



Greater Orlando Chapter  
Board Meeting - Order of Business  
August 12, 2016

**CSI MISSION STATEMENT:** The mission of CSI is to advance building information management and education of project teams to improve facility performance.

**CSI's Core Values:** A diversified membership base of allied professionals involved in the creation and management of the built environment, Continuous development and transformation of standards and formats, Education and certification of professionals to improve project delivery processes, creation of practice tools to assist users throughout the facility lifecycle.

**I. Call to order** - R Casey, W Doucette via phone, L Zimmerman via phone, T Montero, M Starks,  
J Carten

**II. Roll / Establish Quorum - Established** President/R Casey

**III. Previous minutes – Tabled** Secretary/J Carten

**IV. Treasurer's Report Report Submitted;** Treas./L Zimmerman

**V. Board Reports:**

**VI. Secretary's Report:** None; J Carten

**VII. Committee Reports**

**a. Awards – No Report,** B Boehm

**b. Membership – No Report,** TBD

\* Review "Renew & Dropped List" -

**c. Programs –** R Casey

1. August kick-off event – 8/24 at Marlow's Tavern, Winter Park. Fixed cost of \$500 food and drink before service charge. Looking for 1-2 sponsors to help defer costs. \$10 admission includes 2 drink (beer & wine) tickets and heavy appetizers.
  - a. Motion to approve by M. Starks, second by J. Carten. Discussion regarding chapter liability. Motion passed
2. September Education meeting – 9/12 at Cosentino. 5 hours of CEU's including the 2 hour Advanced Accessibility Course required by DBPR for architects. Up to 2 vendors can have a tabletop for \$100 each. Light breakfast and lunch to be served. Non CSI members \$25 ; CSI Members – free.
  - a. Motion to approve by J. Carten ; second by M. Starks. No discussion ; motion approved.
3. October Social meeting – 10/5 at Dubsdread. Presentation called The ONETHing Concept presented by Michael Smith and Kellar Williams Real Estate. Presentation will be preceded with a plated dinner. Looking for sponsor for bar – 2 drink tickets to be included in ticket price. Estimated expenses \$4000. Warren and Jim will look into submitting presentaion to AIA for approval.

- a. Motion by M. Starks to approve \$250 for non-refundable deposit to Dubsdread to secure location. Mike Smith to follow up with E&I and sponsor information within week. Second by W. Doucette. Discussion – Jim will follow-up with Mike to inform him of the board’s decision and as well as get additional information. Motion approved.
- 4. November social meeting – open
- 5. December holiday party – coordinated by W. Doucette

- d. Certification – **No Report** TBD
- e. Education – TBD
- f. Faculty Advisor – TBD
- g. Technical – TBD
- i. Newsletter - **Need the President’s message and latest minutes** T Montero
- j. Marketing – TBD
- k. Electronic Communication – **No Report** M Leonard

- VIII. Old Business: unresolved actions from previous meetings - **None** Anyone Present
- IX. New Business: new actions required of the Board - **None** Anyone Present
- XI. Adjournment – **1:15 p.m.** R Casey

Respectfully submitted,  
 Jim Carten, AIA, CSI, CDT  
 Chapter Secretary