



## CSI Tampa Bay

### Kick-off Planning Meeting Agenda / Minutes - 23 June 2010

The purpose of this four hour 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 while they were still somewhat fresh in our head and to help formulate a plan of attack for any items during the summer months so that when we get going in September we are organized and can focus on expanding or membership, offering quality programs, and to lead our respective industries by example.

1. Task - What should our Theme be for the new 2010 / 2011 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. Although this was the initial kick-off topic we ended up coming back many times to better define and clarify our thoughts during the planning meeting.
  - b. "COMMUNICATION, COLLABORATION, IPD, NETWORKING, XXXX" ended up being the common theme thru ought the meeting as well as an agreed upon structure for the year.
  
2. Task - 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. The following groups are currently starting to set their calendars for the 2010-2011 year and are groups we are currently talking with: Tampa Bay AIA, SMPS, IIDA, Tampa Bay AGC, Tampa ASHRAE, Florida Gulf Coast Chapter of the USGBC, Sarasota CSI, Orlando CSI, USF school of Architecture, ).
  - b. We need to follow up with registering our programs with CSI / CEU's.
  - c. We have started talks with Joy Davis from National to come down in September to kick the year off with a Social Networking Seminar (Tweet, Face book, LinkedIn, etc.). We are also looking to team up with the Tampa Bay AIA office who was looking to do a similar program.
  - d. Possible Program: IPD or BIM integration with Specifications
  - e. Possible Program: Sustainable Fortified Design for Disaster Mitigation – Institute for Building Safety – Mischa.
  - f. Possible Program: Moisture Control in Concrete – Issues, Problems and Solutions – Concrete Best Solutions – Scott Bergsbaken.
  - g. The Education, Programs, Technical, and Certification Committees need to get together and propose a series of lunch-n-learns that follow with the 2010-2011 theme. The calendar will be set before September and posted on the website with 1-2 backup presentations that some of the chapter board members can do in the event of a problem.

- July 7/12/2010 - No Program - Only Board Meeting.
- August 8/9 /2010 - No Program - Only Board Meeting.
- September 9/20/2010 - **Social Networking** taught by Joy Davis from CSI National.
- October 10/14/2010 - **CEU Roundup** - Coordinated with local AIA office.
- November 11/8/2010 - TBD.
- December 12/20/2010- TBD.
- January 1/17/2011 - TBD.
- February 2/21/2011 - TBD.
- March 3/21/2011 - TBD.
- April 4/18/2011 - TBD.
- May 5/2011 - Yearly Awards Banquet - End of year Meeting.
- June 6/13/2011 - No Program - Only Board Meeting.
- July 7/11/2011 - No Program - Only Board Meeting.
- August 8/8/2011 - No Program - Only Board Meeting.

3. Task - 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 have agreed to expand each position to have assistants and / or co-chairs to provide mentorship and training to help bring people into leadership roles. Some of these people have volunteered and other have been nominated (awaiting confirmation / acceptance). We need to look at how to bring additional Professional representation to the board to help balance out the Industry / Vendor representation.

- **President:** Christopher Davis
- **President Elect:** Bob Bertig
- **Vice President:** Randy Stribling
- **Secretary:** Bob Wilson
- **Assistant Secretary:** Mischa Morgera (Nominated)
- **Treasurer:** Bud Stone
- **Assistant Treasurer:** Gus Graham
- **Certification Chair:** Chip Hayward
- **Certification Committee:** Bob Wilson, Mischa Morgera (Nominated)
- **Education Chair:** Steve Ryan
- **Education Co-Chair:** Jim Romkey (Nominated)
- **Membership Chair:** Tom Richardson
- **Membership Co-Chair:** Jim Romkey
- **Technical Chair:** Gus Graham (Coordinates with Programs)
- **Technical Co-Chair:** Brian Wolfe
- **Programs Chair:** Brian Wolfe
- **Newsletter Editor:** Jim Romkey
- **Newsletter Co-Editor:** Christopher Davis
- **Award Chairman:** Randy Stribling

- **Product Show Chairman:** Ed Nieradko
  - **Product Show Committee:** Jennifer Reymundi (Nominated), Jim Romkey
  - **Academic Liaison:** Chip Hayward
  - **Academic Committee :** Randy Stribling, Bob Wilson
  - **Student Liaison:** Daniel Johnson
  - **Faculty Advisor at USF :**           TBD          .
4. **Task - 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 will collect a couple of quotes along with examples from USGBC and AIA for the board to review. The goal is to have insurance set-up by the time we give our first program in September.
  - b. Christopher Davis and Bob Bertig will send out examples of personal liability insurance for general information for Individual Liability Insurance for Board Members.
5. **Task - Student Branches:** Last year we formally organized the branch at USF with some limited success. Before we approach St. Pete College or HCC, or PHCC we need to bring better direction and support to this effort.
- a. How to coordinate better with the students at USF? We need to have a faculty advisor who is in the School of Architecture to "own" the task of integrating CSI with the school and the students.
  - b. Should we look to branch out to any other schools at this time? After some discussion we decided that we need to focus on strengthening the USF branch first.
  - c. Should we do a separate CDT Class for the students? If we want the CDT training to succeed we need to make it a formal class for the students - one where they get college credit and learn at the pace they are used to.
6. **Task - CDT Training:** We only have 70+ CSI members, most of who have their CDT so we need to focus training on people who are not currently members, but could be members (Contractors, AIA, IIDA, etc..)
- a. 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.
  - b. What class structure should we adopt for this year? We need to treat and teach students separately than how we teach professionals / vendors / industry representatives. Following the class structure we have used in the past has been very successful.
  - c. Thoughts on a venue? Tampa Bay Trane Conference Room, Eckerd College Classroom, USF Classroom, St. Pete College Classroom are all possibilities that could be cost effective or free.
  - d. We need to talk with the students and the one contractor who took our class last year and find out what we could do differently to suit their specific needs.
  - e. Look at structuring the classes: Have a 100 level set of classes for Vendors, Industry Reps, Contractors to give a better base and fundamental knowledge, then a 200 level class where the professionals could then join in and continue.
  - f. 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.

7. Task - Membership: We need to look at various ideas on how to bring additional professional representation to the chapter (Architects, Engineers, Contractors).
  - 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 currently have 71 members showing up on our roster as paid members.
  - c. We need to reach out to Contractors, IIDA, and AIA for additional involvement - a lot of potential members and connections / contacts.
  - d. 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. Each of us can type it up, e-mail it to Christopher Davis and Bob Bertig and we will send them out to the group for ideas and comments. "Here is what your local CSI chapter can do for you....."
  - e. 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.
  - f. 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.
  - g. Get some of the packets from National and use them as handouts at AIA and AGC meetings.
  
8. Task - New Website: The new CSINET.ORG Website and our new MicroSite – CSITAMPABAY.CSINET.ORG is being set up currently and at the end of July it will swap links to our current CSITAMPABAY.ORG.
  - a. The new site links our calendar with the Region, State, and National.
  - b. The new site has an e-mail system built in, but currently only works with the Members.
  
9. Task - Discuss on if there should be a combined Leadership and Regional Conference or keep them separate.
  - a. Regional should be Regional Specific. When we combine them we get too many dead-hours or non-focused programs.
  
10. Task - Nametags & Networking Cards: Two years ago Chip and Randy discussed resurrecting our old nametags for all the board members, so that at meetings we can be found a little easier. After some additional discussion we all agreed that this would be a great idea, we just need to find them.
  - a. Network Cards are basically Business cards with a message and contact information. The message would be why and how to join CSI along with our meeting times and locations and finally some contact information. The purpose of the card is to be used as handout and leave-behinds at events and meetings to help communicate and network as well as add some credibility to our chapter as an official organization.

- b. The concept of "Tec-Talk" was brought up and discussed. Tec-Talk will be a 5-10 minute period at the beginning of each program and lunch-n-learn to help communicate various issues that involve the chapter, local, or regional population. This will take the place of the introductions we have done in the past. This will basically be a more formalized version of what Jim started last year, building on is success. The 5-10 minutes will be purely verbal and can include topics such as:
  - i. Our new website.
  - ii. Our new Face book / LinkedIn Page.
  - iii. Hop Topics at CSI.
  - iv. Local /Regional Legislation that affects Construction / Design.
  - v. New Board Members.
  - vi. Recognizing accomplishments of members.
  - vii. etc..
- c. We have proposed changing the way we have been doing introductions to make the time more productive and informative. In addition to a person giving their name and where they work they need to add the following information:
  - i. If the person is a designer they need to say what they specialize in (Mechanical Engineer, Healthcare Architect, Residential Construction, etc..)
  - ii. If the person is an Industry Rep or Vendor they need to say what CSI divisions / products they rep (Division 23, Lighting, Sealants in Divisions 3, 5, 7, and 9, etc..)

End of meeting - 4:10pm

See Attached sample of Nametags from 2008.