



5353 Wayzata Blvd., Suite 350
St. Louis Park, MN 55416

Telephone: 952-564-3044
Fax: 952-252-8096
e-mail: jgrote@intrinsec.com
webpage: www.csi-msp.org

Subject: **CSI Membership**

Thank you for inquiring about membership in the Minneapolis--St. Paul Chapter of CSI. The Membership Committee encourages you to consider pursuing a membership in CSI and becoming an active member of our local Chapter. There are numerous benefits of being a member of CSI, including networking with other members in our profession, and many educational opportunities which can advance your career goals.

This introductory packet contains information regarding the Construction Specifications Institute and our local Chapter; including membership, membership benefits, and information about our local Chapter education and member participation in committee opportunities.

Materials provided as part of this packet include introductory information to CSI Institute and our local Minneapolis-St. Paul Chapter.

- "Design Build Manage Smarter" Letter
- CSI Resources
- "What is CSI?": Minneapolis-St. Paul Chapter Brochure
- Membership Benefits
- CSI Membership Enrollment Form
- Board of Directors - Fiscal Year 2021-2022
- Committee Chairs - Fiscal Year 2021-2022
- Committee Participation Guide – Fiscal Year 2021-2022

To become a member, complete the CSI Membership Enrollment Form, and send it to the Construction Specifications Institute along with your membership payment to the address indicated on the enrollment form. The Minneapolis-St. Paul Chapter dues amount includes attendance for 8 Chapter monthly meetings with programs that include your meal. The Awards Banquet and the Annual Golf Outing may be attended at an additional cost.

Our Minneapolis-St. Paul Chapter's webpage, www.csi-msp.org can give you current Chapter information regarding upcoming monthly meetings and activities important to our Chapter and you.

We would like to point out a couple of items about the CSI Certification Programs, which are viewed on the Institute's webpage at www.CSIResources.org. The CDT Program and examination is a prerequisite to obtaining your CCS, CCCA or CCPR Certification. Our Minneapolis-St. Paul Chapter conducts education workshops in preparation for the exams scheduled in the Spring and Fall.

The Chapter publishes our own monthly on-line newsletter called "**Specifics – The Newsletter of the Minneapolis-St. Paul Chapter CSI**", which contains upcoming monthly Chapter events, articles written by our Chapter members, Chapter committee meeting activities, and other topics of interest to our profession.

If you would like to become a more involved member of our Chapter, please consider joining one of the committees by completing the Committee Participation Guide, email attach or fax (952.252.8096) the form to the Minneapolis-St. Paul Chapter. You can also use this guide to get in touch with any of the committee chairs to discuss specific issues you may have; so feel free to contact any of them, as we're sure you will find them very helpful.

Finally, please feel free to contact Susan Lee at 952.929.9241, e-mail susanlee@stationad.org, or Patrick O'Neal at 763-231-0882, e-mail pat@dsp-lic.com, to talk about any of the enclosures, or other information you would like to receive. We hope to see you at an upcoming Chapter event. Thank you for your interest in CSI.

Sincerely,

Susan Lee, CSI
Chair, Membership Committee

Patrick O'Neal, CSI
Co-Chair, Membership Committee





The Construction Specifications Institute

DESIGN•BUILD•MANAGE•SMARTER

Dear Colleague

As a professional involved in building construction, you know the importance of accurate and timely communications, the successful completion of any building project. You know the benefits of examining all available information before you commit your time and effort to a project. You also know what industry recognition can do for your career. But did you know there is one organization dedicated to helping you excel in your field, while enhancing your interaction with other members of the construction team?

That organization is the Construction Specifications Institute (CSI). For over 70 years CSI has been developing and maintaining technical documents, formats, guidelines, and education programs to foster clear written communication among architects, engineers, specifiers, contractors, product suppliers, and owners. CSI's Annual Convention, Region product shows, and Chapter meetings offer face-to-face communication and networking opportunities.

CSI publishes of *"The Construction Specifier"*, an award-winning monthly magazine, featuring informative articles on a wide range of building construction technology, applications, and innovations. Regular columns keep readers up-to-date on latest information on construction documentation, legal issues, trends, materials and methods. Your membership includes annual subscriptions to CSI's monthly magazine, *The Construction Specifier*, the CSI-Connect Digest, the Construction Specifier Express, and the *CSI Weekly* email-newsletters (membership focused).

Each year, CSI's Annual National Conference and Exhibit "CSI Construct" is a prime example of the networking and education opportunities this organization offers. The exhibit floor offers a firsthand look at thousands of new products and services and the chance to make contacts for future projects.

Locally, the Minneapolis-St. Paul Chapter established in 1959, is one of the largest and most active in the country (with over 225 members). Monthly chapter meetings offer you an excellent chance to network with other professionals in the area. There are regular opportunities to take courses in preparation for CSI certification exams, and other education opportunities. The Chapter's monthly on-line newsletter *"Specifics"*, and the Chapter's website, www.csi-msp.org each provide a useful communication tool that keeps you up-to-date about what is happening in the Minneapolis-St. Paul market.

Let CSI help you put the right teams together with the right products to build projects the way the owner intended. To advance your career by improving the way you communicate and interact with all members of the building construction team.

Join CSI today! Fill out the enclosed Membership Enrollment Form, mail or fax to The Construction Specification Institute. If you prefer to join on line, go to www.CSIResources.org/join, the CSI web page, select "JOIN CSI" tab for the "Join/Renew" page, select "Join or Renew Today" tab, then "Create Account". For more information, contact The Construction Specifications Institute or the Minneapolis-St. Paul Chapter indicated below. Send Membership Enrollment Form to the address, The Construction Specifications Institute, PO Box 81, Annapolis Junction, MD 20701.

Sincerely

The Construction Specifications Institute, Inc.

123 North Pitt Street
Suite 450
Alexandria, VA 22314
Telephone: 1.800.689.2900
Fax: 1.703.236.4600
e-mail: csi@csinet.org
website: www.CSIResources.org

Minneapolis-St. Paul Chapter of the Construction Specifications Institute

5353 Wayzata Boulevard, Suite 350
St. Louis Park, MN 55416
Telephone: 952.564.3044
Fax: 952.252.8096

e-mail: jgrote@intrinxec.com
website: www.csi-msp.org



*Building Knowledge
Improving Project Delivery*

RESOURCES

www.CSIResources.org

CSI Membership: **What's in it for YOU?**

As a CSI member you can:

- **Learn and share information with experts across the industry.** In CSI, you'll connect with professionals from different fields who are as eager to learn from you as you are from them. CSI's online communities make it even easier to connect with CSI members throughout the world and provide every day solutions when you need them.
- **Enhance your technical skills.** CSI's education helps thousands of professionals understand and control their documentation so they can deliver projects as envisioned. In addition, CSI's new website www.csiresources.org is designed for you to easily search for just the information you need.

- **Get real-world, building product solutions.** As a member, you'll receive CSI's Construction Specifier Magazine, which is packed with articles and advice focused on the latest in building technology.
- **Participate in your local construction community through more than 130 chapters nationwide.** For a complete listing of CSI chapters throughout United States visit our website.

And you can search MasterFormat.com for FREE!

Ready to join? CSI has three membership levels:



- Professional
- Emerging Professional
- Student

Go to www.csiresources.org to join today!

Connect with CSI

CSI's Online Community

CSI has an active online community connecting members nationwide through social media and through our new communities. Industry professionals discuss hot topics in the industry, answer questions, and make jokes that only a construction professional could truly appreciate.

If you've never tweeted, posted, liked, or linked, CSI's online community is a safe place to get started. If you're an experienced professional building a personal brand, CSI's online community presents a great opportunity to personally engage with CSI's national network.

Connect with CSI online for an enhanced member experience:



- Connect with thousands of industry professionals in CSI's new communities! Share advice and best practices, make comments, network with experts and get answers to your questions.



- CSI on Twitter – www.twitter.com/CSIConstruction – Tweet with us! Follow CSI on Twitter for news, updates and announcements, from CSI, and to find other CSI members who are tweeting.



- CSI's Facebook Page – www.facebook.com/CSIConstruction – Like us! Stay up-to-date with Institute news and upcoming events, and find other members who are using Facebook to discuss CSI.



- CSI on YouTube – www.youtube.com/CSIConstruction – Learn where and when it's convenient to you! With more than 250 hours of programming ranging from informational webinars, to Practice Group discussions, to leader training presentations, CSI's YouTube channel is available whenever and wherever you are through your phone, tablet, or computer.

Get Involved Join a CSI Practice Group

CSI's Practice Groups support collaborative networks of individuals and organizations working together to improve their own operations and final project delivery. These social learning groups cover a variety of industry topics with the goal of collaboration and knowledge sharing on a regular basis.

Through online discussion and monthly virtual meetings, these communities of practice go into detail in the following practice areas:

- Contract Administration
- High Performance Design/Building
- Information Management
- Product Representation
- Specifying

CSI Weekly

CSI Weekly is a must-read weekly email for CSI members. In it you'll find:

- News about CSI's standards and formats
- Excerpts from blogs, forums and other places CSI members are talking
- Information about CSI's education and certification programs
- Registration deadlines for exams and events
- A calendar of CSI's upcoming events

CSI automatically emails CSI Weekly to new members.

CSI Certificate/Certification Program

CSI is the construction community's authority on communication and construction documentation.

Through CSI's Certificate/Certification Program, you can develop a conceptual understanding of the entire construction process and concrete skills in:

- Construction documentation development and administration
- Specification writing and enforcement
- Product research and sourcing
- Communication with the design and contracting teams



CDT

CSI's Construction Documents Technologist (**CDT**) program has provided foundation training in construction documentation for architects, contractors, contract administrators, specifiers, and manufacturers' representatives for decades. As the cornerstone of CSI's certification program, it's also prerequisite to taking CSI's advanced certification exams.

Getting your CDT means:

- Understanding how a project unfolds from conception to delivery
- Understanding the documentation involved

CCCA

A CSI Certified Construction Contract Administrator (**CCCA**) develops, administers and enforces construction documentation.

Getting your CCCA means:

- Developing an in-depth understanding of quality assurance and quality control
- Having advanced skills in bidding and negotiating procedures
- Developing skills in construction observation and inspection
- Understanding Division 01, General and Supplemental Conditions, agreements, and all other documents related to the project
- Understanding enforcement and liability

CCS

A CSI Certified Construction Specifier (**CCS**) is a skilled product researcher who knows how to investigate and identify cost-effective, efficient solutions, and then communicate those solutions through the specifications.

Getting your CCS means:

- Developing an in-depth understanding of agreements, conditions of the contract, Division 01, and their relationships to specifications
- Having advanced skills in specification development, enabling you to write specs and use spec-writing software more effectively
- Understanding how to research and source products

CCPR

A Certified Construction Product Representative (**CCPR**) is a trusted advisor, a valued resource called upon by the design team again and again.

Getting your CCPR means:

- Making sales calls, presentations, construction meetings, and product shows more effective
- Knowing the parts of construction product marketing collateral that are of most interest to designers and contractors
- Understanding roles and responsibilities of everyone involved in the project, and how and when to communicate with them
- Understanding all phases of the construction documentation, and your role in each phase
- Speaking the same language as the design and contractor teams

Learn more, or register for an exam at CSIResources.org.

Certification Preparation Resources

CDT

CDT Study Workbook

The CDT Study Workbook is a guide to help candidates prepare for the CDT exam. The workbook provides an in-depth understanding of the fundamentals and formats of construction documentation and includes exercises, examples, and practice questions that address the development of facilities and the ins and outs of the process.

Project Delivery Flash Cards

The Project Delivery Flash Cards are designed to help increase your knowledge of the fundamentals and formats of construction documents! Use them with a colleague to quickly test your attained knowledge or to aid in preparing to earn a CSI credential. Answers to these 75 questions include excerpts and citations from CSI's Project Delivery Practice Guide. Also available on iTunes.

Project Delivery Education Program

The Project Delivery Education Program (**PDEP**) is an instructional tool that addresses topics essential to understand the proper use of construction related documents. The PDEP incorporates concepts from the Project Delivery Practice Guide™, MasterFormat®, Building Information Modeling (**BIM**), Integrated Project Delivery (**IPD**), Green Building GreenFormat™ and Sustainability as well as additional resources. The program includes multiple presentation files in PowerPoint format plus additional resource and reference material.

CCCA

Certified Contract Administration Education Program

The Construction Administration Education Program (**CAEP**) is an instructional tool for the Certified Construction Contract Administrator (**CCCA**) designation that addresses topics essential to understanding the design professional, owner and contractor roles in the on-site construction process, as well as in contractual relationships. The program includes multiple presentation files in PowerPoint format.

CCCA Study Workbook

The CCCA Study Workbook is a guide to help candidates prepare for the CCCA Exam. The workbook provides a thorough overview of standard contract documents and their successful use in construction projects. The workbook is comprised of exercises, examples, key terms and practice questions that address contract documents and the roles and responsibilities of all parties concerned in the construction process – with an emphasis on the CCCA subject matter.

CCS

Construction Specifications Education Program

The Construction Specifications Education Program (**CSEP**) is an instructional tool for the Certified Construction Specifier (**CCS**) designation that addresses topics essential to writing specifications and construction documents. The program includes multiple presentation files in PowerPoint format.

CCS Study Workbook

The CCS Study Workbook is a guide to help candidates prepare for the CCS Exam. The CCS Workbook provides an indepth review of construction specification preparation, procurement requirements, and construction agreements and contracts. The CCS Workbook is comprised of key terms, exercises, examples, and practice questions.

CCPR

Construction Product Representative Education Program

The Construction Product Representation Education Program (**CPREP**) is an instructional tool for the Certified Construction Product Representative (**CCPR**) designation that addresses topics essential to understanding the construction process and effective representation. The program includes multiple presentation files in PowerPoint format.

CCPR Study Workbook

The CCPR Study Workbook is a guide to help candidates prepare for the CCPR Exam. The workbook provides a review of all phases of the construction documentation, and the product representatives role in each phase. The CCPR Workbook includes definitions, exercises, examples, and practice questions.



Standards and Formats

MasterFormat® 2020 Edition



MasterFormat®, a publication of CSI and CSC, is the master list of titles and numbers classified by work results. It primarily used to organize specifications, project manuals, detailed cost information, and other project information for most commercial building design and construction projects in North America. CSI members get complimentary access to all *MasterFormat* content on www.csiresources.org/standards/masterformat

UniFormat™



UniFormat™, a publication of CSI and CSC, is a common elemental classification for the description, economic analysis and management of a building for its life cycle. It provides a structure for arranging construction information based on functional elements, often referred to as systems or assemblies, without regard to the materials and methods used to construct them. *UniFormat* is commonly used to organize cost estimates and project accounting, for facility management, and to identify and organize BIM object families.

OmniClass™



OmniClass™ is a comprehensive classification system for the construction industry. Useful for a variety of applications including tagging objects, structuring project information, and providing a common classification for databases, *OmniClass* is a strategy for classifying the entire built environment throughout the entire project life cycle. For more information visit www.csiresources.org/standards/omniclass

SectionFormat™/PageFormat™



SectionFormat/PageFormat™, a publication of CSI and CSC, combines the two recommended formatting standards into one publication, providing a uniform approach to organizing and presenting specification section content.

PPDFormat™



PPDFormat™ provides a recommended format for the organization and presentation of Preliminary Project Descriptions (PPDs), used by the owner, cost estimators, and the design team to facilitate a better understanding of a project throughout its lifecycle. It also serves as a guideline for the authoring and use of project documentation organized around an elemental structure, and its use to further document design intent for use in building information modeling (BIM).

United States National CAD Standard (NCS)® V6



NCS, a standard comprised of AIA's CAD Layer Guidelines, CSI's Uniform Drawing System, and NIBS BIM Implementation & Plotting Guidelines, coordinates the efforts of the entire industry by graphic building design data consistently, allowing streamlined communication among owners and design and construction project teams. For more information or to purchase visit www.nationalcadstandard.org.

GreenFormat™



GreenFormat™ is a standardized structure for organizing sustainable information elements associated with materials, products, systems and technologies used in the built environment. The information collected and organized with *GreenFormat* can be used to produce a sustainability profile of a product, and provides designers, constructors and building operators an easy way to evaluate the various sustainable attributes of materials, products, and processes across a wide variety of manufacturers.



Learn more, or purchase at www.CSIResources.org

Practice Guides

Project Delivery Practice Guide



CSI's *Project Delivery Practice Guide* provides fundamental knowledge for the documentation, administration, and successful delivery of construction projects. It also serves as the starting point for understanding CSI's core values, and serves as the primary resource for those studying for CSI's Construction Documents Technologist (CDT) certificate.

Construction Contract Administration Practice Guide



CSI's *Construction Contract Administration Practice Guide* presents a thorough overview of standard contract documents and their use in successfully administering construction projects. Advice on effective communications, the terms and contents of standard agreements, project forms and their use for communications and documentations, and compliance with codes and regulations are among the subjects addressed.

Construction Specifications Practice Guide



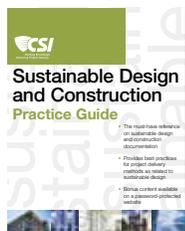
CSI's *Construction Specifications Practice Guide* is focused on the roles and responsibilities of the specifications professional in meeting the challenges of the changing world of construction. Guidelines on writing quality construction specifications and product selection are combined with the best practices for managing project information, working with Building Information Modeling (BIM) and Integrated Project Delivery, and writing sustainable design specifications.

Construction Product Representation Practice Guide



CSI's *Construction Product Representation Practice Guide* presents an overview of the construction process and the roles the construction product representative plays in it. It also includes information that clients require to select appropriate products to meet project requirements, and the role the product representative plays in an Integrated Product Delivery (IPD) workflow.

Sustainable Design and Construction Practice Guide



CSI's *Sustainable Design and Construction Practice Guide* offers guidelines and best practices for applying sustainable design and construction principles in practical terms. Content includes discussions of sustainable design standards and rating systems, an overview of green products and systems (and guidance on how to evaluate them), discussion of the lifecycle of a building project and its impact on evaluating sustainable options, and information on the roles and responsibilities of members of the design and construction team in successful performance of a sustainable construction project.

Specialty Programs

Master Specifiers Retreat

CSI Master Specifiers Retreat Building Product Manufacturer Attendees

CSI's Master Specifiers Retreat is an exclusive event that brings together expert specifiers and product selection influencers from across the country for an intimate gathering of focused education, group networking, and one-on-one meetings with building product manufacturer executives.

Corporate Partner Program

The Corporate Partner Program is designed for building product manufacturers, design firms and other commercial construction related organizations that have multiple employees interested in joining CSI and accessing CSI's products and services. The Program provides increased visibility for partnering companies as well as professional development opportunities for organizations wishing to educate their project teams. Let us create a package to meet your business objectives.

CSI WebReach Program

Expand Your Reach

CSI can help you expand the reach of your accredited education program. We will: Handle the logistics of a web-based presentation, help you reach a national audience through CSI's communications and supply you with contact information from your audience after your presentation.





Check out our website at www.csiresources.org for more information about **CSI Resources and Programs.**

123 North Pitt Street, Suite 450
Alexandria, VA 22314

(800) 689-2900
csi@csinet.org



Minneapolis-St. Paul
Chapter of the
Construction Specifications
Institute

What is CSI?

- Certification
- Networking
- Education
- Technical
- Product Showcase



"The Construction Educators"



Minneapolis-St. Paul Chapter
of the
Construction Specifications Institute

5353 Wayzata Blvd., Suite 350 • St. Louis Park, MN 55416
Tel: 952.564.3044 • Fax: 952.252.8096
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www.csi-msp.org

WHAT IS CSI? MINNEAPOLIS-ST. PAUL CHAPTER

The Minneapolis-St. Paul Chapter of CSI (The Construction Specifications Institute) was chartered in 1959. The Chapter is one of the largest in the CSI Organization, with more than 200 Professional and Emerging Professional Members, and 30 Student Members.

The Chapter is governed by a Board of Directors consisting of 9 persons elected by the membership. Officers include the President, President-Elect, Immediate Past President, 4 Vice Presidents, Secretary, and Treasurer. The Board of Directors are Chapter members elected to those positions based upon their tenure, accomplishments, and who have contributed to the growth of the Chapter. The activities of the Chapter are arranged by 7 committees, each led by a Committee Chairperson and Co-Chairperson. All Chapter members are encouraged to serve on a committee or committees of their choice. Committees presently include: Awards, Certification, Communications, Product Events, Membership, Programs, and Golf.

EDUCATION

Active participation in the Minneapolis-St Paul Chapter is an excellent way to remain current on the latest in construction technology and materials. The Chapter provides opportunities for the improvement of technical skills and career enhancement while developing personal and professional relationships.

The Chapter Mission Statement is “Building Knowledge - Improving Project Delivery”. Building and improving education is an important part of CSI’s mission. Monthly meeting programs, technical workshops, and continuing education programs provide construction professionals with regular updates on code changes, new product development, and construction practices. The Chapter also assists the Institute by providing classes to prepare candidates for certification examinations, and sponsors the annual “Introduction to Construction Documents” workshop.

PUBLICATIONS

The Minneapolis-St. Paul Chapter newsletter, “specifics”, is a monthly on-line publication for Chapter members. The newsletter contains meeting announcements, technical columns and articles, building codes and standards updates, committee activities and member news.

The Minneapolis-St. Paul Chapter on-line member resources allows Chapter members to access the “Member Directory” which provides Chapter member contact information, a list

of Past Presidents, current Region officers, current Chapter officers and Committee members, and the Chapter bylaws.

MONTHLY MEETINGS

The Minneapolis-St. Paul Chapter meets 10 times each year. Meetings address specific construction products, current projects, technical documents or construction techniques, based upon a specific construction theme or topic presented by knowledgeable individuals. Each meeting starts with sign-in and social time, followed by Chapter business including lunch/dinner, and continues with the monthly theme or topic presentation of interest. Seminars and technical workshops, along with on-site tours, may be added in conjunction with the monthly program. This enhances the education process and provides a more in-depth review of specific issues.

Each monthly meeting provides an excellent opportunity for networking with Chapter members and other members of the construction industry to discuss matters of mutual interest and to gain knowledge of technical innovations. Members may obtain continuing education credits by attending workshops or discussions of construction related topics as part of the monthly meetings.

SPECIAL PROJECTS

Annually, the Minneapolis-St. Paul Chapter hosts its “CSI-MSP Product Event” where the construction industry and professional people come together for a face-to-face educational one-on-one six 15 minute meeting event to share information of products and advances in construction technology.

The Chapter also works with Dunwoody College of Technology to assist in teaching courses on products related to construction and technology affecting the construction industry.

WEBSITES

The Minneapolis-St. Paul Chapter website, www.csi-msp.org provides a quick way for members to get the latest Chapter information. The website provides on-line access to meeting information, newsletters, member directory, and on-line reservations for Chapter meetings and educational events. The Website also has links to the North Central Region and Institute websites which have additional information about activities at each level of CSI.



Construction Specifications Institute (CSI)

MEMBERSHIP BENEFITS

CSI Minneapolis - St. Paul Chapter Benefits

- Chapter Dues cover registration to Outstanding Monthly Chapter Meetings and meals which are Seminar focused with CEUs!
- Networking with a wide range of construction industry colleagues.
- Build your leadership skills by being active such as joining/leading a Committee.
- CSI Certification study groups and exam prep workshops.
- Discount attendance fee at Special Events: Chapter Awards Banquet, Product Showcase event, Golf Outing.
- Free Member Orientation.
- Free Chapter Membership Directory App for your smartphone!
- Free Member Spotlight opportunity!
- Chapter website www.csi-msp.org. Click the JOIN CSI tab to learn more and become a member!

CSI Institute Benefits

- CSI Certifications! Advance your career and validate your skills.
- Member Discounts on CSI Certification Exams, CSI Publications, Specification editing software, CEUs, CSI Store.
- Free magazine subscription, *The Construction Specifier*
- Webinars, Email-newsletters, *The CSI Weekly*
- Network with industry colleagues at CONSTRUCT, CSI's annual convention and at CSI regional conferences.
- Advertising opportunities for your business.
- Use CSI as a suffix to your name.
- National Institute website www.csiresources.org with access to member forums and learning communities. Click the JOIN CSI tab to learn more and become a member!



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

Enroll online at www.csiresources.org/join

MEMBERSHIP TYPES

Professional: \$275

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: \$150*

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

Student: \$50*

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

**If selecting Emerging Professional or Student Membership, please call CSI Member Services for related chapter dues. Emerging Professional membership is limited to 3 years, at which time members must renew at the Professional level.*

Don't Forget to join a chapter!

Enrollment form for July 2021-June 2022.
 Due rates subject to change.

NOTE: CSI membership is non-transferable and non-refundable.



MEMBERSHIP ENROLLMENT FORM

Personal Information

Mr Ms Mrs Dr

First name: _____ Middle initial: _____

Nick name: _____ Last name: _____

Title: _____

Firm name: _____

Website: _____

Mailing Address: _____

City | State | Zip: _____

Business phone: _____ Fax: _____
 (_____) _____ (_____) _____

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: _____

Institute and Chapter Dues

See Institute dues above and chapter dues on reverse side.

Institute Dues (see types of membership to the left) \$ _____
Home Chapter Name (See reverse) \$ _____
Additional Chapter(s) Name(s) \$ _____
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*

Occupation Codes

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

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

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

CHAPTER DUES

Make the most of your CSI experience when you join one or more chapters! Chapters offer local professional development events, unique tours, inperson networking, certification prep, volunteer opportunities, and much more. Make sure to write in your selected chapter(s) and dues on the front of this application. For more information on CSI chapters, visit www.csiresources.org/communities/components.

CSINext

(Virtual Chapter)–\$25

Alabama

*Birmingham–\$60
Huntsville–\$50
Mobile Bay–\$60
Montgomery–\$40

Alaska

Cook Inlet–\$50

Arizona

*Phoenix–\$155
*Tucson–\$25

Arkansas

Little Rock–\$40

California

*East Bay–Oakland–\$95
Fresno–\$40
Inland Empire–\$60
*Los Angeles–\$180
Monterey Bay–\$0
Orange County–\$50
Redwood Empire–\$50
Sacramento–\$50
*San Diego–\$175
*San Francisco–\$115
Santa Clara Valley–\$65

Colorado

*Denver–\$185
*Pikes Peak–\$150

Connecticut

*Hartford–\$100
Housatonic–\$75

District of Columbia

*DC Metropolitan–\$120

Florida

Florida Southwest –\$50
*Greater Orlando–\$95
Jacksonville–\$50
South Florida–\$45
Pensacola–\$60
Suncoast–\$55
Tampa Bay–\$135

Georgia

*Atlanta–\$25

Hawaii

Honolulu–\$40

Idaho

Idaho–\$50

Illinois

Central Illinois–\$0
*Chicago–\$145
*Northern Illinois–\$140

Indiana

*Evansville–\$85
*Indianapolis–\$140

Iowa

*Central Iowa–\$85
*Crandic–\$120
Illowa–\$60

Kansas

Flint Hills–\$40
Mid-Kansas–\$0

Kentucky

Blue Grass–\$15
*Louisville–\$100

Louisiana

Acadiana–\$35
*Baton Rouge–\$150
New Orleans–\$40
*Shreveport–\$50

Maine

Maine–\$50

Maryland

Baltimore–\$60

Massachusetts

*Boston–\$150
Worcester County–\$50

Michigan

*Grand Rapids–\$100
Lansing–\$30
*Metropolitan Detroit–\$150

Minnesota

*Minneapolis-St. Paul–\$175
Twin Ports–\$50

Mississippi

Gulf Coast–\$40
*Mississippi–\$42

Missouri

Central Missouri–\$25
Greater St. Louis–\$75
*Kansas City–\$60
Southwest Missouri–\$40

Nebraska

Nebraska–\$0

Nevada

*Las Vegas–\$100
Reno–\$24

New Hampshire

New Hampshire–\$50

New Jersey

New Jersey–\$49

New Mexico

*Albuquerque–\$130

New York

Buffalo–Western NY–\$70
Eastern New York–\$65
Long Island–\$60
Metropolitan New York–\$100
*Rochester–\$170
*Syracuse–\$65

North Carolina

*Charlotte–\$125
*Raleigh-Durham–\$125

North Dakota

North Dakota/Red River Valley–\$90

Ohio

*Akron-Canton–\$180
*Cincinnati–\$90
Cleveland–\$65
*Columbus–\$100
*Dayton-Miami Valley–\$100
*Toledo–\$65

Oklahoma

*Oklahoma City–\$125
Oklahoma State Univ.–\$0
Tulsa–\$50

Oregon

Capital–\$35
Portland–\$75
Willamette Valley–\$50

Pennsylvania

Greater Lehigh Valley–\$35
Central Pennsylvania–\$100
Erie-Northwestern Pennsylvania–\$40
Northcentral Penn–\$50
Pennsylvania Railroad–\$40
Philadelphia–\$30
Pittsburgh–\$25

Rhode Island

Rhode Island–\$60

South Carolina

*Charleston–\$75
Grand Strand–\$70
Greenville–\$40

Tennessee

Chattanooga–\$25
*Knoxville–\$110
Memphis–\$40
*Nashville–\$80

Texas

*Amarillo–\$175
Austin–\$50
*Dallas–\$140
*Fort Worth–\$125
*Houston–\$150
*Lubbock–\$70
*San Antonio–\$100

Utah

*Salt Lake City–\$120

Vermont

Vermont–\$50

Virginia

Blue Ridge–\$25
Central Virginia–\$35
*Northern Virginia–\$125
Richmond–\$45
Tidewater–\$40

Washington

Mt. Rainier–\$55
Puget Sound–\$95
Spokane–\$50

Wisconsin

Fox River Valley–\$35
Madison–\$35
Milwaukee–\$55

** Includes all or some meals. CSI allocates \$16.50 of membership dues to The Construction Specifier magazine. Please check with your tax professional regarding appropriate business deductions for membership dues.*



Board of Directors Fiscal Year 2021 – 2022



<p>President Tohnya Adams, CSI-EP InVision Glass Design 18921 York Street Northwest, Suite E Elk River, MN 55330 763.497.1910 Phone tohnya@invisionglassdesign.com Email</p>	<p>President-Elect Brien DuRoche, CSI Kline-Johnson & Associates 10400 Yellow Circle Drive, Suite 300 Minnetonka, MN 55343 763.614.4029 Phone, Work brien@kline-johnson.com Email</p>
<p>Vice President – Professional Patrick (Pat) O'Neal, CSI Designer Speciality Products, LLC 5001 Drew Avenue North Brooklyn Center, MN 55429 763-231-0882 Phone 651.347.8191 Cell Phone pat@dsp-llc.com Email</p>	<p>Vice President – Professional Thomas (Tom) Griffin, CSI GAF 3257 Benjamin Street Northeast Minneapolis, MN 55418 651.829.7236 Phone thomas.griffin@gaf.com Email</p>
<p>Vice President – Professional Brian Boie, CSI Industrial Coatings Solutions, LLC 8797 Stonefield Lane Chanhassen, MN 55317 612.805.6293 Phone brian@icsmidwest.com Email</p>	<p>Vice President – Professional Andrew Matolt, CSI, CCS, LEED AP Ryan A+E, Inc. 533 South Third Street, Suite 100 Minneapolis, MN 55415 612.492.4391 Phone Andy.Marolt@RyanCompanies.com Email</p>
<p>Secretary Kevin Slattery, CSI Edward Sales 3700 North Chestnut Street, Suite 102 Chaska, MN 55318-3070 952.929.6794 Phone kslattery@edwardssales.com Email</p>	<p>Treasurer Adrienne Rulseh, CSI MEP Associates, LLC 860 Blue Gentian Road, Suite 175 Eagan, MN 55121 651.379.9120 Phone adrienner@mepassociates.com Email</p>
<p>Immediate Past President Dave Rasmussen, CSI M.G. McGrath, Inc. 1387 Cope Avenue East Maplewood, MN 55109-2602 651.414.6738 Phone 651.704.9989 Fax drass@mcmcgrath.com Email</p>	<p>BOD Liaisons to Committees Liaison to Awards: Dave Rasmussen Liaison to Certification: Brian Boie Liaison to Communications: Andrew Marolt Liaison to Product Events: Tom Griffin Liaison to Membership: Pat O'Neal Liaison to Programs: Brien DuRoche Liaison to Golf: Kevin Slattery</p>



Committee Chairs Fiscal Year 2021 – 2022



<p>Awards Chair Rebecca Hrobak, CSI-EP Combs & Associates Inc. 1100 Zane Avenue North, Suite 4 Minneapolis, MN 55422 763.746.3666 Phone 612.227.5857 Cell rhrobak@combsassociates.com Email</p>	<p>Awards Co-Chair James R. Bergevin, CSI, CCPR, CDT The Sherwin-Williams Company 12261 Nicollet Avenue, Suite C Burnsville, MN 55337 612.720.9934 Phone 952.894.0203 Fax james.r.bergevin@sherwin.com Email</p>
<p>Certification Chair Gerhard Guth, CSI, CCS, CDT, AIA, LEED AP HGA 420 North 5th Street, Suite 100 Minneapolis, MN 55401-2338 612.747.8862 Cell Phone 612.758.9558 Fax gguth@hga.com Email</p>	<p>Certification Co-Chair Jerrilyn O'Brien, CSI, CDT, EIT Allegion 6230 Bury Drive Eden Prairie, MN 55346-1718 952.674.4967 Phone 952.893.3061 Fax jerrilyn.obrien@allegion.com Email</p>
<p>Communications Chair Dylan Johnson, CSI-EP Edwards Sales 3700 North Chestnut Street Chaska, MN 55318 952.217.0818 Phone djohnson@edwardssales.com Email</p>	<p>Communications Co-Chair None at this time</p>
<p>Product Events Co-Chair Noah MacMillan, CSI-EP HiLine, Inc. 2650 26th Avenue South Minneapolis, MN 55406 612.721.1000 Phone nmacmillan@hilinc.com Email</p>	<p>Product Events Co-Chair Alex Sirko, CSI-EP, CDT, LEED, GA BWBR 380 Saint Peter Street, suite 600 Saint Paul, MN 55102 651.925.1007 Phone ASirko@bwbr.com Email</p>
<p>Membership Chair Susan Lee, CSI, CDT, CID, NCARB Station A+D, PLLC 6708 Point Drive Edina, MN 55435 952.929.9241 Phone susanlee@stationad.org Email</p>	<p>Membership Co-Chair Patrick O'Neal, CSI Designer Speciality Products, LLC 5001 Drew Avenue North Brooklyn Center, MN 55429 763-231-0882 Phone 651.347.8191 Cell Phone pat@dsp-lic.com Email</p>



Committee Chairs Fiscal Year 2021 – 2022



<p>Programs Chair Chris Anderson, CDT, AIA, USGBC Kline-Johnson and Associates 2950 Metro Drive, Suite 306 Bloomington, MN 55425 612.859.5533 Cell Phone chris@kline-johnson.com Email</p>	<p>Programs Co-Chair Nancy Gulliford, CSI TerraCORE 6670 Vernon Avenue South Minneapolis, MN 55436 612.386.5636 Phone ngulliford@comcast.net Email</p>
<p>Golf Chair Ryan Hallesy, CSI Babcock Davis 9300 73rd Avenue North Brooklyn Park, MN 55428 612-469-8252 Phone rhallesy@babcockdavis.com Email</p>	<p>Golf Co-Chair Thomas (Tom) Griffin, CSI GAF 3257 Benjamin Street Northeast Minneapolis, MN 55418 651.829.7236 Phone thomas.griffin@gaf.com Email</p>



Committee Participation Guide

Fiscal Year 2021 – 2022



CSI Member: If you are interested in participating on a committee, feel free to contact the committee chair person to join or for further information regarding their committee activities. Or complete this form, place an "X" in the box next to the committee name, and attach the form to an email sending it to the committee chairperson.

Name: **Company:**

Telephone: **Fax:** **E-Mail:**

AWARDS COMMITTEE: The Awards Committee recognizes excellence among our membership and offers a great opportunity to network and learn the inner workings of CSI. We coordinate award nominations from the Chapter's Genuinely Enthusiastic Member to the Institute's Fellowship Award and then organize and host the Annual Chapter Awards Banquet in May to celebrate the recipients. The Awards Banquet is the Oscars of the local construction specifications community!

Committee Chair	Rebecca Hrobak, CSI-EP	Ph: 763.746.3666	rhrobak@combsassociates.com
Committee Co-Chair	James R. Bergevin, CSI, CCPR, CDT	Ph: 612.720.9934	james.r.bergevin@sherwin.com
Meetings	We meet virtually at 8:00 am to 9:30 am the first Friday of the month, September to May. Whether you've just joined the chapter or you're a seasoned member, the Awards Committee needs your contributions. Stop by one of our meetings and check us out!		

CERTIFICATION COMMITTEE: What inspires you to make your career goals and aspirations soar beyond the typical resumes currently on LinkedIn or other web-based sites? Our Certification committee may be your place to make that happen as we develop tools and programs to encourage training and study sessions for our members as well as those beyond our membership, for individuals seeking to reach a higher understanding of the construction industry, and the documents and organizations which work within that realm. We focus mainly on CDT certification, however, have also reached out to organizations looking for one-on-one mentors in pursuit of their specification writing needs. Even during the height of COVID in 2020 we didn't miss a beat. We're a fun group, and would love to have you consider participating, whether you're new to the certifications process, or have the alphabet soup already behind you name!

Committee Chair	Gerhard Guth, CSI, CCS, CDT, AIA, LEED AP	Ph: 612.747.8862	gguth@hga.com
Committee Co-Chair	Jerrilyn O'Brien, CSI, CDT, EIT	Ph: 952.674.4967	jerrilyn.obrien@allegion.com
Meetings	The committee meets during the noon hour every 2nd Friday of the month. Typically at a location near the Minneapolis downtown area; for those who are not able to attend in person, we offer Zoom invites as an alternative way of joining the meeting.		

COMMUNICATIONS COMMITTEE: CSI-MSP's Communications Committee handles the responsibility of publishing the Chapter's "Specifics" electronic newsletter, as well as managing our social media presence on LinkedIn. We strive to spread information as it pertains to all things design and construction with a focus on the Minneapolis-St. Paul market. From upcoming industry events to CSI member spotlights and analyzing recently completed projects, our focus is to communicate what is happening in the industry in an easily digestible format. If you've ever wanted to work on the production side of a newsletter or try your hand at managing an organization's social media account, we'd love to have you on the committee!

Committee Chair	Dylan Johnson, CSI-EP	Ph: 952.217.0818	djohnson@edwardssales.com
Committee Co-Chair	None at This Time		
Meetings	Our committee meets on the first Monday of each month at 4:00 pm from September to May. Recently our meetings have been virtual via Microsoft Teams, however we are hoping to start meeting in person again soon (usually at Psycho Suzi's or Elsie's in Northeast Minneapolis.) Meetings are typically around 60 to 90 minutes.		

PRODUCT EVENTS COMMITTEE: The Product Events Committee plans the annual face-to-face event held in April. In the past, this committee has planned the Expo event which had been a very successful event that was well-liked by Chapter members. To continue to provide interesting and relevant programming and support the Chapter, the committee decided to host a face-to-face event where architects and building product manufacturers are scheduled to meet for six 15-minute meetings. The idea is to connect members of the CSI community in a more deliberate way by making it easy for both BPM and architects to participate.

Committee Chair	Noah MacMillan, CSI-EP	Ph: 612.721.1000	nmacmillan@hilinc.com
Committee Co-Chair	Alex Sirko, CSI-EP, CDT, LEED, GA	Ph: 651.925.1007	ASirko@bwbr.com
Meetings	The committee meets from September through April with a short half-hour conference call every Tuesday AM and meets in person for lunch 2 to 3 times per year. The tasks and time commitment required for this committee are light. We would love to add 1 or 2 more individuals to the committee.		

MEMBERSHIP COMMITTEE: Looking to get more out of being a member by helping existing and new Chapter members? Working on the Membership Committee is a fun, important, and rewarding way to participate in our Chapter! We review and update member benefits, find new ways to connect and support current members, mentor new members, and focus on growing our Chapter membership. If you have time to help us with just a few miscellaneous tasks, lead a small project, or generate a new one, please join us and share your ideas!

Committee Chair	Susan Lee, CSI, CDT, CID, NCARB	Ph: 952.929.9241	susanlee@stationad.org
Committee Co-Chair	Patrick O'Neal, CSI	Ph: 763-231-0882	pat@dsp-lic.com
Meetings	We meet on the second Thursday of each month from 11:30 am to 1:00 pm, virtually if unable to meet in person, and when possible at various restaurants in the Metro Area.		

PROGRAMS COMMITTEE: Have you ever wondered why a CSI monthly chapter meeting was held at a specific time and day? Have you ever wondered why a particular subject was selected as the meeting topic? What about the meeting location? How did that get selected? Well, we have an opportunity for you. Please join the CSI-MSP Programs Committee. We are looking for the next generation of CSI leaders to join us. We plan monthly chapter meetings. We pick the topics. We meet with the speakers and help form the learning objectives. We help to find and set up the venue. On the day of the meeting, we do a lot of the behind the curtain work to make the day go smoothly. We help to register the meeting with AIA.

Committee Co-Chair	Chris Anderson, CDT, AIA, USGBC	Ph: 612.859.5533	Chris@kline-johnson.com
Committee Co-Chair	Nancy Gulliford, CSI	Ph: 612.386.5636	ngulliford@comcast.net
Meetings	Our committee meetings are on the first Monday of every month at 12:00 pm. We host our meetings via GoToMeeting, so you don't have to drive across town. Please visit with us at one of our meetings. We would love to tell you more about how you can have more influence on future chapter events.		

GOLF COMMITTEE: The Golf Committee plans the annual Minneapolis/St. Paul CSI Chapter Golf Outing, typically held in the spring at Bunker Hills Golf Club in Coon Rapids, MN. The annual golf outing is the Chapter's largest fundraising event and donates some of the proceeds to the Rebecca Foss Scholarship Fund for Dunwoody students. The Golf Committee could use some extra hands hosting this fun event! On the day of the event, volunteers are needed to help with several stations. Two people are needed to help with registration. Two other people sell yardsticks and raffle tickets.

Committee Chair	Ryan Hallesy, CSI	Ph: 612-469-8252	rhallesy@babcockdavis.com
Committee Co-Chair	Thomas (Tom) Griffin, CSI	Ph: 651.829.7236	thomas.griffin@gaf.com
Meetings	The committee meets at Elsie's in Northeast Minneapolis typically in the mornings, bi-weekly, beginning in March to assign tasks.		