events, special nametags.
- Provide financial support for leadership to represent your chapter and attend Regional and Institute conferences, the Region also has money budgeted.
- Burnout – Avoid the committee of one and find replacements before burnout.

Finally, don’t forget to register your leadership with the Institute. They continue to provide more support for programs and leadership. But they need contact information to be able to keep your leaders up-to-date.

I look forward to seeing you at the Regional Conference in Indianapolis next month!
Gregg Jones, AIA CSI CDT CCS
Region President FY2024
CSI Great Lakes Region
gjones@abonmarche.com
Hello, CSI, Great Lakes Region!

Hoping all are doing well. This is a very busy time of year for me as I am sure it is for all of you. Good luck with deadlines!

The Spring Cycle for Certifications has begun. Early Registration opens February 15th. Information can be found on the CSI website. If your Chapter is providing CSI Certification study classes, please let me know and we will put it in the next CSI Great Lakes Region Newsletter.

Looking forward to the Great Lakes Region Conference in April 11-13, 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. The CSI Indianapolis Chapter invites everyone to our Chapter Meeting on Thursday, April 11 where RATIO and RWDI will present on the building envelope testing conducted for the new IUH downtown hospital. Hoping to see you there!!

This year’s CSI National Conference will be held in Houston, Texas on October 17-18, 2024.

2024 Summer MSR will be at the Seabird Resort in Oceanside, CA on July 10-12, 2024. Look for emails on when you can apply!

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

Promotes your events on the national CSI calendar!
Thank you,

Ivette Bruns  CSI  CDT  CCS
Director from the Great Lakes Region
ibruns@ratiodesign.com
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 has 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 is 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
“CHAPTER CHALLENGE”

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:
  
  o 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. (Payable to CSI—please specify “Member Dues” and if renewing membership include member ID on memo line.)

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.

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.

CSI Membership

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

Prices and information are subject to change.

PO Box 81
Annapolis Junction, MD 20701
Phone: 800-689-2900
CSI Tax ID#: 53-0242938
Fax to: 703-940-8600
Occupation Codes

100 Specifier or Specifications Consultant
101 Architect
102 Forensic Architect
103 Landscape Architect/ Designer
104 Interior Designer/Space Planner
105 Project Manager
106 Contract Administrator
107 Civil Engineer
108 Environmental Engineer
109 Water Resources Engineer
110 Structural Engineer
111 Electrical Engineer
112 Electronics Engineer
113 Mechanical Engineer
114 Forensic Engineer
115 Urban Planner
116 Engineering Technician
117 Consultant
118 A/E Drafter – CAD Operator
119 Estimator
120 Surveyor
121 Construction Manager
122 General Contractor
123 Subcontractor
124 Constructor
125 Construction Trades
126 Labor Representative
127 Test Lab Personnel
128 A/E Representative
129 Public Agencies Staff
130 Building Official
131 Building Inspector
132 Building Owner
133 Developer
134 Facilities Manager
135 Realtor
136 Construction Finance Professional
137 Surety Professional
138 Insurance Professional
139 Accountant
140 Attorney
141 Manufacturer’s Rep/ Supplier
142 Building Product Distributor
143 Electronic Media Manufacturing Personnel
144 Project Information Manager
145 Publisher
146 Graphic Designer
147 Technical Writer
148 Computer Support Specialist
149 Systems Administrator
150 Association Staff
151 Academician/Professor/ Teacher
152 Academic Staff
153 Student
154 Other

Firm Codes

300 Commercial Developer
301 Municipal Government
302 State Government
303 Federal Government
304 Product Distributor
305 Manufacturer/Supplier
306 A/E Firm
307 Architectural Design Firm
308 Construction Management
309 Contractor
310 Subcontractor
311 Other (indicate on application)
312 Academic
313 Association/ Technical Society

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.
NEWSLETTER

- **Spring Region Conference, April 11-13, 2024, Indianapolis, IN.** Details to follow.
- 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 [here](#).
- Officer and Committee Training available.
- The Region needs YOU for the following OPEN POSITIONS:
  - President Elect – Interested?
  - Vice President 1– Interested?
  - Vice President 2 – Interested?
  - Treasurer – Interested?
  - 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.
- Share your CSI Master Specifiers Retreat (MSR) experience for the newsletter [here](#).
- Share your Certification Exam experience that you would like to share [here](#).
- Share your CSI 2024 National Conference experience for Newsletter [here](#).
- Share your Spec-related photos with message for the Newsletter [here](#).
- Outstanding Chapter Commendation nomination due, July 2024.
- The Awards Banquet will be Friday, April 12, 2024 in the evening.
- The Awards Submission deadline is Midnight Friday, March 29, 2024. All entries are submitted electronically.
Great Lakes Region CSI Quizmaster – February 2024

Jack P. Morgan, FCSI, CCS, CCCA, CDT, AIA, LEED Green Associate, NCARB, SCIP

1. _______ Team establishes the design requirements, budgets, and time contraints for the Project.
   a. Owner  
   b. A/E  
   c. Contractor  
   d. Supplier

2. The Procurement Requirements are:
   a. Part of the Procurement Documents but not the Contract Documents.  
   b. Part of the Contract Documents.  
   c. Part of the Procurement Documents, but not the Project Manual.  
   d. In the same part as Contract Modifications.

3. The mood that is recommended in Spécifications is:
   a. The Imperative Mood.  
   b. The Indicative Mood.  
   c. The Symbolic Mood.  
   d. None of the above.

4. Resource Materials:
   a. Should be permanently retained and accessible.  
   b. Should be filed for safekeeping until the end of the correction period.  
   c. Should be given to the Contractor with the release of retainage.  
   d. Should be stored electronically.

5. Addenda are written or graphic instruments used to clarify, revise, add to, or delete information in the:
   a. Solicitation or Procurement Forms.  
   b. Original Procurement Documents or previous Addenda.  
   c. Contract Documents or original Procurement Documents.  
   d. Previous Addenda or Specifications.

Answers on Page 5
Annual ideas outline of CSI-S Affiliate

Meetings-

Student Schedules can vary. Structure is important. Find a time (or times) that work for the group and set a schedule.

- Meetings can happen once a month for 45-1 hour
  - Meetings are normally early evenings, 5–6-time frame
  - Could also vary- quarterly lunch meeting to catch those with night classes.
  - There will be off site meetings once a quarter at local Architects, General Contractors, or Engineering offices to see hands on business situations.

Welcome Back Events-

Most Schools have some specified period where on campus groups can display their wares or recruit for new members.

- CSI-S leaders (or want to be leaders for new affiliates) can put a couple of people at a table to showcase CSI.
- Members are asked to work a 2-hour time slot at one welcome back event to promote and explain CSI to other students

Learning

- Each meeting normally has an industry speaker or is designed to help you further your future career by learning about industry problems or happenings.
- The local Parent Chapter can help provide ideas and people to do this. Talk to the membership or programs chair.

Parent Chapter Opportunities

- Working on an annual golf outing or trade show can get you in front of many current industry professionals.
- Monthly parent chapter meetings to see day to day workings of the business world.
- Year-end banquet opportunities to see business professionals in a more casual setting.

Internships

- Those in our industry want to have a network to pull the best students off the street before graduation day. Local business owners provide a chance to work for a short time in their offices to get a good look at what you can do.

Thad Goodman, FCSI, CDT, CCPR, LEED Green Associate, Academic Program Committee
The 2024 CSI Great Lakes Regional Conference will take place at the Bottleworks Hotel in Indianapolis, Indiana.

Situated conveniently near the intersection of Interstate 65 and 70, this regional conference offers a platform for members to engage in networking, learning, and professional development. Mark your calendars to participate in a range of educational seminars, leadership workshops, and networking sessions.
Thursday, April 11: Kick off Meeting learning about the IU Health new downtown project. A presentation will review "Unitized Curtain Wall: From Specification to Verification", presented by Zach Hilleson, RATIO and Ken Toko, RWDI

Friday, April 12: Join us for Lunch to learn more about The Bottleworks Hotel District! You’ll learn about the historic evolution of the Coca-Cola Bottling Plan, and the process of renovating the facade, Terrazzo, tile, bronze, and stone!
<table>
<thead>
<tr>
<th>Chapter</th>
<th>President</th>
<th>Email</th>
<th>Website for Information</th>
</tr>
</thead>
<tbody>
<tr>
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<td>Website</td>
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</table>
What 3 things can Architects do to better their Drawings for Bidding?

What 3 things can Architects do to better communicate to the Spec Writer?

What can CSI do more for YOU?

What 3 suggestions would you give a younger YOU about Careers?

Newsletter Express YOURself comments here
Ken Schmidt
Seward and Associates
kschmidt@sewardassociates.net
(317)-979-1700
https://www.sewardassociatesllc.com/index.html

Sam Cilone
FastSigns
cilone@fastsigns.com
Sign Company | Custom Signs, Banners & Graphics | FASTSIGNS

Thad Goodman, FCSI, CDT, CCPR,
LEED Green Associate
National Gypsum Services Company
thadg@nationalgypsum.com
614-296-5375
https://www.nationalgypsum.com

PARTNER with US to engage the Design, Architect, Engineer, Owner and Contractors by recognition to manufacturers, your products and services advertised here.
Contact: Jack Morgan morwalsoplad1@gmail.com
## Region Contacts

<table>
<thead>
<tr>
<th>OFFICERS</th>
<th>COMMITTEE CHAIRS</th>
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<tbody>
<tr>
<td>Gregg Jones</td>
<td>Jack Morgan</td>
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<tr>
<td>President</td>
<td>By-laws Chair</td>
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<td>Kirk Paisley</td>
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<tr>
<td>Scott Mitchell-Taylor</td>
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<td>216-870-1970</td>
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<td>John Workley</td>
<td>Ken Schmidt</td>
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<td>Vice President 1</td>
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<td>Ivette Bruns</td>
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<td>317-258-4180</td>
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<th>COMMITTEE CHAIRS</th>
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<tr>
<td><strong>Ed Avink</strong></td>
<td><strong>Glen Baines</strong></td>
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<tr>
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<tr>
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<td><strong>Blair Reese</strong></td>
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<tr>
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<td><strong>Jack Morgan</strong></td>
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<tr>
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<tbody>
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</tr>
<tr>
<td>317-508-4516</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.
Structural Glazing 101

What is Structural Glass 101? Comprehensive Guide of Structural Glazing | glassforum.org

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 theSpecifier's Needs?

https://www.4specs.com/s2a/news/2022.01_sections.html

Specifier Forum Resource

http://discus.4specs.com/cgi-bin/discus/discus.cgi

Simplify Your Gypsum Board Assemblies with These Six UL Designs

Learn more
CONGRATULATIONS
CDT and CCS Exam - Fall 2023

Nathan Alderfer, CSI, CCS – Indianapolis

Michelle Decker, CSI, CDT - Grand Rapids

David Hand II, CSI, CDT - Grand Rapids

Christine Kennedy, CSI, CCS, CDT - Metropolitan Detroit

Christine Kennedy, CSI, CCS, CDT - Metropolitan Detroit

James Sforza, CSI, CDT - Akron-Canton

Megan J Stokes, CSI, CDT - Cleveland

John Stouffer, CSI, CDT - Akron-Canton
GLR Awards Campaign to Kickoff on February 1, 2024

In CSI, we are all volunteers. We offer awards to show our appreciation for work well done.

The Great Lakes Region Awards Campaign starts on February 1, 2024.

Start thinking of those that have created your Programs, Certification Classes, Trade Shows, other events, newsletters, or other regional documents.

The real achievement is taking the step of nominating those you consider worthy and any worthy publications.

Refer to the GLR Honors and Awards Guide for a description of the various awards, forms, and requirements to be used for each nominee on the GLR Website. This includes Reference Letters that are included with the submission.

This year’s GLR Conference is in Indianapolis on April 11-13, 2024, at the Bottleworks Hotel.

- The Awards Banquet will be Friday, April 12, 2024 in the evening.
- The Awards Submission deadline is Midnight Friday, March 29, 2024. All entries are submitted electronically.

Submitting a nomination for a deserving member will enhance that member’s professional standing, the Region, and the Construction Industry. Step up and make a difference!

Contact Jack Morgan at 317-508-4516 morwalsoplad1@gmail.com for additional Information.
Region Conference 2024

Planning

1 months-ish and counting

April 11-13, 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