Andrew “John” Murray, Jr.

CSI, CDT

Mississippi Chapter

Nomination for Outstanding Contribution Award

The Construction Specifications Institute

NOMINATION FOR AN INSTITUTE AWARD

DATE: ___April 27, 2015_____

AWARD NAME: ___Outstanding Contribution Award_____

NOMINEE'S NAME *(Individual, Chapter, Firm, Team or Organization)*

____Andrew "John" Murray, Jr. CSI, CDT_____

Address: _ ___

Phone: __ ___

Email: __ __

NOMINATION BY *(Check applicable box, documentation of nominations to be provided on subsequent forms)*:

X Chapter: _Mississippi_____ ☐ Individual Members (5 required)

☐Region: _____

☐Institute Standing Committee ☐Institute Officer or Director

PRIMARY CONTACT INFORMATION *(The person primarily responsible for preparation of the nomination; person who can answer questions about the nomination)*

Full Name: ___Lacie C. Gibson _____

Home Chapter: ___Mississippi_____

Address: __ ___

Phone: ____ ___

Email: ____ ____

SIGNATURES: *(Nominations by Chapter must include Chapter President and Secretary signatures.)*

Name /Office (if Applicable)	Chapter	Signature
__Paul Tauchar, President___	__Mississippi_____	_____
__M. Keith West, Secretary_	__Mississippi_____ _	_____

The Construction Specifications Institute

NOMINATION FOR AN INSTITUTE AWARD

AWARD NARRATIVE FORM

DATE: April 27, 2015 AWARD NAME: Outstanding Contribution Award

NOMINEE'S NAME: Andrew "John" Murray, Jr. CSI, CDT PAGE 2 OF 2 PAGES

Over the past seven years John has organized and streamlined nearly every aspect of each of the positions he has held. He has helped produce wallet sized "pocket" rosters, conducted and promoted a panel of CSI & AIA member special discussion forums, contributed several technical articles to the chapter newsletters, helped design and promote a CSI Benefit Card, promoted joint programs with AIA and ASPE. He has served as MS Chapter secretary, Membership chair, Chapter 2nd Vice President, House Committee Chair, 1st Vice President, Program Committee Chair, President Elect, Product Show Chair, President, Past President, Long Range Planning Chair and the Gulf States Region Electronic Communications Chair.

While serving as MS chapter president, John always incorporated discussions about relative industry topics along with humor, making his President's message something that everyone looked forward to reading each month. During this same period the chapter assumed the task of hosting a Region conference that was originally scheduled for another chapter. Utilizing his organizational and leadership skills he helped plan, coordinate and direct the execution of a very successful Gulf States Region Leadership event in less than 90 days. Also during this same period John developed a seminar for CSI leaders based on "Working Smart" principles. John has helped several people in the past who had suggested that he develop a seminar to share with others. Not only did John develop a very informative seminar he also had it registered with AIA as a part of continuing education. The seminar is organized in a way that anyone can attend and come away with sound planning principles that apply both personally and professionally. His discussions about communication are extremely candid and point out why problems can occur in offices and organizations.

John goes out of his way to promote the principles of CSI and shows others how they can achieve their goals and become better leaders. The ideas expressed in his seminar help show members how they can organize their chapters & offices, understand and communicate better with their employees/employers as well as make their chapter organizations run more efficiently. He has been instrumental in showing others how to capture their corporate knowledge and integrate that information in a variety of forms.

As a chapter president he has organized and instituted a new information legacy called the "President's Book", given to the incoming President as a way of providing all of the chapter information at their fingertips. This innovation helps the new president understand all of their organization abilities, responsibilities, health and what items were due when and to who.

During the end portion of John's seminar he addresses specific CSI chapter topics and challenges the chapters to utilize their microsites to their fullest potential. Currently serving as the Gulf States Region Electronic Communications Chair, John has streamlined the web page removing old and redundant information and providing more accessible connectivity with the other chapters. John continues to promote the ideals of CSI and is has been nominated as the Gulf States Region Vice President for FY 2017.

Provider: Mississippi CSI

Provider Number: 0050

Course Title: Working Smart

Course Number: murray101

Speaker : John Murray, CSI, CDT

Date: April 16, 2015

Credit(s) earned on completion of this course will be reported to AIA CES for AIA members. Certificates of Completion for both AIA members and non-AIA members are available upon request.

This course is registered with AIA CES for continuing professional education. As such, it does not include content that may be deemed or construed to be an approval or endorsement by the AIA of any material of construction or any method or manner of handling, using, distributing, or dealing in any material or product.

Questions related to specific materials, methods, and services will be addressed at the conclusion of this presentation.

Course Description

The seminar is composed of three interrelated topics:

Effective Planning which includes goal evaluation, goal setting, and development of sub-tasks which are programmed to achieve your goals.

Communication Do's & Don'ts -Learn to communicate; what to say to who, when, and how; how to encourage others; how to get others to help you. What forms of communication should I use and when?

Organizing the Chaos - What to do with all of this stuff (and how to find it again), capturing corporate knowledge, and how to swim when you are drowning in electronic information

Learning Objectives

At the end of this course participants will be able to:

1. Identify key components of working smart principals.
2. Understand comprehensive planning and identification of critical assets.
3. Understand effective communication precepts in dealing with clients and employees.
4. Understand and identify organizational concepts and applications to business operations.

Working Smarter, Not Harder

W H Y ?

What are we trying to accomplish?

What's In it for me?

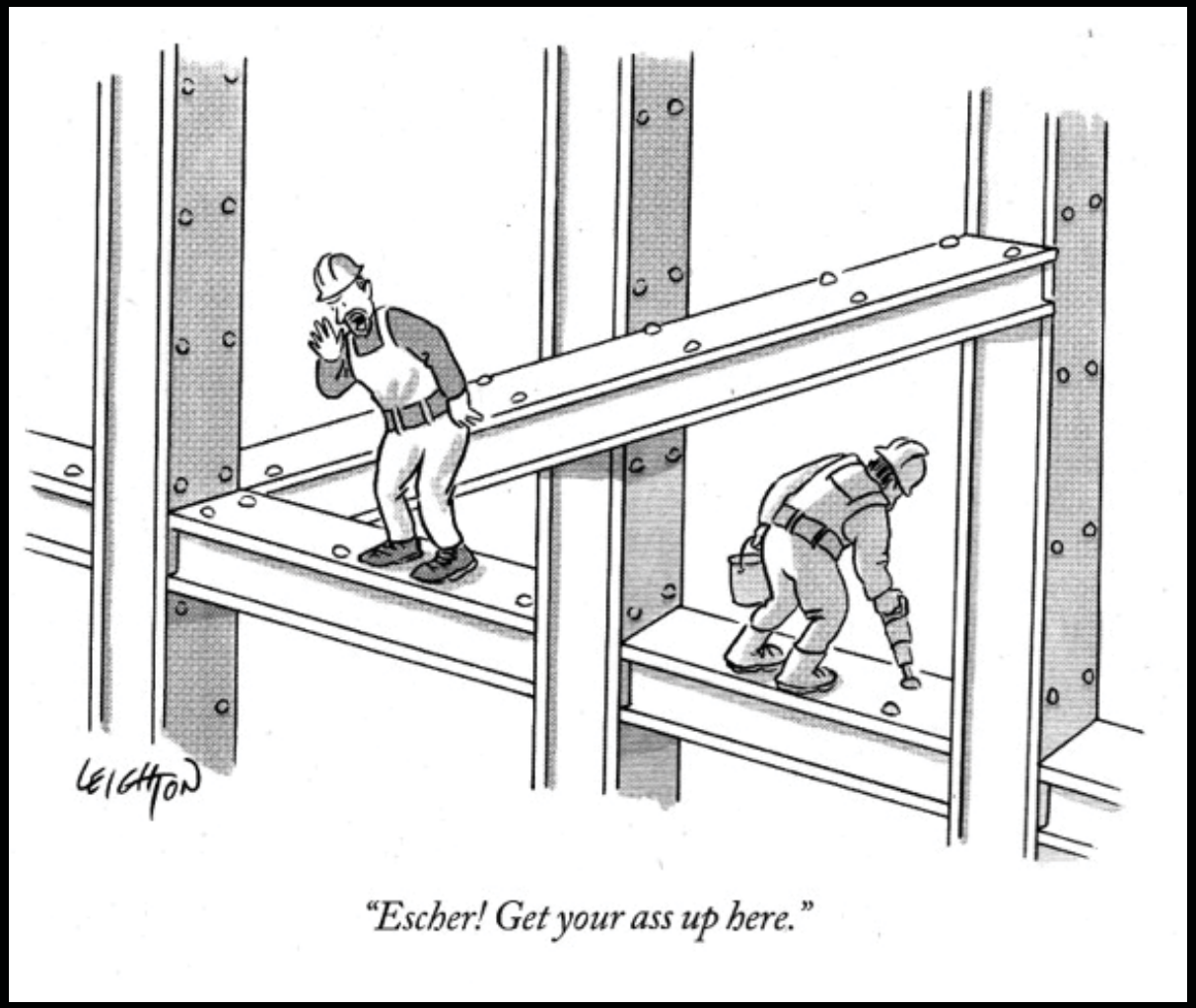
- Easier to accomplish tasks
- Manage critical information more effectively
- Less stress
- Better job performance
- More personal time

Working Smarter involves:

- Comprehensive Planning
- Effectively Communicating
- Strategic Organization

- TIME is money
- People are not robots
- We cannot work 24/7 & not pay a price
- Find out what you are good at and use it

Why Have a Plan?



"Escher! Get your ass up here."

Comprehensive Planning

- Plan
- Prioritize
- Evaluate
- Adjust
- Review

- Identify Critical Assets/Projects that require a Plan.
  - example: Design and Construction of a building.
  - example: Office Quarterly Earnings Report

- Establish Goals
  - SMART
    - Specific
    - Measurable
    - Attainable
    - Relavant
    - Time Related

- Create a Plan of Action
  - How to achieve those goals
  - Assumptions
  - WRITE IT DOWN for others to clearly understand (communicate)
  - List Priorities

- Evaluate where you are
- Adjust the plan based on scope and time
- Clearly identify who is performing what parts of the plan (write it down)
- Only account for 1/2 day increments in planning the other 1/2 day is out of your control.
- Set clear time related assessment points to determine your progress.

- Make Adjustments
  - Reset time related goal completion
  - Determine what created interference
  - Evaluate changes required

Working Smart - Part 1

Summary

- Plan - maximize use of critical resources
- Prioritize - establish goals (SMART)
- Evaluate - determine where you are incrementally
- Adjust - things happen
- Review - how to make it better

Effectively Communicating

What to say to who, when & how

- Face to face (in person, in the room)
- Video-conference
- Telephone (voice)
- Email (treat as official correspondence)
- Text (only as a last resort)

- How we chose to communicate directly implies the level of importance associated.
- What not to do
- The electronic enigma

In Person

- 93% of our communication is non-verbal

If you take away the ability to see someone that you are communicating with you have lost 55% of your effective communication skill set.

- Based on the chart if you <u>cannot</u> see someone in person then the hierarchy of communication is limited to:
    - Telephone
    - Email
    - Text
- If you can meet face to face via video conference then you may maintain some level of effectiveness depending on the quality of the connection.

Don’ts

- Don’t try to resolve personal or emotionally charged conversations via email or text.
- Don’t text clients. Texting is personal and utilizes a lot of slang and anachronisms.
- Don’t use technology without understanding it. Nothing will make you look more inept in front of a client than not knowing how to make something work.

Get Help

If you don’t know how, then get someone who does.
You can’t do everything.

What are they saying?

(Who appears to be winning?)

Conflict Resolution

- Do you avoid a confrontational situation?
- 70% of employees avoid issues at work and will put them off for almost a month
- Business owners often fall into this category when dealing with cost increases being passed onto clients.

Do’s

- Speak face to face in private
- Assume the best of others - use a positive attitude
- Use tentative language - avoid the urge to tear into someone - begin by describing the problem
- Share FACTS not assumptions or conclusions
- Ask for their view
- Use equal treatment - everyone deserves respect

Email

- Only Send it to those who need it.
- NEVER send all/respond all unless it is required.
- If its doubtful then don’t write it down. Stick to facts.
- Considered legal correspondence.
- Make sure what you write is the company line. You are representing your company.
- Someone will always forward what you don’t want repeated even if you told them not to.

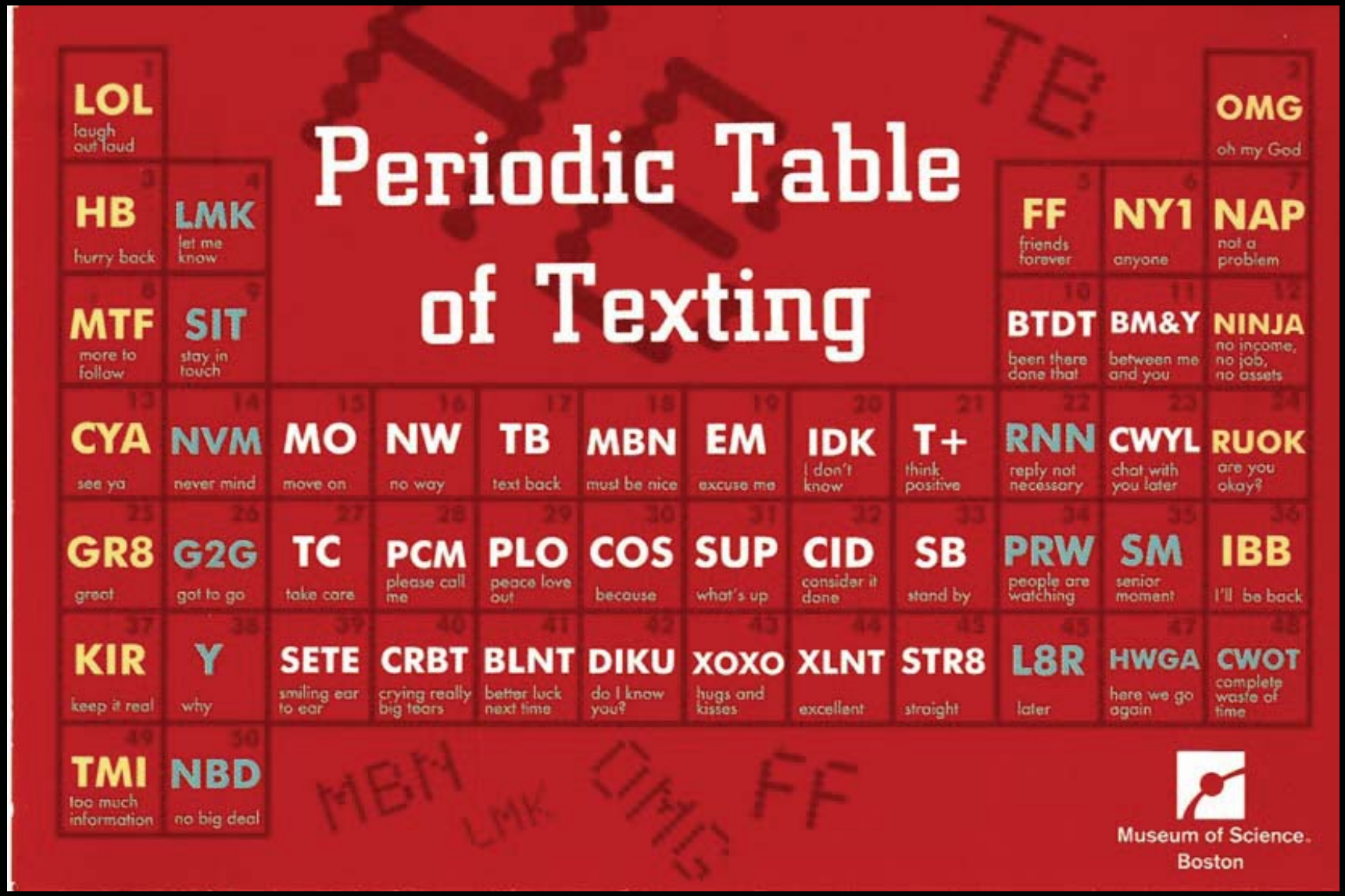
- While face to face communication is often the most clear and understandable it also the hardest to remember over long periods of time.

- Write down what you want others to clearly understand. Write in such a way that there is no room for interpretation. Be very clear on instructions and goals. Give specifics and set target dates, review dates and completion dates.

NEVER, NEVER, NEVER

- stupid
- big mistake
- huge mistake
- dumb
- can’t believe
- serious trouble
- I don’t think we should…….

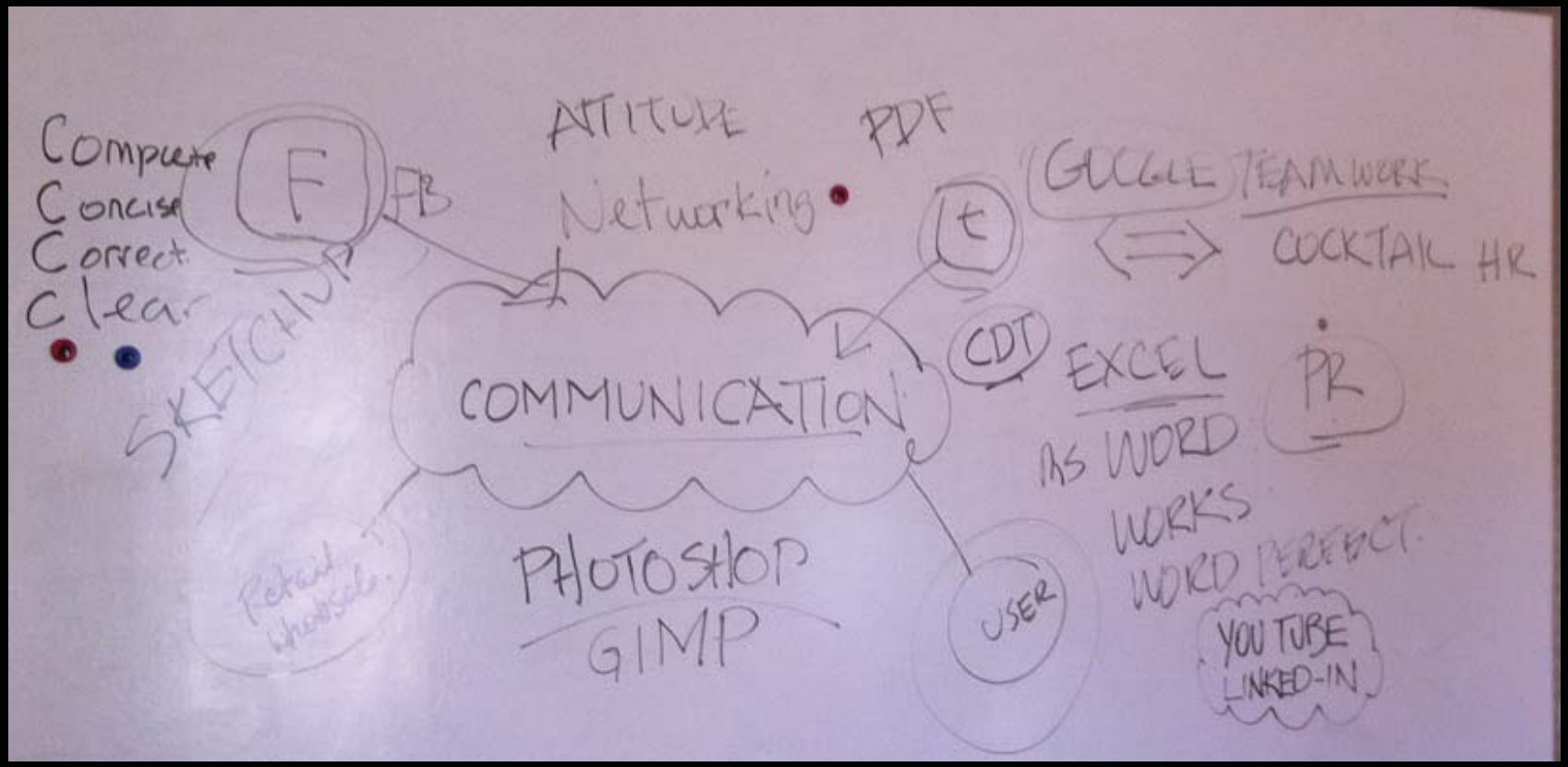
Texting


Periodic Table of Texting
LOL laugh out loud
OMG oh my God
HB hurry back
LMK let me know
FF friends forever
NY1 anyone
NAP not a problem
MTF more to follow
SIT stay in touch
BTDT been there done that
BM&Y between me and you
NINJA no income, no job, no assets
CYA see ya
NVM never mind
MO move on
NW no way
TB text back
MBN must be nice
EM excuse me
IDK I don't know
T+ think positive
RNN reply not necessary
CWYL chat with you later
RUOK are you okay?
GR8 great
G2G got to go
TC take care
PCM please call me
PLO peace love out
COS because
SUP what's up
CID consider it done
SB stand by
PRW people are watching
SM senior moment
IBB I'll be back
KIR keep it real
Y why
SETE smiling ear to ear
CRBT crying really big tears
BLNT better luck next time
DIKU do I know you?
XOXO hugs and kisses
XLNT excellent
STR8 straight
L8R later
HWGA here we go again
CWOT complete waste of time
TMI too much information
NBD no big deal
Museum of Science. Boston

- POS - Parent Over Shoulder
- WTMI - Way Too Much Information
- WAIDH - What Am I Doing Here
- SNAFU - Situation Normal All F***ed Up

- http://www.netlingo.com

COMMUNICATE



Working Smart - Part 2

Summary

- Effective Communication
- Who are you communicating with?
- What are you trying to communicate?
- Say it once, write it down, remind them

Strategic Organization

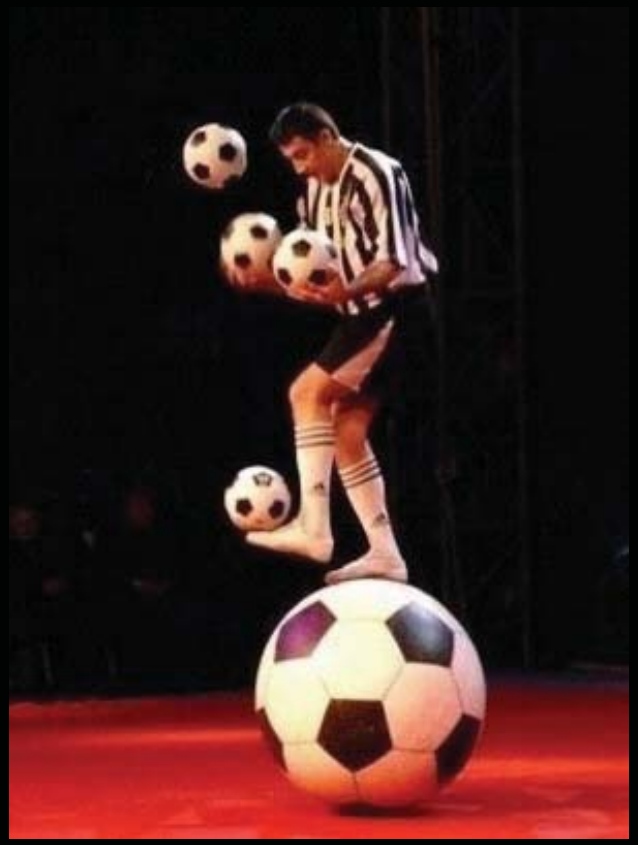
(Being able to find your stuff fast)

Understanding your work and organization

- Multi-tasking - really?
- Managing multiple projects
- Meetings - What is being accomplished
- Daily Time Management

Multi-tasking

Multi-tasking



Multi-tasking

- It does not work. It is a misconception. It is extremely inefficient and leads to mistakes.
- You cannot control all of your day but you can try to control portions or work blocks.
- Work in 2 hour blocks of time.
- Don’t let emails and phone calls interrupt during selected work blocks. (Designate these for intense or critical tasks).

Multi-tasking

Think Project Management
with continual prioritization
and Evaluation

Project Management

- Prioritize
- Manage Assets
- Schedule Intensive
- Keep the big picture

Meetings

- Schedule morning meetings at 9:00 a.m.
- Schedule afternoon meetings at 1:30 p.m.
- Try to limit to an hour.
- Always have an agenda.
- Set an end time
- Be clear about what the meeting is to accomplish.

Typical Day

- 8-9 Review Emails, review priorities, goals and tasks.
- 9-11 Uninterrupted work block - perform your highest priority task for the day.
- 11-12 Review Emails, return phone calls, asses and prioritize for the afternoon.

- 1-3 Finish high priority tasks if not completed in the morning block.
- 3-4:45 Flex Time, answer emails, return calls, complete short tasks.
- 4:45 - 5:30 Evaluate day’s progress, plan next day’s task according to priority.

- During the day update and keep track of individual tasks for different projects as they happen. Use mini to do lists for each project.

- At the end of the day review all of your task lists and review goals and priorities established by others.

K.I.S.S.

Keep It Smart and Simple

- Don’t try to do it all at once (Prioritize)
- Don’t try to organize everything
- Don’t give up - it is a process (think habit)

The “organization” of this office shows work functions and desk spaces on one side and book shelves (archive retrieval) on the other side.

The further subdivision of these spaces are for a small meeting space outside of a large office

- Application of Architectural and Construction related design principals are ways of organizing the spaces of a building.

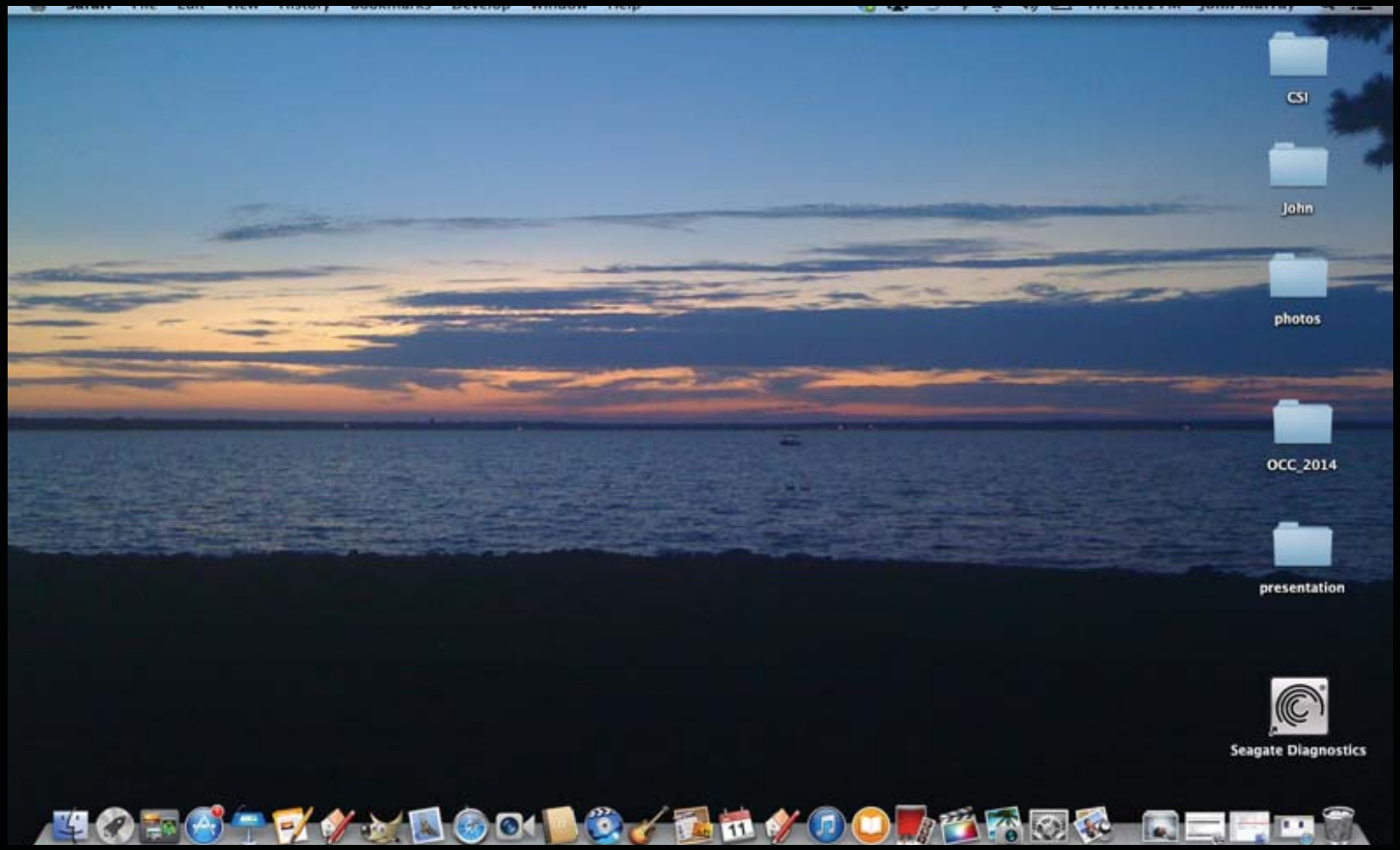
- Most people have the skills necessary to apply organizational thinking to their work and lives. They just choose not to.

- Select the most important thing that impacts your time and concentrate on that.
- Make a daily habit. Tape it to the mirror. Tape it to the Computer Screen. Tape it to your laptop.
- Use lists for complicated things or multiple things.
- Put items in a designated place and make it a habit of them staying there.

- Keep It Smart & Simple (KISS)
- Use the Alphabet
- Use numbers
- If you have Office Standards - use them (don’t reinvent the wheel)
- Use file folders, filing cabinets, binders whatever works for you.

- As professionals we deal with tons of paper. Think PDF files in stead.
- Only Archive paper sets required by law.
- Design documents, scraps of ideas, etc. Scan it and file electronically. Then throw it out. Do this as you go through your day.
- As we move from paper to electronics it is even more important to stay organized.

- Think in terms of Years.
- Use project numbers with verbal descriptors as a part of the file. (2012_44_St_Lukes_UMC_reno)
- Use a simple text file as an index or guide.
- Will it matter? one week from now? one month from now? one year from now? How do I find it.
- Apply the same “system” to email archives, project files, time sheets, inspections, reports, etc.



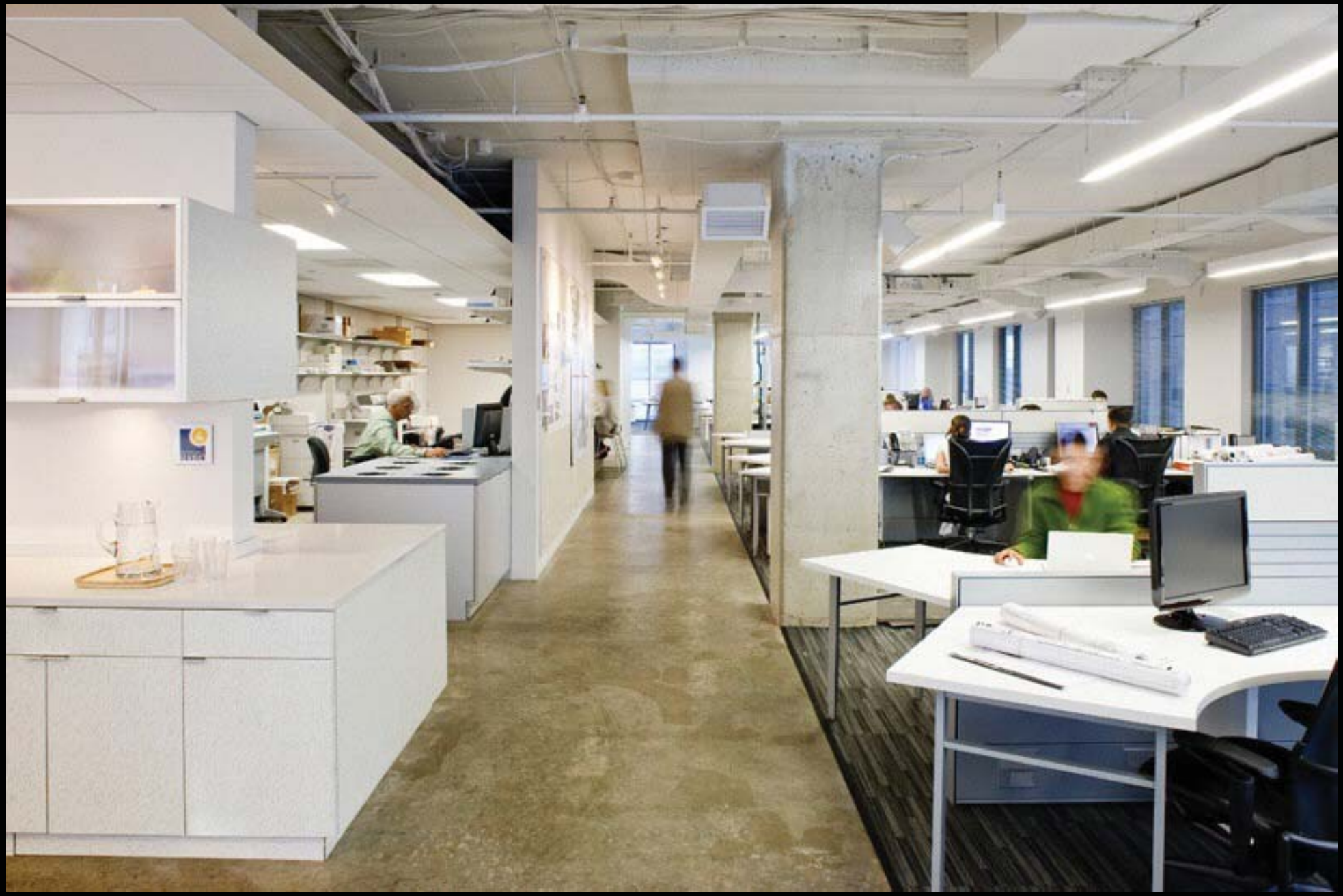
This is your desktop

Keep it simple. Use finder / Search.

Working Smart - Part 3 Strategic Organization

Summary

- KISS
- Use what works for you
- Don’t reinvent the wheel
- ONLY organize the items/areas that are CRITICAL to you, your job, your home.



IT'S A SCARY BUSINESS HANG IN THERE

Resources

- Additional Links for a better day:
  - http://www.lifehack.org/articles/technology/the-best-8-project-management-apps.html
  - http://lifehacker.com/5817021/in-case-of-emergency-how-to-organize-your-important-records-in-a-master-information-kit
  - http://www.fox-architects.com/portfolio/fox-architects-dc-office/

A Message From the Mississippi Chapter President

How time flies when you're having .....fun? It seems that the older I get there's more to get done and I seem to be slower trying to get it done. Maybe I could get a meeting with "Larry the Cable Guy" and find out his secret to "gettin-er dun". Between him and Bill Engval they keep me in stitches. Laughter's an important part of life and being able to laugh at situations and more importantly yourself is a good thing. When was the last time you had a good laugh? I mean a really deep, belly rolling, rib hurting laugh? Well if you can't remember meet us at the Bulldog Bar and Grill on the last Thursday of the month. I guarantee you that someone will get you going!

This month is Membership month - It's really simple this year, bring one guest with you to our regular monthly lunch meeting. One of the reasons that we keep having our meetings at lunch is so it does not impact on evening family events and allows a minimal time investment with CEU credit. So talk it up and find some of your younger co-workers to bring.

Do you feel like this when someone tells you to comply with the IBC?

November will provide members with another opportunity to get others involved. We are co-hosting a joint education event with MS AIA centering around the International Building Code and its latest changes. Early registration cut-off is Oct.11 so pass the word along. With the new changes in State licensing for professionals and the associated continuing education this is a great opportunity to involve Interior Design Professionals, Landscape Architects, Engineers, Contractors, Building Officials and Architects. I know codes are boring, scary, confusing, and tedious but as we all know a very important part of what we do. It's one of those things that if you don't know them, they'll cost you a lot of money and legal fees so make sure you attend. For the third person who tells me they read this I will buy them a drink at the next Spec-head meeting.

As we work towards a more integrated team approach to our projects through things like Revit and ArchiCad we find ourselves involved in teams that are changing from phase to phase. This fluid environment makes for communication fiascos, long hours, personality clashes and production issues. Putting together the right team is more difficult than it seems and keeping them motivated is even harder. The one common thread in all of this is attitude. If your team has someone with a bad attitude it will make for a long and hard road that will eventually infect every team member. Keeping a positive attitude is a matter of perspective. As members of CSI we should strive to be a positive role model and actively seek ways to provide leadership and assistance to our fellow members. I hope to see many new faces in the coming months.

Presidents message
John Murray, CSI
President

The dryer works - just don't try the tumble mode. Gave me a headache that lasted nearly a week.

Gulf States Region

The Gulf States Leader

July 2014

The Construction Specifications Institute

The Gulf States Leadership Meeting

Hosted by the Mississippi Chapter

The Holiday Inn in Pearl, Mississippi will be the location of this year's Leadership Meeting on August 8 and 9. The hotel is conveniently located adjacent to interstate access coming into the Jackson Metro Area from every direction. Don't miss out on your chance to learn and grow as a CSI Leader at this most important GSR event. Hotel cost and registration cost have been kept as low as possible to allow more GSR members to participate. See more on pages 6 and 7.

Sponsors are an all important part of most meetings for without their assistance we could not keep the cost low for attendees.

Thank you to the Sponsors of the GSR Leadership Meeting.

INSIDE THIS ISSUE

Thank you New Orleans Chapter CSI
We had a GREAT time!

SUBMISSIONS TO LEADER

We welcome our members to submit articles of interest for publication in the GSR LEADER. Please forward articles to:

John Dunaway, CSI, CCS, AIA

john@ccdarchitects.com

All region wide e-mail "blasts" are to be distributed by the Region Electronics Communications Chair, John Murray, CSI, CDT. Please limit region wide e-mail blasts to events of region wide interest such as Product Shows, Chapter anniversaries, and seminars offering 4 CEUs or greater.

Forward to: jmurray@ccdarchitects.com

The Construction Specifications Institute is a national non-profit technical organization dedicated to the improvement of specifications and building practices in the construction industry through service, education, and research. Founded in 1948, CSI provides a forum for architects, engineers, designers, specification writers, contractors, manufacturer's representatives suppliers and all others in the construction industry. Membership is open to all who are involved in the built environment.

Presidents Message

Fellow Gulf States Region Members:

As I begin my year as your Region President I took a moment to think about the path I have traveled and I was reminded about one of my favorite quotes:

"Sometimes it's the journey that teaches you a lot about the destination."

While taking our journey through a career in the construction industry, CSI has always been there to teach us along the way.

Knowing that I cannot do this alone, I would like to introduce you to the GSR 2014/2015 leadership team.

President: William Sundquist
Vice President: James Bagley
Secretary: Cindi Brooks
Treasurer: Amy Flemings

We are all committed to our roles and thank you for the opportunity to serve you. Please do not hesitate to contact anyone of us at any time with questions.

I would also like to introduce Jimmy Lail. He will be serving as the Institute Director on behalf of the Gulf States Region.

I have set forth a very aggressive goal for CSI Gulf States Region for the fiscal year 2014/2015 which is to increase our membership by 10 percent.

This goal will be accomplished by everyone's support of the mission of CSI which is as follows: CSI is to advance building information management and education of project teams to improve facility performance.

Each region officer and committee will develop their goals around the above mission and incorporate the following strategic themes: Communication excellence, building team diversity, and building information management.

Also each region officer has been assigned to work with each chapter individually through the year to make sure we are heading in the right direction so we can make mid-year adjustments if needed.

Our first big leap towards this goal will be the Leadership Conference in Jackson August 8th and 9th. For just $70 (registration cost; hotel & travel separate) you will receive education that will not only help you with your journey with CSI but will also benefit you professionally in construction. I know everyone's calendar gets full but I would highly encourage you to take the time to attend this conference. You will not regret the financial and personal investment and the reward will be immeasurable.

As we begin this journey together please know that I am appreciative and honored to lead such a wonderful group. Our history is rich and our future is bright.

Although each of us has our own destination in our construction careers, we all share the same desire to learn and improve every day. I trust you will continue to find CSI as a teacher that helps you arrive at your destination.

William

Message from Past President

Billy J. Mathis, CSI, CDT

As I stated at the Awards Banquet In New Orleans, it has been my honor and pleasure to work with so many of you and be allowed to be your Region President for the past year. Many of the initiatives we began during my term will come to fruition during William's term, and with William and I working together, the transition to the new president will be seamless.

I began the year by asking many of you your feelings on topics in order to develop a sense of where we as a Region were and where we needed to go. I wanted everyone to know that being "Gulf States Region Proud" was not just a catchy phrase, but actually meant that we wanted to be the best of the best, and that requires communication at all levels and in all directions. In order to begin this process, we began to communicate electronically with all the Gulf States Region Presidents, and GSR Board members, on a bi-monthly or quarterly basis to open channels of communication between the various chapters, especially those close together. I felt that Chapters that were close together could begin the process of helping each other where needed by developing a cohesive attack on the many challenges facing them. We knew that there are a great many "Mentors" out there who have the knowledge, drive, and experience to help a chapter become successful in one or more areas. We just needed to identify where they were and give them the ability to help.

It is also important that we communicate with the other Regions in order to make sure that CSI as a whole is moving as a single entity. The Regions must make the hard decisions and implement the tough policies that will get the Institute and the Chapters through to the next level. For that, all of the Region Presidents communicated through calls throughout the year, comparing successes, examining challenges, and generally getting to know each other. If it works there, why can't it work here? Sure it may be implemented differently, but why reinvent the wheel and face all the challenges that another Region has already overcome? We need to work together. An "US vs THEM" attitude can only work to deprive us of our greatest asset, our people and their ideas.

This brings us to Leadership Training. No Chapter can exist unless the people in leadership roles understand how to lead and pass this information on through training to their replacements. We have a Leadership Meeting coming up. This meeting is vital to the operation of the Gulf States Region and every Chapter. Good leaders are not born; they are made. Training is the key and good training is very hard to come by these days. As some Regions move away from leadership training, the Gulf States Region is going to rely on it more than ever. The problem has always been getting the right people to the right location and having the training conducted to everyone's advantage. We think we have found the way to go with the Region Leadership Roundtable Training. But in order for this or any other method of training to work, we need people to attend. Chapters need to send as many people as possible to the training, especially those coming into leadership roles who may not have the experience.

Equal in importance to communication and leadership training is recruitment of members and retention of those members we already have. We are losing members at approximately 5% per year and can't afford to let this attrition keep going. We just aren't doing enough to get that message out there. CSI has a message that is applicable to the vast majority of those in the Construction Industry. What we need to do is get out there and sell CSI. If a Chapter has a successful event, we need to know about it, it may be used elsewhere. If you have good ideas, please don't hold them in. We will look at each idea submitted and will act on those we can. But we will also pass on all the good ideas to each Chapter who may be able to adapt it to their use. We have got to reverse the losses and get more active members involved. Older, more experienced members should be assigned as Mentors and Advisors. Work with the new kids but make sure they realize the rich history of CSI and every Chapter. Only then can we truly make that next step.

We can make Gulf States Region the pride of the Institute, but it will take every member to do so. Get out there and sell CSI, get involved at the Chapter and Region Levels. Assume the mantle of leadership and show others the way. We need everyone involved.

One or Two GSR Meetings per year?

Should we consolidate the meetings?

This is the question most asked in quiet tones and at tables away from the main flow of people. For several years I heard rumors and many sidebar discussions about converting from two major events a year to one and consolidating the programs. There were people who understood that this would need to be done sometime in the future, there were those who didn't oppose it but really didn't think it was a good idea, and then there were those who were adamantly opposed to this change.

As time went by and I became more active at the Region Level, I could see the handwriting on the wall and knew that at some point someone would need to stop talking and get the ball rolling. Luckily for us, Nashville was selected as a Construct Host Chapter which allowed us to experiment with a consolidated meeting. We saw that there were a great many things that we could do at the same time. We saw some things that needed to be tweaked or reorganized, and we saw some things that needed to be left as they were. Of the latter few items, the largest and most contentious was the Annual Region Leadership Planning Retreat. Holding it in conjunction with the other consolidated events was just too much to do in such a short time and really did not do the Planning Retreat justice as a planning and organizing session for the Region Leadership. Putting the Region Conference and Region Leadership Meeting together, on the other hand, was totally feasible with some adjustments. To make a long story a little short, when I became Region President I realized that we were not going to be able to afford to maintain two events a year. This was due to both financial and manpower difficulties. Attendance, once around 100 members guaranteed, has shrunk to around 63 (New Orleans 2014). This number of attendees was just barely enough to cover the costs of hosting the event. This has not always been the case. Baton Rouge lost money from their budget hosting the first consolidated event and other chapters have broken even or lost money in most of the last few events. Attendance is down and costs have escalated. This makes for both a financial and manpower burden on the hosting chapter. To resolve this, I formed a Task Team consisting of the Vice President and several other key members to look into the consolidation effort, define how it should be done, determine if any increase in time will be required, and to report to the next Board Meeting their results so a final determination can be made. The Task Team is meeting and will be ready by the due date established of July 20, 2014 to make their presentation to the Board for a final decision. As your Past President, I feel that I can now express my personal opinion on the subject. I feel that we need to make this consolidation for the good of the Region as a whole. There will always be the opportunity to split the events up in the future should our economy and membership improve to the levels needed. But for right now, tight budgets, reduced manpower and increasing costs are driving me to the realization that something has to change in order for the Region to continue to function at the level needed. Just like the other challenges we are facing in the membership arena, we need to adjust our way of thinking, our method of operation, and our ability to not only react but become proactive to the needs of our members. CSI is changing, which is a very good thing. We need to be ready to change right along with it.

Billy J. Mathis, CSI, CDT

Editorial Comment

I certainly think this change is overdue. In my opinion the GSR can no longer sustain two meetings per year. Having served as the GSR President prior to Billy, I saw the hardship and burden faced by many Chapters as they attempted to carry on this GSR tradition. We can't survive on tradition and must look to the future and set realistic expectations. I have certainly enjoyed attending the GSR Leadership Meetings and GSR Conferences over the years, having missed few, but it's time we faced the reality that this is no longer feasible. We can and should combine the two meetings while continuing the GSR tradition of excellence in conducting worthwhile and beneficial events for our members. Consolidating our events is a wise decision and I fully support Billy Mathis and William Sundquist in this endeavor.

John Dunaway, CSI, CCS, AIA
Editor of the GSR Leader

The GSR Leadership Meeting

Join us in Pearl, Mississippi on August 8 and 9 for the GSR Leadership Meeting hosted by the Mississippi Chapter. The Mississippi Chapter, realizing the importance of leadership training to our members, jumped into the fray in New Orleans when realizing that there was a chance that we may not be able to conduct a Leadership Meeting this year. The Chapter quickly put into place a plan to host the meeting and secured a venue that was easily accessible and economically viable. Now it's up to YOU, the GSR membership, to attend this meeting and continue to learn and grow as CSI Leaders. We're not just asking you to come out of obligation but because there is truly something to learn here. This is not the OLD Leadership Meeting. New training ideas and concepts will be presented, programs will be geared to providing timely and useful information that can be taken beyond your service in CSI, and attendees will be asked to participate and offer ideas and opinions. Come see what we have to offer and PLEASE make your plans soon. The hotel is very affordable but due to it's size we ask that you make reservations TODAY to be assured a room.

Following is a synopsis of each program and a little information about the presenter:

"Building Community" - Matthew Fochs, Manager, CSI Community Development

Community is much more than the number of members you have. It requires a multi-faceted approach to building an engaged community. Join us as we discuss the current goals of CSI's Education, Marketing, and Community Development departments; breakdown how members, chapters, and regions all make up CSI's community; investigate the current need for membership retention; and how to bring effective communication strategies back into your chapter as well as your day-to-day work life.

Matt has been the Community Development Manager at CSI for nearly three years. In his role, he serves as the main staff contact for leadership training and support for chapter and regions in addition to taking on the role of support for region and chapter relations, as well as, the manager for CSI's five Practice Groups and two new education campaigns that are being launched for FY2015. Working closely with other members of his department (including membership, certification, education, and marketing), he helps to facilitate learning and training of leaders within the organization while also providing support to professionals and members at all levels of CSI.

"Making Effective Presentations" - Phil McDade, FSCI, FASLA, CCS

Have you ever had to sit through a lousy presentation? Do you have a fear of GIVING a lousy presentation? Phil will calm your fears as he talks about the 4 P's of Presentation – Plan, Prepare, Practice, and Perform! His program will cover presentation preparation, hints for being a better speaker, developing better presentation techniques, and using Power Point as a presenting medium.

Phil is a humorous and dynamic speaker and is a Past Chapter, Region, and Institute President, so has made presentations to groups large and small, both inside and outside of CSI. He is a member of Toastmasters International, a world leader in communication and leadership development and is a recipient of the GSR's Communication Excellence Award.

"Working Smarter" - John Murray, CSI, CDT

You have heard over and over to work smarter not harder. In this seminar you will learn how. These are relatively simple techniques that can be applied to your job, business, home, and your CSI Chapter. *Communication Do's & Don'ts:* Are you really saying what I am hearing? or are you saying what you mean? Learn to communicate; what to say to who, when, and how; how to encourage others; how to get others to help you. What forms of communication should I use and when? *Effective Planning:* Includes goal evaluation, goal setting, and development of sub-tasks to achieve your goals. *Organizing the Chaos:* What to do with all of this stuff (and how to find it again), capturing corporate knowledge, and how to swim when you are drowning in electronic information.

John graduated with a Bachelor in Architecture Degree from Mississippi State in 1983 and spent 8 years on active duty with the Army as a part of forward deployed combat

engineer units. He has led and trained hundreds of others while building construction projects all over the world. John speaks multiple languages and holds several specialty designations in addition to construction. He was always rated in the top five percent of all Army officers Nationwide and achieved the rank of Captain before leaving service.

"How to work with a Chapter President and How to be a Chapter President"

This will be a panel discussion including Phil McDade, FCSI, FASLA, CCS; Kathy Proctor, FCSI, CDT, AIA; Mike Davis, FCSI, CDT; Angelique Hernandez, CSI, CDT, Betina Latiker, CSI, CDT, and William Sundquist, CSI, CDT. Learn from these experienced, seasoned, involved CSI members. The panel discussion will be facilitated by Cindi Brooks, CSI, CDT.

Round Table Discussion Groups - GSR Committee Chairs and Officers

This session, led by Region Officers and Committee Chairs, is a whirlwind tour of every GSR Committee, their functions, duties, and relationship to your Chapter Committees and to Institute Committees. We will break into small discussion groups and each group will have about 20 minutes to spend with each committee chair while learning from and interjecting into the discussion. Be ready to get immersed in each GSR committee and develop a personal relationship with every GSR Committee Chair. You will be able to share your ideas while you gain a better insight into the workings of the GSR committees as well as learn "best practices" from CSI members from other Chapters. And have a bit of fun too!

And lets not forget the FUN! This is a wonderful opportunity to get to know each other better. Play

some Mini-Golf on Friday night. Be early for our great breakfast on Saturday morning. Take advantage of the social opportunities at the Hospitality Suite on Friday and Saturday night. That's right, Saturday night too. Even though the Leadership Meeting ends at 3:00 on Saturday, if you want to stay another night, the Mississippi Chapter Hospitality Room will remain open for more fun and camaraderie with GSR members. So come learn and grow as CSI Leaders but don't pass up your chance to enjoy some great food and drink with your CSI Friends.

Register for the GSR Leadership Meeting on-line at mississippi.csinet.org

$70 Conference Attendee Registration

$30 Student Registration

Free First Time Leadership Meeting Attendee from each GSR Chapter. Ask your Chapter President about this special offer from the GSR.

$10 Golf Outing: Have fun with fellow members at the mini-golf course on Friday night. The Mini Golf Course is just down the street form the hotel.

GREAT NEWS! The reservation deadline date has been extended another 48 hours so take advantage of this opportunity to attend the GSR Leadership Meeting.

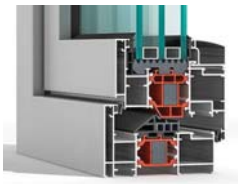
Hotel reservation deadline is July 17, 2014
For reservations call (601) 939-5238
Group Code: CSI

CSI Special rate is only $99.99 per night
Book room on line at: holidayinn.com
110 Bass Pro Drive, Pearl, Mississippi

What I Learned from CSI

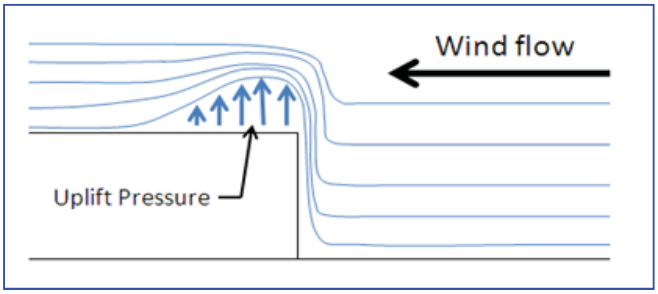
As a mechanical engineer, I have learned something new at each CSI meeting. Some of the items were about adjusting door closers, the importance of correct window installation, wind uplift on membrane roofs, to name just a few.

HVAC systems are sometimes powerful enough (in large office buildings) to over-pressurize a building and partially hold open doors. We had a project in Oakridge where the door locks had Radio Frequency (RF) readers. The HVAC system was powerful enough to hold open the exterior door of the vestibule if someone walked through the area fast enough to open the interior door before the exterior door closed. At a CSI meeting on door hardware, the presenter showed me how to adjust door closers. Since I learned about adjusting door closers, we were able to observe the door hardware installer to adjust the closers to avoid a potential security risk.



Correct window installation is an often neglected part of the building envelope installation. Condensation on the windows is often blamed on incorrect HVAC system design or installation. This is sometimes not the reason for the condensation. Kent Kile's presentation showed the importance of correct aluminum storefront system installation. Kent's diagrams showed how the thermal break in the window system can be defeated if the aluminum system is installed directly on metal studs or concrete block. Under the correct dewpoint temperatures, the defeat of the fenestration thermal break can cause the interior window surface to condense sine the exterior and interior glass surface is close to the same temperature.

We observed wind uplift on a membrane roof on a retail store in southeast KY in some field photographs from our client. The building owner was under the impression that the HVAC system was over pressurizing the store and causing the problem. Kent Kile's diagrams showed us that wind uplift might be the culprit. The roof membrane was uplifted in only one particular



portion of the roof. As we investigated further, we noticed that the building orientation and the parapet walls were suspect. The Google maps satellite view showed that the building was in a valley that "channeled" the wind across the roof and over the parapet wall. We concluded that the wind over the parapet wall caused a slight negative pressure over the roof in the suspect area & caused the roof membrane to lift off of the roof. We were able to recommend to our architect that additional roof fasteners be installed and that solved the problem.

Gary Bergeron, CSI, CCS

Gary is the Technical Committee Chair for the GSR. He is Co-owner of a mechanical consulting engineering firm specializing in HVAC, plumbing and fire sprinkler design for commercial, institutional and industrial buildings since 1995. He is also an ASHRAE and ASPE member, VP technical of the local ASPE chapter, President Elect of CSI Knoxville Chapter, and co-chair of the CSI Knoxville chapter education committee, and a member of the local USGBC chapter.

What have you learned in CSI? I want to thank Gary for this article and am certainly looking for future contributions to the GSR Leader from Gary. Sharing technical information with others is one of the strengths and benefits of CSI. Look at your strong points and determine what you can share with other CSI members then spend some time sharing your knowledge with others by penning an article for the Leader and/or your local Chapter newsletter. We all have technical tips we can share so I'll be looking for contributions from you as well.

John Dunaway, CSI, CCS, AIA
GSR Leader Editor

Gulf States Region Award Winners

Awards presented at the GSR Region Conference Awards Banquet in New Orleans.

Chapter Program or Seminar

The Chattanooga Chapter

Certification Award

Robert Paul Baggett, CSI, CCCA

Region Continuing Publication Awards

The Speculator, Mississippi Chapter

SpeciFacts, Nashville Chapter

INVITATION, New Orleans Chapter

Special Chapter Publication Award

John Dunaway, CSI, CCS, AIA

Special Chapter Publication Award

John Murray, CSI, CDT

Region Electronic Communications Award

Devin Righter, CSI

Region Certificate of Appreciation

Melanie Kenney, CSI

Tiffany Goulet, CSI, CDT

Rookie Editor

Sarah E. "Beth" Hargis, CSI-EP, CDT

Membership Commendation

Kevin White, CSI

Running With It Commendation

Robert Swan, CSI, CCS, CCCA, AIA, NCARB

Certificate of Appreciation

Nashville Chapter, CSI

Quintet Of Reason Award

John Dunaway, CSI, CCS, AIA

Phillip L. McDade, FCSI, CCS, FASLA, FASLA

Michael M. Davis, FCSI, CDT

M. Keith West, CSI, CCPR

Floyd B. Sterling, CSI, CDT

Certificate of Commendation

Scott W. Sider, RA, CSI, CCS, CCCA

The Quintet of Reason. Really! These Guys?

President's "Spirit Of Service Award"

Michael Cardone, CSI

Outgoing Officers and Chairs were recognized with a Certificate of Appreciation for their service.

Specification Competition Project Manual

Honor Award

Thomas L. Clarke, Jr. FCSI, CCS, CCCA, CCPR, SCIP

James W. Vinson, CSI, CDT, AIA

Merit Award

Phillip Quandt, Project Architect

Billy J. Mathis, CSI, CDT

Jimmy Lail received the GSR's highest honor
The Robert V. Bishop Award
Pictured here with past Bishop Award recipients

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OPERATING GUIDE *(2nd Yr.)*
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GULF STATES REGION INSTITUTE DIRECTOR

JIMMY LAIL, CSI
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Proposed Long Range Plan

June 27, 2014

3 Year Plan:

Assumptions:
Entire board involvement including directors all taking active roles in participation of action plans. (This aint a one man show). Annual evaluation of goals.
Goal development using SMART (specific, measurable, attainable, relavent, timed)

Goals:

Over the next three years:

(1) Increase our membership by 15% through direct involvement with all construction related businesses in the Jackson Metropolitan area. (5% per yr).

(2) Shift the focus of our monthly meetings to provide better education programs that involve more of the construction industry.

(3) Restructure our fundraising mechanisms to gradually move away from the product show and into other avenues of funding.

(4) Retain 95% of our current core membership discounting student rotations.

Action Plan for Increasing Membership:

In order to increase our membership we must first assess where we are, how we are perceived and accurately identify potential members. Once we have identified potential members by name then develop a cohesive method of providing incentives and recruiting.

(1) Assess our Chapter's local Image through member polling.

Do people in the construction industry know who we are?
Can they tell you what we have to offer?

(2) Identify target audiences with potential members:

a. List every construction company in the metro area and identify their owner, their superintendants, their project managers and their estimators. Also identify every Office manager, receptionist and secretary (they are the gatekeepers).

b. List every Architectural Firm in the metro area. Identify principals and office personnel by name and position.

c. List every Engineering Firm in the metro area. Identify principals and office personnel by name and position.

d. List every Law firm specializing in construction law. Identify potential members.

e. Identify local major corporations that serve the construction industry.

(3) Compile the list of potential members and distribute to current members to contact & recruit. Develop a methodology to be used for this recruitment process. Concentrate on those potential members that are younger than 40. Approach everyone on the list but remember we are trying to actively engage younger members.

In order to develop a perception of value we need to implement an education campaign through direct hand out fliers to target audiences with potential members. We also need to consider budgeting for "free drink" night during our spec heads meeting for new people and select target groups to invite.

During the next TOP for 2015 we need to review progress and see how many potential members were identified and contacted as well as new members that have joined over that fiscal year.

Action Plan for providing better education programs that involve more of the construction industry :

(1) Review with the publications, education and program chairs listings of lunch presentations from the past three years.

(2) Identify any repetitive programs.

(3) Identify which areas have not had any focus and determine the reason such as relative subject matter or market involvement.

(4) Identify an overall strategy or theme of programs and include planning of special events so that all programs support the desired direction.

(5) Review and coordinate with other organizations programs to avoid duplication of events.

The Program & Publication chairs initially meet to develop a list of programs and identify a clear direction. Programs do need to include topics that address general items such as giving presentations, working smarter, planning, etc.

After the initial meetings all items will be presented to the board for comments and reviewed/updated at each board meeting.

Action Plan to restructure our fundraising mechanisms and gradually move away from the product show.

(1) Identify potential high impact annual events that would provide excitement and revenue with minimal resources. Identify and schedule within 45 days of the TOP.

(2) Set a date for this event this year to test its viability.

(3) Continue the Product Show this year but plan for the alternate event next year.

(4) Evaluate the alternate event's success or failure.

(5) Determine if alternate event's success is sufficient to replace the product show. If it shows as much as a 70% margin compared to previous years product shows then consider not doing a product show for 2016.

(6) During FY 2016 evaluate alternate event and determine is product show is to be discontinued. If not then evaluate multiple avenues of funding.

Action Plan for member retention:

(1) Say Thank You. Instead of having a membership drive meeting - have a membership appreciation event. Cook out at the AG museum with beer and steaks. Members only, NO guests.

(2) Say Thank You. Each board member takes a list of members (equally

divided) and sends a Birthday card with a CSI membership benefits card within.

(3) Say Thank You. Create area during events for Fellows and Emeritus members.

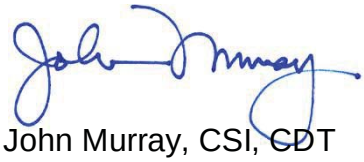
(4) Continue send out special invitations to selected persons such as Past Presidents, Emeritus members, etc.

Making Adjustments and Evaluating Your Results:

Plans are just that -an attempt to put into writing and thereby put into action ideas used to accomplish a set of goals.

Evaluate everything within the first 30 days. Are things moving?
Evaluate tasks and sub-tasks. Are people involved or is it just one person?
After 90 days there should be some kind of result positive or negative.
After 120 days if nothing is happening start looking into things that may be impeding progress. If not than start looking at what needs to be adjusted.

This is just the beginning of the Long Range Planning Process. It is meant to be road map to follow. Just remember like being on a road you can only get so far without filling up the tank and changing the tires.



John Murray, CSI, CDT
Past President
Planning Chair

Do you ever feel like everything is working against you? How is it that some people seem to accomplish more than others yet you work just as hard? How can I work smart?

This is where you can find out. Please join us for a special lunch seminar presentation October 1, 2014 located at Trustmark Park's Farm Bureau Grill from 11:30 - 1:00.

Presented by John Murray, CSI, CDT

CSI Mississippi Chapter

Working Smart

The seminar is divided into three interrelated topics

Comprehensive Planning
Goal evaluation, goal setting and sub-task development

Effectively Communicating
What forms of communication should I use and when?

Strategic Organization
How to swim when you are drowning in electronic info

These are relatively simple techniques that can be applied to your job, business, and home. This seminar is an accredited AIA seminar. Certificates of completion can be made available for other disciplines.

John Murray graduated with a Bachelor in Architecture Degree from Mississippi State in 1983 and spent 7 years on active duty with the Army as a part of forward deployed combat engineer units. He has led and trained many others while building construction projects all over the world. John speaks multiple languages and holds several specialty designations in addition to construction. Throughout his military career he was always rated in the top five percent of all Army officers Nationwide and achieved the rank of Captain before leaving service.

Since 1990 John has worked with three different Architectural firms. He currently works for Canizaro Cawthon Davis, Architects where his role ranges from project management, construction document production, PR submissions and Contract Administration. Over the course of the last 24 years he has completed 123 projects managing an average of 5 projects / year.

Comprehensive Planning

While serving five consecutive terms as Soccer Commissioner for Northwest Rankin Athletic Association (1992-1997) He designed and helped construct their 16 field soccer facility. He also helped plan and execute Annual Soccer tournaments and hosted two state level tournaments each involving over 1,000 players including crowd control/parking for over 2,000 in attendance each year.

Effectively Communicating

From 2001 through 2011 John served in a variety of roles with the video and broadcast outreach for his church. He has served as a technical director for live production video broadcast with over 2,500 hours and over 500 hours working with HD camera systems and production. He has a working knowledge of theatrical lighting systems, programming and production.

Strategic Organization

Over the last 35 years John has worked with schools and teachers, mainly in small groups helping to get them organized for more effective control and use of their limited resources. He uses the principles explained in this session to organize and manage multiple projects, achieve goals and still live a balanced lifestyle with family and friends.

John is a Construction Document Technologist, and is active in his CSI chapter. He has served as Secretary, Programs Chair, House Committee Chair, Vice President, Membership Chair, Product Show Chair, President-elect, President and Past-President. He is currently serving as the FY 2015 GSR Electronic Communications Chair.

WHAT IS CSI TO YOU?

HOW CAN WE MAKE OUR ORGANIZATION SO VALUABLE THAT OUR YOUNGER GENERATIONS WILL IMMEDIATELY SEE ITS WORTH TO THEM?

ARE YOU OUT OF YOUR COMFORT ZONE YET?

WHAT HAVE YOU DONE FOR CSI TODAY?

ARE YOU WILLING TO PAY IT FORWARD?

Andrew "John" Murray, Jr. CSI, CDT

Nomination for Gulf States Region

Vice President FY 2017

Year Joined CSI: 2007
Home Chapter: Mississippi
Firm: Canizaro Cawthon Davis Architects
Occupation / Position: Intern Architect/ Project Manager
Email: jmurray@ccdarchitects.com

Education: Bachelor of Architecture from Mississippi State University 1983. US Army Corps of Engineers Officer Basic 1983. US Army Corps of Engineers Officer Advanced 1987. US Army EOD certification 1985. EIB certification 1989.

Awards: Army Commendation Medal, Meritorious Service Medal, Outstanding MS CSI Chapter Member

Platform: Out of all of the different organizations that are related to the construction industry, CSI is the one organization that brings everyone to the same table. It is my goal while serving as Vice President to continue to promote open and equitable conversation and education, to all members that we may learn how to provide better services and facilities to our owners as well as promote the safety and well being of our industry.

Experience: From 1983 through 1990 I served on active duty with the US Army Corps of Engineers as a Combat Engineer Officer. I have planned and executed over 70 construction projects in four different countries.

Since 1990 I have worked with three different Architectural firms. I currently work for Canizaro Cawthon Davis, Architects where my role ranges from project management, construction document production, PR submissions and Contract Administration. Over the course of the last 24 years I have completed 123 projects, managing an average of 5 projects / year.

I am certified as a Construction Document Technologist, and am active in MS CSI chapter. I have served as Secretary, Programs Chair, House Committee Chair, Vice President, Membership Chair, Product Show Char, President-elect, President and Past-President. I am currently serving as the FY 2015 GSR Electronic Communications Chair.