Get Your Submittals Approved

How you can expedite the submittal process through properly prepared submittals.

Presented by: Mississippi CSI

No one likes rejection!
Learn how to get those submittals approved!
Greetings Mississippi CSI,

This year has already developed into one for the record books, and we still have 5 months left. With this ever-changing environment, we must remember that staying safe and healthy should be our first priority.

Please be encouraged that your CSI Board members will continue to look at new strategies to ensure you get the most out of your membership in these uncertain times. We are in the process of preparing the framework for a virtual webinar series that will provide needed CEUs and offer relative content. We are asking all CSI vendors and product reps to provide insight and available opportunities for this virtual approach.

We all understand that two of the greatest strengths of membership are the personal relationships and networking opportunities that our events provide throughout the year. We will strive to keep all the traditional events like the Product Show and Golf Tournament; in addition to, adding new and exciting events that will allow more diversity, learning opportunities and outreach to younger audiences.

As we look at our standard operations, we find that there are areas that need fresh perspective and visioning. Hence, I am extending a personal invitation to our members to join a committee. Accept the responsibility to make our Chapter the best in the Region as well as the Institute. Participate! We need your ideas and creativity.

I hold steadfast in my belief that this will be an incredible year of growth and opportunity. We will look back at this year and understand the paradigm shift that occurred that caused us to look at life differently and achieve greater understanding.

The great Bruce Lee stated, "Absorb what is useful, discard what is useless, and add what is specifically your own".

I have lived this mantra and it will continue to guide my leadership and life.

Onward and Blessings!

Thanks,

Greg Durrell, CSI, CDT, AIA

Mississippi CSI Mourns Loss

Jerry A. Oakes, CSI 1933-2020

Jerry Arden Oakes, Architect, age 86, died July 3, 2020. Jerry was an active member of the Mississippi Chapter CSI and was one of our earliest members, having joined in 1967, just 3 years after the Chapter formed. He served as Chapter President and mentored many others during his time as a Chapter leader. He maintained his CSI membership until his death.

Following information from Clarion Ledger.

A private family graveside service was held at Lakewood Memorial Park, Clinton Boulevard, Jackson, Mississippi on Wednesday, July 8, 2020.

Jerry was born December 7, 1933 in Canton, Mississippi. He was a 1957 School of Architecture graduate of Alabama Polytechnic Institute now known as Auburn University. Upon graduation he was commissioned a Second Lieutenant in the US Army Corp of Engineers and served two years with the 17th Engineering Battalion, Second Armored Division. In 1961 during the Berlin Crisis he returned to duty with the 926th Construction Battalion and in 1965 Captain Oakes retired.

His architectural career included employment with five Jackson firms and a partner in Mitchell & Oakes Architects. He joined the Mississippi State Building Commission in 1978 as the Assistant Director. During Governor Fordice's Administration Jerry was appointed Director of Building Grounds and Real Property Management. He was named the 1999 Associated Builders & Contractors Construction Man of the Year and retired December 31, 1999 with 22 years of public service & 48 years total service in the Construction Industry.
Sponsor

This month’s sponsor, the Mississippi Chapter CSI, was founded in December 1965 and has been a successful and vibrant Chapter since that founding. Our members get involved with CSI and contribute to the organization in many ways serving as officers and chairs at the Gulf States Region and Institute level. The Chapter currently has 6 active members that are Fellows of the Institute, CSI’s highest honor.

Our membership is diverse and although we have great experience through our elder members we also have the energy and excitement of youth in Mississippi CSI. Come join us at a meeting or participate in one of our social gatherings to learn and grow as a construction industry professional. Through the strength of our knowledgeable members and our willingness to share that knowledge and experience with others you will find a group that values you and your abilities while helping you achieve your professional goals.

If you’re looking for a way to enhance your career and want to expand your knowledge base then please join us and find out how you too can be a mover and shaker in the Mississippi construction industry.

Speakers

John Dunaway, FCSI, CCS, CDT, AIA has over 45 years of experience, all concentrated in construction documents and construction administration. He graduated in 1975 from USM in Architectural Technology, which is a technical program focused on preparing construction documents. He began his career while still in school working for builders and architects and producing detailed construction drawings, learning how to put a building together efficiently and effectively. John is presently employed with Canizaro Cawthon Davis. John has extensive experience in the review of submittals ie: shop drawings, product data, and samples and has honed the CCD master specification section that covers those submittals into the thorough, detailed and precise document that it is today.

John Murray, CSI, CDT holds a Bachelor of Architecture from MSU. Upon graduation he served several years as an Officer in the Army as a construction specialist. During his deployment he was responsible for over seventy construction projects in multiple countries. Since 1990 he has been a project manager in three different architectural offices and has worked on over 150 projects over the past 30 years covering a variety of building types including government, food service, education, religious, business, and healthcare. He has on a regular basis been involved in the full range of project phases including construction administration with several hundred hours of field observation and related construction administration duties.

Program

How to get Your Submittals Approved

Learn the proper process and preparation to get submittals approved the first time.

Course Description: This course is primarily directed toward the contractor and will give advice and direction on how best to prepare submittals and the work necessary to get the approved on the first go round. Architects will also learn how to do a better job of preparing the specifications to get the data needed and ensure a better project for the owner.

Learning Objectives:

- Understanding contractual obligations under A201 – General Conditions of the Contract.
- Understanding the use of Supplementary Conditions and its effect on the submittal process.
- Learning the ins and outs of the specification sections that govern the submittal process required for shop drawings, product data, and samples.
- What is acceptable according to the industry standards?
- What are the contractor’s responsibilities in preparing or reviewing submittals?
  - Resolving conflicting submittals
  - Rejecting non-conforming submittals
  - Coordinating trades, checking accuracy, and verifying dimensions.
- What should be shown on shop drawings.

This program will qualify for 1 AIA HSW Learning Unit upon approval.
July Board Meeting Highlights

Date: July 6, 2020

Call to Order: Greg Durrell called the meeting to order at 5:30 pm. Board members and chairs unable to attend participated via Zoom meeting.

Greg Durrell, President
John Murray, President-Elect
Lacie Gibson, Vice President
Keith West, Secretary
Randall Lewis, Treasurer
John Dunaway, Past President
Dennis Walters, Director
Adam Haver, Director
Paul Tauchar, Director / Zoom
Phil McDade, Director
Leland Hinton, Director / Zoom
Cassie Parker, Committee Chair / Zoom
Betina Latiker, Member / Zoom

June meeting minutes were reviewed by the Board and approved.

Treasurer's Report: Treasurer’s report for June was emailed prior to the meeting by Randall Lewis. Randall had included June information, along with the closeout information for fiscal year 2020. Only remaining items for a complete closeout were some receipts from for the Transfer of Power meeting. The 2021 budget was amended to include a line item for transportation for charting a bus to the Region Conference in Huntsville. Treasurer’s report was approved by board.

Committee Reports:

Product Show: John Murray reported that an organizational meeting for the upcoming Product Show will be scheduled in August with time and place to be announced.

Programs Committee: Lacie Gibson reported that she is working on scheduling programs for the upcoming meetings. Greg Durrell brought up the possibility of Zoom meetings if the stay in place orders for the area continues to remain in place. John Murray will check to see if the venue’s wireless system will accommodate Zoom meetings.

House Committee: Keith West reported that 15 people have registered for the upcoming meeting.

Membership: Keith West reported that the current roster number is 67. Please continue to recruit new members and bring guests to the meetings.

Communications: Randall Lewis reported that he is working on updating the calendar on the website.

Certifications: Cassie Parker reported that she is checking to find members who recently passed an exam and asking them to serve as a mentor for an upcoming candidate.

Education: Betina Latiker offered no report

Golf: Leland Hinton offered no report.

Publications: John Dunaway reported that the deadline for Speculator is July 19th.

Planning/Nominating Committee: John Dunaway will check with Leland Hinton to get updated long range plan information.

Academic Affairs: John Dunaway offered no report at this time.

Cocktails, Construction & Camaraderie: Phil McDade reported that a meeting will be held Thursday, July 23 at Scrooge’s. Please plan on attending.

Wards: Lacie Gibson reported that John Dunaway was working on the Outstanding Chapter Commendation that is due July 15th.

Marketing / Social Media: John Murray, Paul Tauchar, and Greg Durrell will schedule a meeting to get this committee up and running.

Technical Committee: John Murray had no report.

Old Business: None.

New Business:

Greg Durrell emphasized that the Transfer of Power meeting was just the starting point of his plan to increase membership and increase the value of CSI to its members. He also wants to spotlight new members, but also to insure that the new members are introduced to the older members, so some of the older members will be spot lighted.

Everyone was reminded that the City of Jackson, Hinds, Rankin and Madison Counties are under the mask requirements by the Governor at this time. Please keep this in mind when attending the monthly meeting.

Remarks for the Good of the Chapter:

Phil McDade requested information to insure that he is posting the correct information, at the correct location, as far as social media goes. The Facebook group will be phased out and the focus will be on our Facebook page.

Meeting adjourned at 6:13 PM CST

Prepared by:
M. Keith West, FCSI, CCPR - Secretary

Next Board Meeting: August 1, 2020
The Mississippi Chapter CSI values you as a member and the experience and skills that you bring to CSI. Please renew your membership and participate in the Chapter. This information is based on the Institute roster so please check with them to verify that their records are up to date.

If you know someone on this list, please call them and encourage them to renew their membership.

Thank you
Membership Chair
Keith West, FCSI, CCPR

**Membership Reminder**

The CSI fiscal year begins on July 1, 2020 and ends on June 30, 2021. The following is our calendar of events for this fiscal year.

**Board Meetings** are held from 5:30 PM until 6:30 PM at the AGC Building on Lakeland Drive (Monday before the first Wednesday of the month, unless noted otherwise).

- **August 3, 2020**
- **August 31, 2020** (September Board Meeting)
- **October 5, 2020**
- **November 2, 2020**
- **November 30, 2020** (December Board Meeting)
- **January 4, 2021**
- **February 1, 2021**
- **March 1, 2021**
- **April 5, 2021**
- **May 3, 2021**
- **June 7, 2021**
- **July 12, 2021**

**Monthly Meetings** take place from 11:30 AM until 1:00 PM at Manship Wood Fired Kitchen, Jackson, MS. Temporary location is The Rickhouse until further notice.

- **July 8, 2020**
- **August 5, 2020**
- **September 2, 2020**
- **October 7, 2020**
- **November 4, 2020**
- **Thursday, December 3, 2020** (Christmas Party) Evening meeting 6:00 - 9:00. Location to be determined. Always the first Thursday of December unless changed by Board
- **January 6, 2021**
- **February 3, 2021**
- **March 3, 2021**

**April 7, 2021**
**May 5, 2021**
**Thursday, June 10, 2021** (Awards banquet) Evening Meeting 6:00 - 9:00
**July 14, 2021** (first meeting of next fiscal year)

**Other events**
- **Mississippi Chapter Product Show and Seminar**
  - **February 24, 2021**
- **Gulf States Region Conference 2021**
  - Date to be determined
- **Transfer of Power** for fiscal year 2021
  - June 2021 – Date/Location to be determined

**Mississippi CSI Monthly Meeting**

Our meeting spot, will temporarily be the Rickhouse, 717 Poplar Boulevard, which is located in historic Belhaven just around the corner from the Manship.

Meal choices for this month are posted on the Chapter website. Click [here](#) to visit the site to register for the meeting and make your lunch choice and payment.

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**Membership Reminder**

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If you know someone on this list, please call them and encourage them to renew their membership.

Thank you
Membership Chair
Keith West, FCSI, CCPR

**Membership expired July**

- Daine Covey
- Davidson Forester

**Membership expired in August**

- Julie Fleming
- Ronnie Taylor
- Lacie Gibson
- Annette Vise
- Paul Tauchar

**Membership expired in September**

- Jeff Brunner
- Gerard Hansen
- Greg Durrell
- Russ Perkins
- Nick Gibson

**Membership expired in October**

- Leland Hinton
- Kimberly Matthews
- Randall Lewis
- David Mockbee

**Members who recently renewed. Thank You!**

- Todd Hakenjos
- Kevin McKay
- Doris Kemp
- Tony Oberhausen
- Robert Kuck
- Cassie Parker
- Gary LaRose
- Keith West

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