



CSI Tampa Bay Kick-off Planning Meeting Agenda Sep 5, 2014

The purpose of this kick-off meeting is to get as many of the board members together as possible to help address concerns and issues that were brought up during the Southeast Regional CSI Conference and to help formulate a plan of attack so we can focus on expanding our membership, offering quality programs, and to lead our respective industries by example.

1. Recap of last year:
 - a. What can we do different from last year?
 - b. What can we improve on?
 - c. What worked well from last year that we want to continue?

2. What should our Theme be for the new 2014 / 2015 year? The purpose of the theme is to give us some additional structure to plan our events, and programs as well as acting as a guideline for the year.
 - a. “Building Bridges” – Reaching out to other organizations to see how we can build off each other. AIA, SMPS, BOMA, USGBC, IIDA, ASHE, ASHRAE, AGC, USF School of Architecture, HCC, others?

3. Budget Recap – What is left to transfer over or get corrected?
 - a. Sponsors for each program, or some programs.
 - b. Start on a budget for CEU Roundup.
 - c. Review any issues / concerns.
 - d. Review reimbursements for various events (Construct, SERC, etc..)

4. Remembering Bob Wilson – Brainstorm / Ideas for what we can do as a chapter to recognize his years of service and advice.
 - a. Board approval for \$400 for his travel to supplement what the region has agreed to pay his wife as a reimbursement for expenses. These expenses were related to his travel to Construct and travel related to the SERC planning meetings.

5. Meetings and Calendar of Events: We are in the process of collecting calendars from various regional organizations to make sure that we not only avoid conflicts of topic and schedule, but look for opportunities to reach out and collaborate together to make each other's organizations stronger.
 - a. Discussion on changing the Board Meetings to either Before or After each Program / Event or keep them on the 2nd Monday each Month?
 - b. Reinstate Tek-Talk before each program as well as introductions that include Name, Company, and Specialty.
 - c. Tentative Calendar:
 - September 9/15 - _____.
 - October 10/20 – 2014 Awards and Recognition.
 - November 11/17 Golf / Scholarship Fundraiser
 - December - _____.

- January 1/19 - _____ (1/30-1/31=Suncoast CEU Roundup)
- February 2/16 - _____ (CEU Roundup Early)
- March 3/16 - _____
- April 4/20 - _____
- May 5/2015 - Yearly Awards Banquet – Member Appreciation Party.
- June 6/2015 – Program? - _____
- July 7/2015 – Program? - _____
- August 8/2015 – Program? - _____

6. Scholarship / Golf Update: 7th Annual - Friday November 21, 2014 at TPC benefitting University of Florida School of Architecture and Community Design.

- a. Flyer Review
- b. Sponsorship Packet Review

7. Current Committees: As opposed to the past where we had one person not only on each committee, but usually making up the whole committee, we need to expand each position to have assistants and / or co-chairs to provide mentorship and training to help bring people into leadership roles. We need to look at how to bring additional Professional representation to the board to help balance out the Industry representation.

a. Current Tentative Board:

- **President:** Christopher Davis
- **President Elect:** _____
- **Vice President:** _____
- **Secretary:** Del Height
- **Assistant Secretary:** _____
- **Treasurer:** Randy Stribling
- **Assistant Treasurer:** _____
- **Immediate Past President:** Brian Wolfe
- **Certification Chair:** Chip Hayward
- **Certification Committee:** _____
- **Education Chair:** _____
- **Education Co-Chair:** _____
- **Membership Chair:** Susan Hurin
- **Membership Co-Chair:** _____
- **Technical Chair:** _____
- **Programs / Events Chair:** Terri Flemming
- **Programs / Events Co-Chair:** _____
- **Golf Chair:** Tony Huggins
- **Newsletter Editor:** _____
- **Communication Chair:** Christopher Davis
- **Award Chairman:** _____
- **Product Show / CEU Round-UP Chairman:** Ryan Burke
- **Product Show Committee:** _____
- **Academic Liaison:** _____
- **Academic Committee :** Christopher Davis, Bryan Wolfe, _____
- **USF Student Liaison:** Chris Galbraith / Dan Greenberg
- **Faculty Advisor at USF:** ? Bob MacLeod ?
- **SE Region 2 – VP:** Christopher Davis

8. USF Student Branch: Report from Chris Galbraith and David Leon.
 - a. How to coordinate better with the students at USF?
 - b. Should we look to branch out to any other schools at this time?
 - c. Should we do a separate CDT Class for the students, or keep combined with non-students?

9. Membership: We need to look at various ideas on how to bring additional professional representation to the chapter (Architects, Engineers, Contractors). We just lost 17 members (most all USF students who have graduated and moved on)
 - a. Our National Target Minimum is an additional 4 members. This should be easily achievable but we also need to focus on the existing members to make sure that their needs are being met so that we do not lose them.
 - b. We need to reach out to Contractors, IIDA, and AIA for additional involvement - a lot of potential members and connections / contacts.
 - c. Everyone needs to work on what we called our "Elevator" speech, which loosely defined is how you would describe what CSI is and what it can do for a person in about 13 seconds. "Here is what your local CSI chapter can do for you....."
 - d. Re-Create the Trusted Advisor List - Take our current chapter membership and create a resource on the new website listing the person, what they do, and what they know by division. This will help create a go-to list of members in the chapter who can become trusted advisors to the professionals and a list of project types that each professional deals with so that the vendors and industry representatives can help focus their products to the people who need it.
 - e. We need to create a call list of all the members who don't attend and call them up, invite them, find out what we could offer to help them want to come.

10. Communication:
 - a. Website – CSITAMPABAY.CSINET.ORG Needs someone to help edit, add content, and manage.
 - b. GMAIL.COM – csitampabay@gmail.com Currently holds the Chapters main e-mail and main Contact list
 - c. Linkedin – 592 Contacts as of 9/4/2014. Make sure to post and link to the account.
 - d. Facebook – Currently have 5 people following. Need to add posts of local projects.
 - e. Mailchimp – Used to send out mass e-mail notifications.
 - f. Eventbrite – Use for events where we charge money.
 - g. E-Vite – used for tracking Meeting and Program invites.

11. CDT Training: We need to branch out to the local AIA members about the benefits of certification. In addition to having our meeting published in their newsletter we need to get some flyers and representatives at all their functions. Offer AIA LU's as well as USGBC/GBCI CEU's.
 - a. Talk to the large design firms that are in the area and see if any have any incentives and how they value CDT. Use this to help create some target e-mails to help boost attendance and membership.
 - b. The CDT class will be a two day boot camp in Tampa the first or second week of January 2015. It will be on a Friday and Saturday. The location might be in my office or at USF; depending on timing. The cost will be \$125 for student CSI members and will include lunch for both days. There is a scholarship awarded to the top three scores on the CDT exam nationally; in 2013 we had the top two students nationally here in Tampa. The cost for the class is \$150 for non-CSI student members. We offer 12 CEU credits for the class; so students will get

credit for this if they have their IDP set up. The exam cost is \$100 for students as opposed to \$250 or more for professionals.

12. Who is going to Construct 2014 in Baltimore 9/9-9/12?
13. 2015 Southeast Region Conference April 23-26 in Charlotte, NC.
14. Teaming: RCI is granting Tampa Bay area CSI members the discounted RCI member rate for attending the 2014 RCI Symposium on Building Envelope Technology, October 20-21 at the Tampa Convention Center over 300 attendees expected. To receive the special offer Tampa Bay CSI members should call RCI to register @ 800-828-1902 and mention that that are Tampa Bay CSI members.
15. Liability Insurance: Board Liability insurance should be purchased due to the number of programs we are offering, board protection, and volunteer protection. The insurance should coordinate with USF / Branch programs.
 - a. Christopher Davis to coordinate with Chip Hayward to go through proposals for the Board to review.

New Topics?