



CSI Board Meeting

Meeting Minutes No. 1

February 2, 2016

IN ATTENDANCE:

| | NAME | TITLE | PHONE # | FAX # | E-MAIL |
|---|----------------|--------------------------|--------------|----------|--|
| X | Chuck James | PRESIDENT | 702-455-5895 | 455-5817 | wcj@clarkcountynv.gov |
| X | Carri Holmes | VICE PRESIDENT | 702-499-3869 | | Carri.holmes@allegion.com |
| X | Jorge Schapira | IMMEDIATE PAST PRESIDENT | 702-659-9911 | | Jorge@schapirarch.com |
| X | Cheryl Felske | TREASURER | 702-419-8200 | | cfelske@cox.net |
| X | Roland Wisdom | CSI FOUNDATION | 702-455-4900 | 455-5817 | roland.wisdom@clarkcountynv.gov |
| X | Suzana Rutar | DIRECTOR | 702-263-6176 | | suzana@srutar.com |

Subject: Las Vegas

Date: February 01, 2016

Location: Miller's Ale House at Town Square – Las Vegas, NV

Start Time: 6:00 PM Pacific Time

Schedule Duration: 1 Hour

Board Members:

President: Chuck James
President Elect: Open Position
Vice President: Carri Holmes
Secretary: Jorge Schapira
Treasurer: Cheryl Felske
Director: Suzana Rutar
Director: Roland Wisdom
Past President: Chuck James

Reports:

Secretary's Report:

Treasurer's Report: Balance reported \$6,349.03 increased. Monthly expenses

Membership Report: Add current membership roster- Chuck's goal is to increase membership to help grow revenue.

House Report: Desert Pines GC will be meeting place for 2016/2017. DPGC is requesting a price.

Awards Report: Chuck will send CSI institute list of awards to group.

New Business:

2/1/16

1. Chapter Finances:

- LV chapter is holding steady for income vs expenditures.
- We're in a deficit of approximately \$500/year.
- New members will make up deficit

2. Administrative Items to be taken care of:

- I. Mail box (Post office)- Core group agreed to accept LVCSI C/O Suzana Rutar Arch
- II. Records from Previous Secretaries- No records were received from the previous secretary. Jorge tried to contact several times the previous two Secretaries unsuccessfully. Send past and all future meeting minutes to JSA who will forward to Pamela Bir for post.
- III. Papers to be filed with state of NV, IRS- IRS for non-profit (5013C) is due by October 15. Brett Campbell LTD performs service in August for approximately \$325.
- IV. Paperwork at Nevada State Bank- (Cheryl Felske) Both the old board and new board members must be noted in meeting minutes (after you file). File annual listing with State of Nevada (Note: Required by law) After elections. No action required to date.
- V. Paperwork for CSI- Elections are due in March.

3. Event Schedule for the rest of this year and next year (See tentative Schedule at the end)

4. Electronic Communications and Social Media- Promotion of upcoming events. Post dates and times to LVCS site

5. Attendance to CSI SW Region Conference and Construct- Dates should be posted on website.

6. Promotion of Certification Exams- Chuck to forward certification deadline dates.

7. Nomination for next Fiscal year



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8. **Chairpersons-** Recap. Increase from 475 to 510.
9. Bowling Event is Scheduled for Saturday, August 6th at 3:00 pm at the Texas Station

Old Business

9/1/15

1. Future Programs

- Chuck has a couple of months lined up; October Program – Smart City – by Snyder Electric.
- Eleventh Hour Bid joint meeting with ASPE. Need to contact Vicky King at Mountain Vista Development for possible file on a previous Bid to use for the program.
- CDT Course content could be used as a program idea to fill in.
- Jorge suggested that the Chapter contact local Agencies for training. He has heard that several around town are in need of this for their staff.
- Suzana suggested that we do name tags for the meetings. This will help with guests and new members. Carri will provide sticker type tags for next meeting.
- Credit Cards will be accepted for payment for non-members to pay for meals at meetings. Square has been set up through the Foundation. Paypal is active though the Website. Cash will also be accepted as payment from now on.
- Membership Applications should be available at each meeting. Suzana suggested that an Ipad be available at the meetings to sign folks up on the spot. Suzana to follow up.
- CEU Credit should be available as an incentive to increase meeting attendance. Roland to follow up on AIA requirements.
- Motion: Have a work session with the committee to identify a potential time line for Certification Chapter Class. Passed. Need to find out timeline from CSI for exams.

2/5/16

2. Website

- Goal is to expand content to include future programs on calendar. Chuck to send SW Region CSI Utah information.

3. Proposed Elections Ballot for 2016/2017

President: Carri Homes

Vice President: Roland Wisdom

Director: Suzana Rutar

Director: Jorge Schapira

Secretary/Treasurer: Cheryl Felske

COMMITTEE POSITIONS

Events: Chuck, Roland, and All

House: Carrie/ Chuck

Membership: Suzana/ All

Website: Jorge/ All

Outreach: All

Sponsorship: All

Meeting Adjourned: 4:59 PM

Note: The aforementioned represents my understanding of the discussion, directions, and decisions of the referenced meeting. Any questions, clarification, or corrections should be forwarded to the author within five (5) working days of receipt of these minutes. The absence of any communications within that time period constitutes approval of the information contained herein.

Chuck James, President

Chapter File

Carri Holmes

Jorge Schapira

Cheryl Felske



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cc: Roland Wisdom
Suzana Rutar
Pamela Bir