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Meeting Name: Board Meeting Agenda Date/Time: December 14th, 2020. 1800

Location: Microsoft Teams virtual meeting Timekeeper: Secretary

Chair / Facilitator: President Scribe: Secretary

**Attendees:**

x\_\_\_ Ivette Bruns President

x\_\_\_ Alan Broderick Vice-President

x\_\_\_ Andrew Huehls Treasurer

x\_\_\_ Tom Tuttle Secretary

x\_\_\_ Tony Julian President Elect

\_\_\_ David Fryman Ex-Officio

Voting Members

\_\_\_ Chris Harouff

\_\_\_ Bryan Lee

\_\_\_ Anthony Muriel

x\_\_\_ Larry Podojil

\_\_\_ Gary Tilford

\_\_\_ Lauralee Wikkerink

x\_\_\_ Michael Zunk

Non-voting Members

x\_\_\_ Jack Morgan National Liaison

\_\_\_ Student Liaison

2020-2021 Board Guests:

x\_\_\_ Glen Baines

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**Agenda and*Minutes (Minutes are bolded and italicized)***

To stay on topic, ALL attendees must assist facilitator / presenter to focus on items below.

**Item / Committee by Subject/Motion Discussion**

**Call to Order** IB

**Opening** IB

**Roll Call** TT

**Review/Approve** TT October/November minutes

**Board Minutes**

**Treasurer’s Report** AH See Treasurer’s and budget reports from AH. IB- We’ll

 discuss in-person meetings, including the 60th that will

 affect the budget. What is affordable? We have to be

 frugal, and fundraisers were limited in 2020. LP Has

 anyone given thought to the trade show in 2021. IB-

 This will be during TJ’s presidency. The Spring event is

 a Table top Event. Look at packaging the Fall trade

 show with the Table Top event.

**Secretary’s Report** TT

**Committee Reports**

**Item / Committee by Subject/Motion Discussion**

+ Website TJ Glen Baines invited to discuss CSI Indy website

 updates. IB- With Covid-19, it’s imperative to have a

 good website. What can we do to help Glen with

 website content? GB- What goes into the site comes

 from authorized CSI members. What can be pushed to

 the chapter? Events were recently brought up-to-date.

 What ideas do people have to improve things? IB- Is

 there a webmaster “How-to?” manual? GB- Not at this

 point. IB- Are the section-areas active? (Ex. Board

 meeting minutes, Chapter newsletter, What is CSI…)

 These can be populated, and GB will start to populate

 them. If these could be added from June, 2020

 onward. TT will send information on New Member

 Orientation event in late January, 2021. We’ll also get

 information on the 60th Anniversary Meeting. GB-

 Events require a placeholder or meeting invitation to

 generate these. JM- Logo created for 50th anniversary.

 It was probably Scott Perez or Kristin Welty that

 created that logo. GB to post by-laws to membership

 on website. This is a labour of love.

+ Academic Affairs AB Update on Purdue and Ivy Tech approach. It is tough to

 get a hold of people due to Covid-19. Circle back next

 month.

+ Certification TJ New material available, working to align with updated

 books. This needs to be ramped-up. Work on the

 shared folder with new manual and workbook. Inviting

 others to review the work materials. IB- Let’s update

 the website with Spring information from 2019. Get

 with GB.

+ Membership TT “New Chapter Member Orientation” scheduled for

 Thursday, January 28th at 6:00 pm, virtual. Presenters

 will speak for up to five minutes each. Includes Ivette

 Bruns, Tony Julian, Glen Baines, Bryan Lee, and Tom

 Tuttle. Published in the newsletter. Invite, invite, invite!

 Jack is back in the mix.

+ Education Found. DF

+ President’s Forum RV

+ Rafflemeister RV N/A this month

+ Fellows JM

+ Golf Outing DS

+ Trade Show DS

+ Programs MZ See pre-read from JM

 IB “With regard to January, Building Enclosure Committee,

 BEC, decided (and I agree) that an in person meeting

 is not wise for January in Indianapolis with the spike in

 Covid cases. They proposed a virtual meeting…

 Building Enclosure Council (BEC) still wants to put on

 their original proposed Air Barrier Assembly

 panel/presentation for when we can safely meet in

 person.” MZ- Thursday is the CSI event. IB- Will move

 the BEC meeting to the May program. Logan offered

 assistance. Roof wall transitions and parapets are a big

 source of failures in the industry. This is proposed and

 a seminar is in the works. MZ- “Big Dig” update, add a

 presentation beyond the tabletops. JM- Will keep this in

 mind when working on programs for March. TJ- With

 certification starting near that time, would it be

 possible to tie this into certification and drumming up

 CDT excitement? JM- Also, this could be a tie-in with

 the “Specifications” program? The issue is that

 specifications would be longer than an hour. MZ- Work

 on programs past-June, 2021. How will the vaccine

 affect things?

+ Special Events LP (1) CSI Indiana Chapter 60th Anniversary Event, April

 20th, 2021

 (2) “Anarchy Axe” Throwing. IB- Should this be kept

 on-track (1st week of March), or move out? LP This is

 on the calendar tentatively.

 IB IB, “With regard to December, David Fryman is

 going to send out information on Toys for Tots and

 Gleaners charity event which we will be sponsoring at

 Seward Sales/CSI Office. People can drive by and drop

 off gifts. Gleaners will be virtual donations and I will be

 sending out that information shortly. We will have

 beverages and snacks. Date is Dec 17th and times will

 be forthcoming.” Will check with AF to see if we can do

 something on social media. This is strictly monetary.

 AB- They are doing an expansion to their facility, so

 that affects the other types of donations. IB- Wear

 masks, warehouse doors open. There will be

 refreshments. Practice social distancing.

+ Social Media / Tech AF

+ Budget AH No report until change in board.

+ Bylaws IB “I am currently reviewing the Bylaw revisions and will

 send those to the board by the end of the day so that

 we can get it out to membership for a vote.” AH These

 need to go out two weeks prior to the monthly or

 special meeting. IB- Highlighted changes to the by-

 laws. AF reviewed for proper compliance. See: Article

 IV, Section 6, B. Electronic votes. Article VI, Section 1,

 D. Nomination of Directors. Article VIII, Section 2, B.

 Meeting of Members, including electronic

 teleconferencing. TJ- Add language about “as deemed

 appropriate by the board” for special circumstances.

 Asked about amendments going to the Institute

 Secretary for approval. JM- Will contact Institute to see

 if this is still the case and report back. AH- All

 amendment actions are done through the board. JM-

 What is the percentage for membership approval? IB-

 This is 2/3’s affirmative. IB- We can use means like

 SurveyMonkey. Can we limit the number of votes a

 person places? Polleverywhere is an option, and it is

 cloud-based. IB will work with TT to get to members.

+ Awards IB

+ Roster GT

+ CEU’s/AIA LU’s EB

+ Communications EB

+ Meetings Arrangement DF

+ Sponsorship DF

+ Education JM Pre-read agenda from Jack Morgan. (2) “Writing Good

 Specifications” presentation follow-up.

**SPECIAL COMMITTEE REPORTS**

+ Strategic Planning IB Note from AH- “It’s time to start planning for the 2021

 election of directors. There will be 4 vacancies to fill

 according to the attached BOD Roster. AH- Suggests TJ

 work on incoming board and officerships. David

 Fryman, Andrew Huehls, Larry Podojil and Gary Tilford.

Our bylaws state:

* A nominating committee should be established by January 1
* Nominating committee is to present the slate of nominees at the February chapter meeting
* Nominations from the floor are to be taken during the February chapter meeting
* Ballots are to be available at least 2 weeks prior to the March chapter meeting
* The chapter votes in the March chapter meeting
	+ I recommend we issue an electronic ballot 2 weeks prior to the March meeting to allow for electronic voting.
* At the April BOD meeting, continuing and newly elected board members vote for the `21/`22 officers

+ Bid Day joint event DF

**OLD BUSINESS**

Mailing Lists

**NEW BUSINESS**

+ Great Lakes Region: IB- Ongoing membership relief program, Ken Schmidt. Institute fees are covered. Will discuss before January presentation. JM- Contact Ken for details of the program. This is separate from the Chapter Challenge, and this is geared for never-before members.

+ Indiana Architectural Foundation: Requesting monetary support for scholarships. See attachment in pre-read from Angelo Zarvas. JM- The intent is to help with design professionals, and our chapter has donated in the past. This is a request, but we are under no obligations. AH- Given the current state of the chapter, recommends donating to the CSI Foundation. Fundraising is down, and event venue rents are much more expensive. JM- Will meet with Angelo for a tour, and can communicate the update from the board. LP- Agrees, and we don’t know what we don’t know given the next six months.

+ Venues: JM- Is there a committee searching for new locations? IB- Making calls personally. For example, Willows is way down on bookings, yet their costs are up with special food preparation/serving. Crane is in the same boat, and under the same Ownership. Looking into the Marriott. JM- Looking at the North side Knights of Columbus. The chapter used to meet there. AH- We also have other concerns given our requirements, i.e. accessibility, location. We got a preferred rate for a long time.

**PRESIDENT’S REPORT**  IB Help the newsletter with content. Will write a specifications-oriented article. Each committee should have something. Make this informative and an update on activity. This will help Michael and Ryan. The certifications by JM are most appreciated.

**GOOD OF THE ORDER**  IB

**ANNOUNCEMENTS** IB

**PROGRAM** n/a

**ADJOURN** IB Call to Adjourn

 Motion to Adjourn

**Commitments/Agreements/Conclusions**

R=Responsible (doer), A=Accountable, C=Consulted, I=Looped-in

 **TASKS COMMITTEE ATTENDEES**

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**"Parking Area"** (Open/unresolved issues that need follow-up)

 **ISSUE IMPACT RESOLUTION**

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