Chapter Operating Guide

The Mississippi Chapter
Of the
Construction Specifications Institute
First Edition - August 1994
Revision 1 - July 2013
Revision 2 - August 2015

Acknowledgements:

What you have before you is the product of over two years of discussion, planning, and action. It began as a thought on one of our famous “Road Trips” back from a Gulf States Region Meeting, and was furthered by the fact that “necessity is the Mother of invention”. Frankly, the Chapter programs and activities had grown so much that one person could not remember it all. To complete this document, input was required from every officer and committee Chair in the Chapter; hours of writing, reviewing, editing, and discussion on the part of the Chapter Operating Guide Committee, then, hours of reading, comments, and discussion by the 2008 – 2009 Board of Directors and Committee Chairs. The Chapter operating Guide was approved by the Mississippi Chapter Board of Directors at its 2008 Transfer of Power meeting. To everyone that helped in this effort, we offer our heartfelt “THANKS”. Hopefully, you and the Chapter leadership will benefit from this tool in the future.

Revision 1
On June 22, 2013, the incoming and outgoing Officers, Chairs, and committee members met for the fiscal year of 2012 – 2013 Transfer of Power meeting and reviewed and approved this revised edition.

Revision 2
On July 11, 2015, the incoming and outgoing Officers, Chairs, and committee members met for the fiscal year of 2015 – 2016 Transfer of Power meeting and reviewed and approved this revised edition.
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1.0 INTRODUCTION
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1.1 Institute Mission Statement
The Construction Specifications Institute advances the process of creating and sustaining the built environment for the benefit of the construction community by using the diversity of its members to exchange knowledge.

CSI’s Core Values:
- Foster innovation and creative thinking.
- Honor and embrace our diversity.
- Encourage personal and professional growth.
- Make knowledge-based decisions.
- Strive for cooperative solutions.
- Promote stewardship of the environment.
- Promote and recognize individual and team excellence.
- Celebrate camaraderie.
- Keep promises, and trust others will do the same.
- Value the needs of those we serve.

1.2 Chapter Mission Statement
The Mississippi Chapter CSI strives to represent the broadest segment of the Design/Construction professionals in the State of Mississippi. Through this representation it seeks to speak as a unified voice and act through its programs and activities to positively affect the building process and the State of Mississippi.

1.3 Purpose of this Document

1.3.1 Resource and Operation Guide
Through the years of evolution of a volunteer organization as the Mississippi Chapter of CSI, certain “habits”, “rituals”, or methods of operation evolve. In the beginning, rules or By-Laws were painfully thought out, prepared with sound reasoning, and made policy. Eventually “variations” begin to appear as needs arise, and some time later, the purpose for establishing the rule or By-Law is forgotten, and the policy appears outmoded.

Surely as an organization grows, policy will be revised to adjust to the times. However, it will serve all to understand and appreciate the factors that came together to initially develop a policy or operation method rather than depend on a memory.
This document has been prepared to eliminate the "variations" in policy and avoid the need of relying only on memory. The responsibilities and tasks for each officer, committee chair, and committee are described herein. Additionally, a current issue of the Chapter Bylaws is included. Should one be considering serving the Chapter as an officer or on a committee, there should be no doubt of what will be expected by the Chapter at this point in time or in the future.

1.3.2 Leadership Development

To continue growth of volunteer organizations such as ours, new people must be brought into the membership and ascend the ranks of leadership. It has been proven many times in many organizations that the consequences of disbelief in this area are grave. To have the same select few run the organization for an extended period of time:

1. Minimizes or prohibits the infusion of new thoughts, ideas, and energies into the organization, which may stagnate growth of the Chapter.
2. Creates a potential not to "check" oneself, accepting the status quo, and not seeking to better oneself or the Chapter.
3. Communicates to the membership there is not a great need to be active and participate in the organization or its activities.
4. Results in a great loss of leadership when the "select few" become tired and wish to retire, because no one has been trained to take their place.

There are 3 major issues that must be modeled to the members regarding service to the Chapter.

1. The work will be spread out among as many people as possible. The Chapter will not expect someone to take all of the responsibility. It only stands to reason that an individual can give only so much time to this organization. If it is used up all at once, the individual will not want to grow in the leadership team, and will retire from active service.
2. For the Chapter to succeed as a whole, each Officer and Committee must do their own part. The term to remember here is not "I" or "me", but "we". This is a team effort comprised of many parts, and working together is a must.
3. Leadership is a discipline in which one interjects thoughts and ideas over a group to positively affect that group. Remember:
   a. Leadership is a discipline - to some it may come naturally, but most work to acquire it.
   b. Thoughts and ideas must positively affect the group.
   c. Leadership IS NOT filling a post!
The above has been said to leave no doubt as to why the Chapter believes in leadership development. Our Chapter's process in the selection of committee participants, committee chairs, and officers is sound. This document gives a clear and concise list of responsibilities and tasks of each officer, committee chair, and committee. This document serves as a "warning" (if you will) to those considering to serve in those positions and capacities by defining the minimum tasks necessary for that position (or committee) to be successful within (or benefit to) the Chapter. Additionally, it provides a "measuring stick" for the Board to evaluate an individual or committee's efforts and operations.
2.0 ORGANIZATION OF THE CONSTRUCTION SPECIFICATIONS INSTITUTE AND THE RELATIONSHIP OF THE MISSISSIPPI CHAPTER

2.1 Institute Facts

2.1.1 The contact information for the Institute are as follows:

The Construction Specifications Institute
99 Canal Plaza Center, Suite 300
Alexandria, Virginia 22314
Telephone 703-684-0300
800-689-2900 (Toll free)
Facsimile 703-684-8436
Website www.csinet.org

2.2 Region Facts

2.2.1 The Mississippi Chapter, chartered in December 1966, is a member of the Gulf States Region in addition to the following other Chapters located within Mississippi, Alabama, Tennessee, Arkansas, Louisiana, and the panhandle of Florida:

Acadiana - October 1987  Memphis - August 1959
Baton Rouge - September 1981 Mississippi - December 1966
Birmingham - May 1959 Mobile Bay - February 1998
Chattanooga - January 1967 Montgomery - August 1988
Gulf Coast - May 1989 Nashville - November 1958
Huntsville - August 1991 New Orleans - May 1959
Knoxville - May 1959 Pensacola - February 1998
Little Rock - November 1965 Shreveport - April 1961

2.2.2 The Region is a corporation organized in the State of Tennessee with a President, Vice President, Secretary, Treasurer, and a Board of Directors consisting of the Chapter Presidents. The President and Vice-President are elected as Directors of the Institute from the Region and rotate office (President and Vice President) each year. Review the Region by Laws for a complete explanation of the corporate organization. This information to be further amended to reflect new governance structure, when completed.

2.2.3 The Region has an Operating Guide. It is revised from time to time and is available on line at www.csiwse.org The guide supplements the Institute Administrative References by providing direction for Committees and activities on the Region level.
2.3 How You (or Your Committee) Relate to the Whole

Take a few moments to look through the various Institute, Region, and Chapter Committees. You will soon notice that the Committee structure is the same in the Chapter, Region, and Institute.

There are several good reasons for that. On the larger scale, the Institute, through its members, has determined the primary areas of activity and responsibility within the organization. These areas remain the same all the way down from the Institute to the Chapter level. The Region Committees are structured the same so as to facilitate information from the Region to the Chapters, and to provide a regional “forum” for Chapters to exchange ideas and formulate new plans within a committee structure.

The Chair of the Awards Committee (for example), having a question regarding submittal dates for Region or Institute awards, can contact the appropriate committee member and find out the answer. Any question or problem that a committee chair is confronted with has probably been dealt with before by the Region or Institute Chair of that committee. The lines of communication up and down the ladder are clear. That can be the greatest asset a chair of a Chapter committee can have.
3.0 ADMINISTRATION
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A. The administration of the chapter is delegated to the Board of Directors, consisting of 13 members of whom there are 7 Officers and 6 Directors.

B. Regular scheduled Board meetings usually occur the first Monday preceding the monthly Chapter meeting, unless changed by the President.
   1. Committee chairs which are not Board Members are encouraged to attend Board meetings. They are not permitted to vote, however, may bring motions on behalf of their committee.
   2. Board meetings should be open to the entire membership.
   3. It is essential for each board member to attend all board meetings in order for the Chapter to be able to conduct Chapter business. If a member is unable to attend the board meeting, the member is to notify the Chapter President that they will be unable to attend.

3.1 Voting Members of the Board

3.1.1. Terms of Office

   A. Voting Members and their terms of office are as follows:

      President                        1 year
      President Elect                  1 year
      1st Vice President               1 year
      2nd Vice President               1 year
      Secretary                        1 year
      Treasurer                        1 year
      Immediate Past President         1 year
      Directors (6)                    3 years

   1. The President, President Elect, 1st Vice President, and 2nd Vice President may serve a maximum of 2 consecutive terms.

   2. In the event a Director leaves the position (or becomes an officer) prior to expiration of the term, the Board should conduct elections to fill the remainder of the term and not begin a new 3 year term in order that 2 directors will rotate off and will begin new terms each year.
3.1.2. Quorum

A. Seven members of the Board will constitute a quorum.

3.2 Description of Duties of Officers and Directors

A. President shall serve as Chairman of the Board and:

1. Preside at all meetings (Board and Chapter).

2. Select committee chairs which are not occupied by nature of the office held by a chapter officer.
   a. If the President deems that an officer is unable to perform their committee assignments to the fullest, and approved by the Board, then the President may appoint a Committee Chair for that term of office. The appointed chair is then entitled to all rights and privileges for that term.

3. Appoint Chapter delegates to the Gulf States Region and Institute business meetings unless elected by Chapter members.
   a. Because of the Gulf States Region incorporation, the President is the sole Chapter representative to the Region's Board of Directors. It is essential that the President attend the Region Conference and other Region Board Activities. If they are unavailable the President shall appoint a representative in accordance with the Region Bylaws to represent the Chapter.

4. Sign all formal instruments and agreements of the Chapter unless otherwise designated to fellow officers, board members, or committee chairs.

5. Serve as ex-officio member of all committees. It is not necessary to attend all committee functions, however, all committees should keep the President apprised of its respective actions for reasons of coordination, continuity and budget.

6. Set the time and place of the annual "Transfer of Power" meeting, with President-Elect, for past and future officers and board members. It is recommended that this meeting be scheduled prior to fiscal year end in order to assure a smooth transition and allow maximum participation at the Region Leadership Meeting. This assures a smooth transition, not to mention the sharing of ideas and motivation of participants.

7. Along with the secretary, the President selects the delegates for the Annual Business Meeting held at the Institute Convention. Selection forms are provided by the Institute approximately 1 month prior to the meeting.
B. President Elect:
   1. Serve in all capacities in the absence of the President.
   2. Chair of the annual Product Show. The Treasurer serves as co-chair. This Chair is responsible for all aspects of producing the Product Show, co-ordinates with Education Chair to plan Products Show seminar(s), The Product Show Chairman is responsible for seminar needs, including but not limited to, rooms, video, sound equipment, and food.
      a. The importance of this responsibility cannot be overstated. This is our major fund raiser for the year. Without these funds, our Chapter participation at the Region and Institute level are curtailed. This is a 6 to 8 month project if done properly and in a timely manner.

C. First Vice President
   1. Program Committee Chair
      a. This Chair shall survey the membership for construction related topics of interest. Programs should vary in subject matter and appeal to the majority of the membership at each meeting.
      b. Programs are planned through September by the previous chair. The new chair plans programs from October through September. This assures the new chair has some time to prepare before being required to plan programs.
      c. Work to insure that programs qualify for continuing education units if possible. Most presenters can provide continuing education and the Chair should strive to acquire speakers that can provide and record the credits.
      d. Require presenters to "Sponsor" the meeting (minimum $150.00). (See Program Committee)

D. Second Vice President:
   1. House Committee Chair:
      a. Be responsible for the place, time, and meal selection of all meetings.
      b. Have "sign in" sheet at the door and circulate during the meeting to assure all attendees have signed. Give this list to the treasurer for billing/reconciliation at the end of the meeting.
      c. Coordinate with the presenter to insure there is a continuing education sign-up sheet available for all attendees who require such credit.
      d. Coordinate with Membership Chair. Have a team of "greeters" at each meeting to collect cash payments, and welcome students, guests, and potential members.
      e. Coordinate with treasurer to issue annual meal invoices.
E. Secretary:

1. Membership Committee Chair
   a. Provide membership applications and Institute information for potential members.
   b. Direct all efforts for membership drives/events including the Annual Membership Meeting.
   c. Coordinate renewal efforts for Chapter by providing monthly list to board of directors and making efforts to insure renewal of members.

2. Record the minutes of all board meetings and report same.
   a. Provide a copy of meeting highlights to Newsletter Editor prior to the following month’s publication date.
   b. Provide copies of minutes furnished for approval of Board at the following monthly board meeting.

3. Maintain a current roster list for Chapter use including officers, board members and committee chairpersons. As part of this duty, download the complete chapter data from the Institute website on a weekly basis.

4. Cosign any documents requiring same except those pertaining to the treasurer.

5. Along with the President, the Secretary selects the delegates for the Annual Business Meeting held at the Institute Convention. Selection forms are provided by the Institute approximately 1 month prior to the meeting.

F. Treasurer:

1. Collect and receive monies due the Chapter for dues, meals, miscellaneous expenses. Coordinate with invoices produced by other Chairs.

2. Make disbursements as directed by the board and maintain accurate records of same.
   a. At the beginning of each term, on July 1, coordinate bank signature cards signing by an additional 2 officers, preferably the President and President Elect, in order that at least 2 signatures appear on all checks issued by the Chapter for more than $500.00.

3. Submit a monthly report of transactions to the board for their approval.

4. Assist the President in the budget preparation and submission to the Board and be prepared for a year-to-date update as the President deems necessary.

5. Serve as products show co-chair assisting the President Elect with invoicing, receiving and recording income and expenditures.

6. Assist the Chapter Audit committee during the annual audit process as required.
G. Directors

1. Attend all board meetings and assist officers and membership in the administration of business for the Chapter.
   a. It is desired for Directors to assume some of the duties of Committee Chairs, or at least to actively participate in the function of 1 or more committees.

2. Perform other duties as delegated by the President.

3. Submit any line item budget figures that fall into your area of responsibility, as soon as possible to the President (to be included in the budget report at the beginning of the year.)

H. Past President:

1. Voting member of the Board, and as such, be prepared to assume those duties as mentioned above.

2. Assist the President in an advisory capacity in order to maintain continuity of one administration to another.
   a. Follow through with the "Transfer of Power" meeting for the newly elected slate of officers, board members, and appointed committee chairs.

3. Long Range Planning Committee Chair:
   a. Composition of this committee is described in Section 6.0 Chapter Committees.
   b. Committee shall review and discuss current Chapter mission statement, goals, and objectives each year and make recommendations to the Board for adoption before the end of each term.

4. Nominations Committee Chair
   a. In coordination with the President and President Elect, make recommendations to the Board for officers and directors for the coming year.
   b. When approved by the Board, follow instructions outlined in the Chapter Bylaws and conduct elections.
I. Editor

This position is appointed by the President and is a non-voting member. However, this is a major integral part to the positive function of the Chapter.

1. Primary responsibility shall be to produce the Chapter Newsletter. Work with the Committee Chairs to insure information and articles are provided as required for publication of The Speculator. The Speculator shall be completed and emailed a minimum of (1) week prior to the monthly meeting.

2. Solicit and appoint a staff to assist in editing, acquiring articles and other notes of interest to the membership.

3. Coordinate billing and collection of funds for advertisements with the Treasurer. The Speculator is intended to be a self supporting publication. Keep the President and Treasurer informed of any short fall in this regard so budget items can be adjusted accordingly.
4.0 CHAPTER COMMITTEES

4.1 General

A. The Chapter consists of, but is not limited to, the following standing committees:

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B. Special committees include Region Conference and Host of Special Meeting Committees. These committees occur, as designated by the Region, on a rotating basis from Chapter to Chapter.

C. Chairpersons are appointed by the President, or designated by virtue of the Office held in the Chapter. The President, at his discretion, may consider appointing Co-Chairpersons for some or all of the committees. The number of members on each committee varies and should be proportional to tasks and time required.

D. Each Committee Chairperson is responsible for the following:

1. Choose and train members to serve on the committee.
2. Work with committee members and establish goals, schedules and budget for committee operation.
3. Maintain a complete file on all committee activities.
4. Present progress reports at each month's Chapter Board Meeting.
5. Prepare and distribute all invoices for committee functions, if applicable, and provide listing of all invoices to Treasurer.
6. Maintain continuity by selecting a member of the committee to be successor and by serving on committee after being chairperson in an advisory capacity.
7. Prepare a final report to the Chapter Board to be presented in June. This report should include, but is not limited to, the following:
   a. Committee activities and goals
   b. Accomplishments
   c. Projects not completed and status to date
   d. Proposed budget requirements for upcoming year
   e. Recommendations for special committee activities
8. The treasurer shall assist the President in preparing budgets for chapter trips and present to the Board for approval.
4.2 Description of Duties and Operation of Standing Committees

A. Awards Committee:

Responsible for preparing and providing the Institute, Region and Chapter Awards as determined by the awards nominating committee. The Awards Program is encouraged by the Institute for the recognition of the notable contributions by members and groups for the good of the construction industry within the Chapter area and CSI.

Duties of the Committee include the following:

1. Develop, implement, and administer the Chapter's Awards Program.
2. Produce detailed criteria, nominating, and judging procedures for each Chapter Award.
3. Review nominations for Chapter Awards and make recommendation to the Chapter Board for approval.
4. Publicize the Institute and Region Awards Programs to create a better understanding and promote greater participation at all levels. Refer to Institute and Region Awards guides for further details and dates.
5. Work in conjunction with membership committee to keep accurate records of the number of years each member has been with CSI. Coordinate the bestowment of the appropriate chevrons sold by the Puget Sound Chapter. Costs for the chevrons shall be a budget item and paid by the Chapter.
6. The Chapter should use the Institute's blank uniform Region/Chapter awards Certificates available at a nominal cost. Keep in mind the time it takes to order and print for each deadline.
7. Publish requests for nominations for the chapter's Outstanding Member award and administer the award.
8. Coordinate with the Product Show Chairman to procure the awards given at the Product Show.

B. Education Committee:

Responsible for promoting and conducting construction and business related education events for the Chapter.

Duties of the Committee include the following:

1. In conjunction with the Technical Committee, promote the use of standard documents and formats in construction communications; particularly those in the CSI Project Resource Manual.
2. In conjunction with the Program Committee, develop programs for regular Chapter meetings which vary in subject matter and educate a broad spectrum of the membership in technical and business topics.
3. Establish and provide Continuing Education Programs for the membership and construction community.
   a. The number of programs should only be limited by the Committee's abilities to provide quality programs; however, the minimal requirement should provide a 6 hour seminar at the annual Products Show. The end of the seminar should coincide with the opening time of the exhibit hall.

4. Insure that Continuing Education Units are provided and recorded when meetings meet the criteria for such. Coordinate with program presenters to verify if the program being presented offers its own continuing education units. If not, chairman is responsible to insure that continuing education units offered are duly recorded.

5. Coordinate the efforts and programs of the Institute's Education Committee.

6. Maintain a liaison with the Region's Education Chairman.

C. Finance Committee/Treasurer

This committee is singularly responsible for the accounting, collection, and disbursement of chapter monies. The Chapter Treasurer will be the Chairperson for the Finance Committee. There are no limits to the number of persons serving on the Committee; however, the Newsletter Editor may be a member of this Committee if funding is involved with the publication.

Duties of the Committee include the following:

1. Prepare monthly financial statements for review by the Board, indicating monies budgeted, receipts and disbursements by Committee or line item of the budget.

2. Review the current Chapter financial operations in relation to the budget monthly and report to the Board your findings and any concerns.

3. Make recommendations for adjustments to the budget when required.

4. In coordination with the Chapter President, prepare a proposed annual budget. Submit to the Board for approval by the September Board Meeting. Make revisions to the proposed budget as required by the Chapter Board and resubmit for final approval to the next Board Meeting.

5. File the appropriate tax returns with the Internal Revenue Service.

6. Provide financial information to Audit Committee for annual Chapter audit.

7. Review the annual audit report and present an analysis at the first scheduled meeting of the Board after the beginning of the fiscal year.

8. Maintain bank signature cards for each account having no less than 3 officers certified to sign at least 2 signatures on each check issued by the Chapter for amounts over $500.00.
a. It is recommended that payments be made once a month immediately following the Board meeting when the Board has approved a claims docket and authorized payment by the Treasurer. Then all checks can be easily signed by at least 2 officers when required.

D. Nominating Committee:

This Committee is comprised of the current Past President, President, and President Elect, with the Past President being the Chairperson. It is responsible for the nomination of Chapter Officers and Directors.

Duties of this Committee include:

1. Assess the performance of each officer and director and determine if these individuals should move up from their current position, remain where they are currently serving, or be replaced.
   a. Officers serve a term of 1 year. Directors serve a term of 3 years.
   b. It is desirable to have the Presidency alternate between Professional and Industry members each successive year. However, the Chapter should maintain quality leadership over quotas.

2. Potential candidates should be sought with the approval of the incoming President and shall be asked if they will serve prior to any announcement of nominations.

3. The nominees, including persons to fill unexpired director's terms which have moved up or become vacant, will be approved by the Board. The Chairperson will seek additional nominations from the floor of a regular chapter meeting, publish the names in the Chapter Newsletter, and prepare a written ballot for voting by the Chapter membership no later than the May meeting, all in accordance with the Chapter By-Laws.

E. Program Committee:

The First Vice President serves as the Program Chairperson. In addition, there should be at least 3 to 4 other members of the Committee. The committee selects program topics, generates a calendar of proposed speakers, and presents to the Board for approval the recommended schedule.

Duties of this Committee include:

1. The Committee is responsible for planning and confirming a one year schedule of programs that extend three months into the next fiscal year. This allows smooth transition from one year to the next and eliminates the need to establish programs immediately after taking the position.

2. Programs should be generic with regard to products or services.
   a. Programs which feature a specific product or company are not recommended as they may appear as a Chapter endorsement. This may
be detrimental to the Chapter in portraying an image as an objective member of the construction industry.

3. Programs should, if possible, provide continuing education units for attendees. The presenter should provide continuing education for the meeting and record the hours for the participants. Where programs are beneficial and the provider cannot record continuing education credit the Education Chair may be able to do so.

4. Each month the committee reports to the Newsletter Editor a recap of the previous month’s meeting and a notice of the scheduled program for the upcoming Chapter meeting.

5. Require presenters to ‘Sponsor’ the meeting (minimum $150.00). Sponsorship will allow the Sponsor to have promotional material available for distribution and place an advertisement in the Speculator prior to the meeting. A business card advertisement shall also be offered to the Sponsor to be run in the Speculator issue following the meeting along with a ‘Thank You’ from the Chapter. Remember, presenting to the group is a privilege and sponsorship is required.

F. Product Show Committee:

The President Elect serves as chair and the Treasurer serves as vice-chair of the Products Show. This committee is responsible for the full preparation and coordination of the annual Product Show and facilities for any seminars or other associated activities. This is the major source of income for the Chapter and its importance cannot be diminished. Every Chapter Member serves on this committee.

Some of the functions of this Committee include:

1. Marketing/promotion and preparation of applications for booth exhibitors.

2. Booth assignments upon receipt of down payment.

3. Displays

4. Arrange facilities for Seminars and related activities that are planned in coordination with Education Committee

5. Exhibit Hall & Seminar Rooms coordination

6. Food and Beverage (Budget, Menu and Sponsors)

7. Free Booths are generally reserved for construction related organizations and student affiliate organizations that cooperate and work with the Chapter.

8. Invitations and Registration, including preparation of Name Tags

9. Sponsors

10. CSI Booth
11. Informational signs and packets
12. Sergeant-at-Arms, including security service, if not provided by venue.

G. Publications:

This committee is responsible for preparation, production and distribution of all Chapter publications, including the monthly newsletter. The Editor of the monthly newsletter is automatically a member of this committee. Additionally, this committee is also responsible for assisting with any special publication produced by the Chapter.

The committee should consist of a Chairperson and a minimum of five other members, one of which is the Editor of the monthly newsletter. Duties will be distributed among members so as to allow the Editor to produce a quality and timely newsletter publication that is used to communicate to a wide spectrum of the Mississippi construction industry.

The newsletter should consist of the following information:
1. Roster of Chapter Officers and Committee Chairpersons.
2. Notice with information of each month's meeting including date, time, location, topic, and other necessary information.
3. President's Letter or Message
4. Calendar of events for Chapter, Region, and Institute
5. Compile articles of interest to members and nonmembers
6. List new members, anniversary dates of current members

The Committee should keep an up to date distribution list of Region Directors, Region Committee Chairs, Region Chapter Presidents and Editors.

H. Student Affiliate Committee:

The Student Affiliate Committee is responsible for establishing and maintaining liaison between the Chapter and the Construction related schools within the Chapter’s physical boundaries, particularly the Student Affiliate Chapter.
The duties of this Committee include the following:

1. Establish programs to improve the interaction and communication between the Chapter and the Schools and assist in maintaining those programs.

2. Promote the use of standard documents and formats in construction communications; particularly those in the CSI Project Resource Manual.

3. Assist in developing seminars and courses for discussing the current methods of construction communication. Obtain faculty and student participation whenever possible.

4. Encourage Administrators to recognize the desirability of offering courses in construction communications as a part of their credit extension programs.

5. Coordinate the related efforts and programs of the Institute's Student Affiliate Committee.

6. Maintain a liaison with the Region's Student Affiliate Chairman.

I. Technical Committee:

The Technical Committee directs the technical efforts of the Chapter. The duties of the Technical Committee are as follows:

1. To coordinate the Chapter’s technical functions with the Institute’s Technical Committee's programs.

2. Appoint Chapter committees to author studies or review existing technical documents.

3. Maintain a liaison with the Region's Technical Chairman.

4. Work with Chapter Newsletter Editor to develop articles of technical interest.

5. Compile reports on a regular basis as required by the Chapter Board.

6. Promote specification competition on Chapter, Region, and Institute levels.

J. Membership Committee:

This committee is chaired by the Chapter Secretary and there is no limit to the number of people on the committee. All Chapter members should be encouraged to take part in the work of this committee. The duties of the Membership Committee include the following:

1. Conduct an ongoing campaign to promote membership in CSI.

2. Recruit new members.

3. If application comes to chapter before going to the Institute, process application promptly.
4. Maintain Chapter membership records through use of the Institute Roster.
   a. Current member addresses and phone numbers and their classifications.
   b. Member transfers.
   c. Changes in membership classifications.
   d. Download the roster data from the Institute on a weekly basis.
   e. Provide the newsletter editor with upcoming anniversary dates by the deadline for each newsletter

5. Duties at Board Meeting
   a. Report Chapter membership status.
   b. Provide multiple copies of a list of new members' (names, addresses, telephone numbers and member classification) whose applications were processed since the previous meeting.
      Provide sufficient copies for distribution to the Chapter Board, Committee Chairpersons, and the Newsletter Editor.
   c. Report non-renewed members and members whose renewal is upcoming, based on reports provided by Institute.

6. Provide an orientation to CSI for new Chapter members at the earliest Chapter meeting. Introduce the new members at the first meeting of the Chapter general membership.

7. Follow-up on members who have not renewed and on all referrals.

8. Maintain a stock of membership promotional literature and application forms, available on request from the Institute.

9. Maintain a supply of lapel pins and coordinate the presentation of a pin to each new member.

10. Responsible for publishing and distributing an annual membership directory.

K. House Committee:

The House Committee makes the arrangements for all membership meetings, Board and Executive Committee meetings, and Special Events. Other committee meeting plans and arrangements are not the responsibility of the House Committee. Encourage and obtain a yearly calendar of events from the Board and Program Committee. House committee chairman is responsible for distribution of annual meeting invoices at the beginning of the
fiscal year. Provide invoicing information to the treasurer for collection purposes.

Following are events and responsibilities:

1. Meeting Sites - Regular Meetings: If possible, meetings of the Chapter should be in a central location to its members. The easier it is to get to a meeting, the better the possibility of having good attendance.
   a. Obtain a 1 year contract with the venue providing regular monthly meetings. This is to insure scheduled meetings will have a venue to meet and the price of meals will not change.
      1. If there is a need to change locations of the regular meetings, appoint a subcommittee to investigate the possibilities. Present the findings in the form of a motion (to sign a contract) to the Board for their approval.
   b. Meeting location should provide the following:
      1. Provide separate facilities from other areas of the establishment free from noise, distractions, and traffic.
      2. Capable of providing well prepared food at reasonable prices and efficient service that will not delay the progress of the meeting.

2. Responsibilities Before Meeting:
   a. Change time of day and time of month of meetings as little as possible for special occasions or to avoid holiday conflicts. It is easier to get in the habit of attending meetings when these are the same. When they do change, make sure the membership is notified well in advance.
   b. Vary the menu of the meetings throughout the year, if possible. 'Same Old Stuff' may discourage attendance.
   c. The price of meetings for monthly or yearly amounts will be recommended by the House Committee to the Board. The price will be based on actual costs of food and beverage. Monies taken in from meeting sponsors and displays will serve as a contingency for this budget item. First time guests', students, and speakers' meals are paid for by the Chapter.
   d. Make sure meeting place will hang Chapter Banners, provide tables for displays, provide seating as required for meeting, TV and VCR as required, projector and screen, podium and microphones, and any other requirements essential to the meeting by the Program Committee.

3. Responsibilities At Meeting:
   a. Establish a team of greeters to collect money at the door and have a sign in list for all attendees. This list shall be accurate and compared to the invoice for that meeting. Distribute all money and checks collected at door to Treasurer along with list of names that need to be invoiced.
b. Furnish a list of all persons attending by classification to the Chapter Secretary and Membership Chairperson. Include names of guests with company affiliation and address.

4. Meeting Sites for Special Events: Some of the special events include, but are not limited to, the membership meeting for introducing new people to CSI and getting them to join, Christmas Party, Products Show, Awards Banquet, Transfer of Power Meeting, Hosted Region Conferences, Chapter Fund Raisers, and Chapter Sponsored Seminars. Most of these special events have their own Committees and should work in conjunction with the House Committee to recommend a site. If they do not, it is the responsibility of this committee to have a separate House Subcommittee do the work. All of the criteria for regular meeting sites shall apply, except menu. For special events, food and beverage should be specific according to the needs and location of the event.

5. Meeting Sponsors And Table Top Displays: The company or speaker giving the program at a regular membership meeting should be encouraged to sponsor that particular meeting ($150 per meeting). If they sponsor the meeting, they can have a table top display at no extra charge. To further offset the costs of meetings several sponsors may jointly sponsor. This is encouraged for special events’ meetings when a large attendance is expected. Recognition will be given in the Speculator and in the meeting for all meeting sponsors. A 3 foot by 6 foot table will be furnished for each table top display. If multiple tables are needed, multiples of $25 will be charged.

   a. If the sponsor declines the offer of a table top display, others may display products or services at a charge of $25.00 per table.

6. Board Meetings: The house committee will be responsible, in conjunction with the President, to secure an adequate location for Board Meetings.

7. Chapter Trips: The House Committee is responsible for providing refreshments on any out of town trips taken by the Chapter members traveling in a group to Gulf States Region events. Note departure time, length of trip, days at destination, and return schedule to determine what type of provisions to stock.

8. Notifying Members:

   a. Every member, past or present, will be notified and informed of Chapter meetings and special events. Main method of notification shall be via email. Those who do not have an operating email address shall be notified by phone or mail.

   b. Maintain a current list of all members from the Membership Committee. Ask that committee to provide a list of prospective new members to contact as a follow up from their initial contact. This serves as a reminder that we would like them to join. The composite list should include name, place of employment, membership classification, type of service or product, telephone number, and address. The List should be updated every month two weeks prior to the meeting.
c. Assemble a calling subcommittee that is made up of enough members to
not call over 15 people each. It works best for Industry Members to call
Professionals and Professionals to call everyone else. Tell the person
called or leave a message of CSI meeting place, time of meeting, program
topic, charge at door, and any other special information necessary. They
must indicate attendance 2 days prior to the meeting in order to tally the
number to attend and notify the venue. Keep accurate records of those
indicating attendance and actual attendees for proper bookkeeping
purposes. If the main method of contact is the Institute’s chapter email
link, maintain a calling list of those members who opt out of receiving
email. Those who indicate attendance and do not attend may be charged
if necessary.

L. Certification Committee:
This committee's purpose is to promote the Institute certification programs within
the Chapter. There is no limit to number of people or activities that the committee
may undertake; however, it is recommended that each committee member has
completed at least 1 of the Institute's certification programs. The long term goal
of the committee is to have each Chapter member complete some form of
certification.

1. Chairperson: To be a member in good standing and be certified in one of the
advanced levels of certification. The Chair is the liaison between the Chapter
and the Region and Institute Certification Chairs. The Chair should attend
Chapter Board meetings to inform about certification activities.

2. Responsibilities: To achieve CDT, CCS, CCPR, or CCCA certification by the
Institute requires study and successful completion of an exam. This process
covers principles behind preparing construction documents. This information
is invaluable not only to Chapter members, but to the Industry as a whole.
The Committee should always seize the opportunities to provide leadership
through education to the local Industry, promote CSI, and provide additional
income to the Chapter by opening training sessions to the local Industry.
General responsibilities are described as follows:
a. Promote CDT, CCS, CCPR, and CCCA programs.
b. Distribute materials provided by the Institute to Chapter members.
c. Plan and promote exam study sessions.
d. Locate exam proctors and sites for exams to be held.
e. Administer exam(s) process.
f. Recognize Chapter members passing the examinations.
g. Maintain a roster of Chapter members who are:
   1. Construction Document Technologists
   2. Certified Construction Specifiers
3. Certified Construction Products Representatives
4. Certified Construction Contract Administrators

M. Audit Committee:
This committee consists of three (3) board members who are appointed by the President to provide an annual financial audit of information provided by Treasurer. The Treasurer is not to be a member of this committee. Financial audit is to be presented to the Board at the first monthly board meeting of the new fiscal year.

N. Planning Committee:
This committee is chaired by the Immediate Past President. This committee is responsible for establishing a plan for the continued path of the Chapter. A three (3) year plan is recommended to be in place for the Chapter at any time. This committee is to assist the incoming President in the preparation and conducting the annual Transfer of Power meeting.

O. Electronic Communication:
This committee is chaired by the Chapter Webmaster. This committee is responsible for maintaining the Chapter website. The website is a necessary tool for providing information to members regarding chapter operations. This website also provides information for potential members. It is necessary for this committee to maintain a co-chair in the event the chair is not able to provide services.
4.3 Description of Duties and Operation of Special Committees

4.3.1 Host of the Region Leadership Meeting or Regional Conference

A. The chapter President will appoint or solicit a volunteer to chair this special committee. Co-chairs for this event would be strongly recommended.

B. Chair/Co-chair responsibilities:

1. It is the total responsibility to orchestrate this function from registration until final reconciliation of billing with the chosen facility.

2. The agenda is to be given by the Region Directors. If only in a very "preliminary form", it is helpful to have this before starting any definite plans. Agendas from previous conferences can be helpful.

C. Preliminary Planning:

1. Neither conference is intended to be an income source for the Chapter. However, realize that the Region makes no provisions for underwriting any shortage in income. With this in mind, the budget should include a contingency substantial enough to prohibit any expense having to be incurred by the chapter.

2. The Gulf States Region presently has sixteen chapters encompassing the following six states: Mississippi, Alabama, Tennessee, Louisiana, Arkansas, and the panhandle Florida. Logistics are a prime consideration.

3. The Chapter will be notified at least one year in advance of the selection as "Host Chapter". Start planning now!

4. Get the names of the chairs of the last (2) conferences of which the Chapter will be hosting (Leadership or Region). Get as much information as they can give as to number in attendance, registration fees, agendas, planning hints, and horror stories. This will be an invaluable tool for a preliminary check list.

5. Establish a Preliminary Budget. Based on the above information know that the registration fees should be as close to previous years as possible. Registration fees and hotel room rates have a direct impact on how many people can attend from each chapter. Set a late registration fee 10-15% higher than the main registration fee. This will help ensure attendees register early and give the planner a better headcount for planning purposes.

6. Locate and book the facility. Given the preliminary agenda, approximate number of attendants and cost per each, book a facility that is large enough and yet affordable in order to keep within preliminary budget line items. Once chosen, the sales staffs of the facility are professionals and can assist in many of the choices.

7. Know the conference and its purpose. Refer to the Region Guide for information concerning this. However, for quick reference, use the following:

   a. Region Conference - This usually is a business session, checkered with points of interest such as seminars, and tours interesting to the
construction industry, and possibly a theme. Usually the first evening event is a "Night on your own" or a small mixer and then a Saturday night Banquet and dance/or feature speaker.

b. Leadership - This primarily is a "workshop" type conference (refer to previous conference agenda). First evening or second evening can be alternated as "own your own" or some planned function.

8. Hospitality suites are very important. Due to the expense, and the effect it can have on the budget, sponsors should be obtained to carry a lot of this burden without taxing more important cost factors. Keep in mind that this is one of the few times that the entire caucus can mix one-on-one and share ideas from one chapter to another. Budget permitting, make it large enough to accommodate attendants and spouses with adequate libation. Early negotiations with the facility can equate to substantial savings and proper accommodations, as well.

9. Spouses tour - Leadership Meeting "Optional" - Spouse tour and Regional "Mandatory" - Spouse Tour, unless theme and/or program format can be combined, such as Antebellum Tour, or similar event that can appeal to all.

D. Final Stages:

1. Get plenty of the membership involved
   a. Every one of them is needed.
   b. It’s also a great way to explore and observe new and potential talent for the Chapter.

2. Double and triple check the list. Something will probably be forgotten. The number of people who look at this list and the number of time they review it, will keep omissions to a bare minimum.

E. Take pride in this task. The Mississippi Chapter has a reputation to live up to, since we have hosted several very successful conferences. Last, but not least, relax and enjoy the fruits of your labor.

4.3.2 Delegates to Region and Institute Meetings

A. Region Meetings:

1. Business meetings for the Region are generally held at the spring (or Region) meeting. Special business sessions can be held during the Leadership Conference. However, should the Chapter be nominating a member for Institute Director, this business does occur at the Leadership Conference.

2. The Region is incorporated. Each chapter is represented on the Board of Directors by the chapter president. This allows only 1 vote per chapter.
   a. It is obviously imperative that the chapter president attend each business meeting of the Region Board of Directors.
   b. As the By-Laws of the Region are refined, a process will be developed whereby the Chapter must indicate if someone other than the president
will attend the business meeting, and do so ahead of time in order to have a vote.

B. Institute Meetings:
The entire process for selection, number of, and qualifications of delegates are described in the Institute Administrative References. Refer to the Table of Contents under "Regulations for Annual Meetings of the Construction Specifications Institute" for "Delegates".

1. Do not take this responsibility lightly as the timing and responsibility for getting this information back to the Institute lie with the President and Secretary. Failure to get the information in on time will cost the Chapter it's opportunity to vote at the Institute business meeting.

4.3.3 Transfer of Power (Leadership Development) Meeting
A. Responsibility for organizing and conducting the meeting lies with the Incoming President and Immediate Past President. They may solicit as many willing souls as will help.

B. Timing: The TPM should be held around the date of the Region Leadership Conference. The earliest time would be just before or soon after the fiscal year begins in July and after committee members for all committees are selected. The meeting should not be held later than the first of September.

C. The purposes of the TPM are many:

1. It promotes leadership development by bringing the new members of committees into the "leadership team".

2. It provides a forum for the leadership team to review the latest Chapter goals and objectives, and plan each committee’s activities around those goals and objectives.

   a. The Chapter is then focused in all areas towards the specific goals and objectives for the coming year.

3. It provides opportunity for the leadership team to discuss issues important to the whole chapter (not just a committee).

4. It provides an opportunity for fellowship among the leadership team and their spouses for more than just the hour long Board meetings. The belief is the better we know one another, the better we’ll be able to work together.
D. History:
The ToP Meeting first began as the President's appreciation dinner where the President would have the officers, directors, committee chairs, and spouses in his home providing the dinner and utilizing the Chapter's libation. This evolved into a meeting where the outgoing President felt it best to create a meeting that was fun and where outgoing officers, directors, and committee chairs could "pass the torch" to the incoming leaders, hopefully minimizing any "downtime" or "loss of leadership" that occurs early in the fiscal year.

Additions to the Transfer of Power Meeting include the dedication of time to focusing on a single issue of importance to the entire chapter, and having each committee discuss and present their goals for the coming year. The ToP is now a budgeted item of the Chapter each year, signifying its importance as a tool in the Chapter's operation.

The Chapter was awarded an Education Commendation by the Institute in 1994 for the Transfer of Power Meeting.

E. Agenda:
As long as the program provides the time and opportunity to meet the goals and accomplish the tasks noted above, it will be a success. Remember, the meeting is work, but the challenge is to make the whole thing fun! Following are a few notes and priorities from past ToP Meetings:

1. Location: Try to get a place large enough for the size group attending, with a minimum of distractions.
2. Time: The ToP will take up a whole afternoon. People can give you half a Saturday, but rarely will you get them for all day. Try to start at 1:00 PM and end at 5:00, with that being the time for spouses to arrive.
3. Pick a subject that all can participate in like working together, self evaluation, problem solving, etc. It should be something that gets people thinking and talking before they adjourn into small groups preparing their committee goals.
4. Review the chapter Mission Statement and recently approved Goals and Objectives. This should be for review only, as you're NOT the Long Range Planning Committee! This is for each individual's awareness as they go into the small group committee meetings.
5. AHEAD OF TIME, set the times and committees that will be meeting (usually about 45 minutes each). There are usually 2 sessions of these, and your task is to provide for the least amount of conflicts where the old members/ chairs can meet with the new members/ chairs to discuss what was done last year, what we as a chapter need to do, and what we don't need to waste time and effort on.
6. The leader should keep the people moving. Make them feel tired by the time the spouses arrive, but remember that mental fatigue is overshadowed by a strong sense of accomplishment!
7. As earlier noted, the business part of the meeting should end about 5:00 PM, with the meal being served at 7:00 PM. All should feel "permitted " to leave after the meal.

F. Is for food. Needless to say, the Chapter has one of the greatest assortment of backyard chefs and culinary delighter. It will be grossly negligent of the task if one fails to take advantage of this resource. The usual bill of fare is steak, potato, and salad but other menus have been received with equal delight. The Chapter libation is available and a host of non-alcoholic beverages are also suggested.

G. As in so many other areas, the Mississippi Chapter has an outstanding reputation to uphold. **Don't let us down!**
5.0 MISCELLANEOUS
5.0 MISCELLANEOUS

5.1 Allocation of Special Funds
(Product Show Profits) for Institute and Region Meetings

A. Immediately following the annual Products Show, the Products Show Chairman and Co-Chairman (President Elect and Treasurer) with the Education Chairman (provided an income producing seminar has been held in conjunction with the Products Show) will prepare a written budget of actual Products Show and Seminar expenses, income, and profit for submittal to the Board.

B. The profits will be apportioned as follows:

1. A minimum of $3,000.00 will be held in escrow as seed money for the next year's Products Show to cover deposits, mailing expenses, and other up-front costs.
   a. Only in emergencies necessitated by the immediate need for Chapter operating capital may this amount be reduced, and then only with a 2/3 affirmative vote of the Board.

2. The President, President Elect, and Treasurer will review and discuss projected expenses for travel, lodging, and meals for attending the immediate Region Conference, the Institute Convention. A budget utilizing the remaining funds will be prepared and submitted to the Board, taking into account the following priorities:
   a. The Annual Region Conference is the primary means of Leadership Development for committee chairs and officers to learn of committee structure, responsibilities, and CSI's organization. Seminars are conducted by Region Committee Chairs.
   b. Institute Convention is the only opportunity for the Chapter to have representation and vote on issues affecting the Institute.
   c. Region Conference, as our Region is incorporated, this is the business meeting for the Region, and voting representation is important.

3. Generally, funds are allocated for each meeting as follows; however, they may be adjusted to meet projected expense needs as described in item 2 (above):
   a. 60% to the Region Conference
   b. 45% to the Institute Convention
5.2 Allocation of Funds for Officers, Committee Chairs, and General Membership to Attend Institute and Region Meetings.

A. Prior to each conference or convention, the President and Treasurer will submit to the Board for approval a budget for individual out of pocket expense for attendees based upon early conference registration, lodging, meals (not including those provided with the conference), and economy transportation rates. Expenses for the Institute Convention should be based on 3 days accommodation and Region Meetings should be based upon 2 days accommodation.

B. Consider the following conference and convention costs if funds are available:

1. Group transportation by bus has proven to be economical when many members participate reducing per person transportation costs. Chapter fellowship has positively increased, and room generally exists allowing spouses to participate. Many positive programs have been developed on a bus returning from a region function.

2. A hospitality room provides a "gathering place" for Chapter members in the convention hotel. Generally, the President is afforded a suite in the hotel to achieve this need. Should the President decline, another chapter attendee is offered the opportunity, or a regular room is rented for the hospitality room.

3. Ample refreshments and snacks compliment a Hospitality Room and bus rides.
C. Once the individual’s out of pocket budget has been approved by the Board, allocations of Chapter support monies should be made to individuals who will attend the conference. Allocations should be made in the order as follows and only to the extent that funds are available as budgeted for the particular meeting as described in Section 7.1:

<table>
<thead>
<tr>
<th>PRIORITY</th>
<th>TITLE</th>
<th>PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>President</td>
<td>100</td>
</tr>
<tr>
<td>2.</td>
<td>President Elect</td>
<td>100</td>
</tr>
<tr>
<td>3.</td>
<td>Treasurer</td>
<td>90</td>
</tr>
<tr>
<td>4.</td>
<td>Editor</td>
<td>90</td>
</tr>
<tr>
<td>5.</td>
<td>Vice Presidents, Secretary, and Immediate Past President</td>
<td>80</td>
</tr>
<tr>
<td>6.</td>
<td>Institute and Region Committee Chairs and Members</td>
<td>75*</td>
</tr>
<tr>
<td>7.</td>
<td>Directors</td>
<td>70</td>
</tr>
<tr>
<td>8.</td>
<td>Committee Chairs</td>
<td>70</td>
</tr>
<tr>
<td>9.</td>
<td>Delegate at Large</td>
<td>60</td>
</tr>
<tr>
<td>10.</td>
<td>Member at Large</td>
<td>50</td>
</tr>
</tbody>
</table>

1. The Board may adjust the percentages as necessary in order to allow the opportunity for as many members to attend as possible.

2. Members attending conferences and conventions supported by Chapter funds are required to attend all business and general sessions, and region caucuses at the meeting. Before receiving reimbursement, members will provide receipts of expenses for proof of attendance (food, hotel, registration, parking). If the conference does not provide registration confirmation, provide a copy of the name badge.

3. Notes for the above percentages:

   * Chapter support for Institute and Region Committee Chairs and Members should be adjusted accordingly when support is provided by the Institute or Region.
By Laws
Mississippi Chapter
The Construction Specifications Institute

ARTICLE I--NAME

Section 1.
The name of this organization is the Mississippi Chapter of the Construction Specifications Institute, Inc., hereinafter referred to as the "Chapter"; said Chapter being an affiliate chapter of The Construction Specifications Institute, Inc. hereinafter referred to as the "Institute".

Section 2.
The Chapter shall be affiliated with a region of the Construction Specifications Institute. Regions are areas geographically designated by the Institute Board. Currently the Chapter is affiliated with the Gulf States Region, hereinafter referred to as the "Region".

ARTICLE II--GOVERNING AUTHORITY

The Chapter is governed and operated in accordance with the laws of the State of Mississippi, provisions of the Institute Bylaws, these Bylaws, the regulations and requirements for the conduct of chapters of the Institute as adopted from time to time by the Institute Board, and the rules and instructions of the Chapter Board issued through its officers.

ARTICLE III--PURPOSE AND POLICY

Section 1.
The purpose of the Chapter is to provide a medium at the local level for advancement of the objectives of the Institute.

Section 2.
The name, funds or influence of the Chapter may be used only in support of this purpose.

ARTICLE IV--BOARD

Section 1.
The management and direction of the Chapter shall be delegated exclusively to its Board.

Section 2.
The Board shall consist of President, President-Elect, two Vice-Presidents, Secretary, Treasurer, six directors, and immediate Past President. Emerging Professional members may serve in any of the elected positions.

Section 3.
All members of the Board, except the student affiliate representative if any, shall be eligible to vote on chapter business.

Section 4.
The Board shall consider requests for change to retired or emeritus status, and submit certified requests to the Institute.

Section 5.
The Board shall select all standing and special committees, select representatives to the Region board, designate duties and may authorize compensation for justifiable expenses.

Section 6.
The Board shall schedule monthly business meetings. Special meetings shall only be held upon the call of the President or a majority of the board upon seven days written notice. Board meetings may be held via electronic means provided they are conducted by an audio, video, or computer-based teleconferencing technology that allows all persons participating to hear each other at the same time.

Section 7.
A majority of the Board shall constitute a quorum.
Section 8.

Should a vacancy occur in any office of the Chapter the Board shall by two-thirds affirmative vote of its total membership fill such vacancy by appointment of a member eligible by all other criteria for the duration of the unexpired term of the vacated office.

Section 9.

The Chapter Board shall appoint a Student Affiliate Committee. This Committee shall be responsible for conducting liaison in the name of the Chapter with the Student Affiliate(s).

ARTICLE V--OFFICERS

Section 1.

The President shall, as Chair of the Board, preside at all Chapter meetings, shall select the chairs of temporary committees, shall appoint Chapter delegates to the annual meeting of the Gulf States Region, shall be an ex officio member of all committees, and shall sign all agreements and formal instruments.

Section 2.

The President-Elect shall serve upon the absence of the President, shall be co-chair of the Chapter's Annual Product show, and shall perform other duties assigned by the Board.

Section 3.

The First Vice-President shall serve as Program Chair and shall perform such assignments as delegated by the President or Board. The Second Vice-President shall serve as House Committee Chair and shall perform such assignments as delegated by the President or Board.

Section 4.

The Secretary shall serve as Membership Chair and see that notices are sent at least seven days in advance of all meetings of the Board and of the Chapter and shall keep accurate minutes thereof; shall maintain a file of all correspondence; shall keep a roster of members and committees; shall co-sign all agreements and formal instruments, except those pertaining to the office of Treasurer; shall submit a report of the Secretary's office at the annual meeting; and shall perform other duties as assigned by the Board.

Section 5.

The Treasurer shall collect and receipt for monies and securities; shall deposit funds, disburse and dispose of the same, subject to the direction of the Board; shall keep accurate books of account; shall submit a report at Board meetings, shall submit a report of the Treasurer's office at the annual meeting; shall be co-chair of the Chapter's Annual Product Show, and shall perform other duties as assigned by the Board. The Treasurer, at the close of the fiscal year, shall determine, if informational forms and tax returns are required, file required forms, and pay taxes due to the Internal Revenue Service and other authorities within the prescribed time limits.

Section 6.

The Immediate Past President shall be the former president of the Chapter who has completed the most recent term, serve as chair of the Nomination Committee and as chair of the Planning Committee, and have other assignments as prescribed by the President or the Board.

ARTICLE VI--NOMINATION AND ELECTION of OFFICERS AND DIRECTORS

Section 1.

Officers and Directors shall be elected, by Chapter members in good standing, to those offices as established by Article IV. For the purposes of Chapter elections, voting members shall include Professional members and Emerging Professional members. At the election of a new President, the Immediate Past President shall replace the previous Past President on the Board without election.

Section 2.

Each elected Board member shall take office on July 1.

Section 3.

The President, President-Elect, or Vice-Presidents shall not hold the same office for more than two consecutive one-year terms.

Section 4.

The term of office of each Director shall be for two years with half of the Directors being elected each year.
Section 5.
A Nominating Committee shall be appointed by the Board not later than February 20. The nominating committee shall endeavor to select candidates so the composition of the Board reflects the diversity of chapter membership. The Nominating Committee shall prepare a list of nominees, showing at least one name for each elective position on the Board due to become vacant, and shall present the list to the Chapter not later than the regular Chapter meeting in April. At this time, the members may present nominations from the floor. Election shall be by written ballot. The Nominating Committee shall prepare the ballot, which shall include the original list of nominees and those nominated from the floor. Each voting member of the Chapter shall be provided with a ballot at least two weeks prior to the ballot count. For purposes of Chapter elections, voting members shall include Professional members and Emerging Professional members.

Section 6.
The ballots shall be counted and certified, by tellers appointed by the President, and the results shall be reported to the members.

Section 7.
Not later than April 30, the Chapter Secretary shall notify the Gulf States Region Secretary and the Institute office of the election results; and shall for the coming year submit to them a complete list of Chapter officers with their contact information.

ARTICLE VII--MEMBERSHIP

Section 1.
The qualifications for membership shall conform to the requirements of the Institute Bylaws.

Section 2.
Membership in the Institute is a prerequisite to membership in the chapter.

Section 3.
A Chapter member may be elected as an Honorary Member, Distinguished Member, or a Lifetime Member only by action of the Institute.

Section 4.
The provisions of the Institute bylaws for disqualification, suspension, expulsion and reinstatement of members shall govern.

ARTICLE VIII--MEETINGS of MEMBERS

Section 1.
The annual meeting of the Chapter shall be held during the month of May at which time committee reports shall be submitted. The Secretary shall submit a report on the activities of the Chapter during the past term of office, and the Treasurer shall submit an annual report of the finances of the Chapter. A copy of these reports shall be sent to the Gulf States Region Secretary.

Section 2.
Regular meetings shall be held monthly, except when otherwise decreed by the Board. Not less than ten regular meetings shall be held in the fiscal year.

Section 3.
Special meetings may be called whenever the majority of the Board deems it necessary, or upon written request by not less than one-tenth of the Chapter membership. The business at special meetings shall be limited to that for which the meeting was called.

Section 4.
Minutes of regular and special meetings shall be distributed to the members and shall be sent to the Gulf States Institute Director and the Region Secretary.

Section 5.
These Bylaws, together with the applicable provisions of the Institutes Bylaws and Robert's Rules of Order Newly Revised, shall govern the conduct of business of the Chapter.
ARTICLE IX--FISCAL ADMINISTRATION

Section 1.
The Fiscal year shall be from July 1 to June 30.

Section 2.
The annual Chapter dues shall be set by the Board each year and reported to the Institute not later than March 31. Members Emeritus, Distinguished Members, Lifetime Members, and Honorary Members shall not be subject to dues. Any changes to the dues structure shall be approved by two-thirds majority of those Board members present at a regularly scheduled Board meeting.

Section 3.
The Institute and Chapter dues shall be paid to the Institute with the Chapter dues being returned to the Chapter by the Institute.

ARTICLE X--AUDIT

The Board shall appoint a committee to audit the books and transactions of the Treasurer at the close of the fiscal year. This report shall be read at the next regular meeting of the members of the Chapter.

ARTICLE XI--AMENDMENTS

Section 1.
Proposed amendments to these Chapter Bylaws shall first be submitted to the Institute secretary for approval. After Institute approval, they shall then be publicized or otherwise sent to each member at least two weeks prior to a regular or special meeting.

Section 2.
Following publication, the amendments must be approved by a two-thirds vote of the voting members present at the regular meeting or a special meeting.

END OF BYLAWS

Approved by Board for Chapter Vote: 11/06/2012
Published in Newsletter: December 2012 & January 2013 issues
Presented for Chapter Member Vote: 01/10/2013 (Chapter Meeting). Chapter Members approved.
Request for Taxpayer Identification Number and Certification

Name (as shown on your income tax return)
Mississippi Chapter The Construction Specifications Institute

Business name, if different from above

Check appropriate box: □ Individual/Sole proprietor ✓ Corporation □ Partnership
□ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) □ Exempt payee

Address (number, street, and apt. or suite no.)
PO Box 16554
City, state, and ZIP code
Jackson, MS 39236
List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see how to get a TIN on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here Signature of U.S. person Treasurer Date 2- 9-2011

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding,
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:
• An individual who is a U.S. citizen or U.S. resident alien,
• A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
• An estate (other than a foreign estate), or
• A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:
• The U.S. owner of a disregarded entity and not the entity,
Proposed Long Range Plan

June 27, 2014

3 Year Plan:

Assumptions:
Entire board involvement including directors all taking active roles in participation of action plans. (This aint a one man show). Annual evaluation of goals. Goal development using SMART (specific, measurable, attainable, relavent, timed)

Goals:

Over the next three years:

(1) Increase our membership by 15% through direct involvement with all construction related businesses in the Jackson Metropolitan area. (5% per yr).

(2) Shift the focus of our monthly meetings to provide better education programs that involve more of the construction industry.

(3) Restructure our fundraising mechanisms to gradually move away from the product show and into other avenues of funding.

(4) Retain 95% of our current core membership discounting student rotations.

Action Plan for Increasing Membership:

In order to increase our membership we must first assess where we are, how we are perceived and accurately identify potential members. Once we have identified potential members by name then develop a cohesive method of providing incentives and recruiting.

(1) Assess our Chapter's local Image through member polling.
Do people in the construction industry know who we are? Can they tell you what we have to offer?

(2) Identify target audiences with potential members:

a. List every construction company in the metro area and identify their owner, their superintendants, their project managers and their estimators. Also identify every Office manager, receptionist and secretary (they are the gatekeepers).

b. List every Architectural Firm in the metro area. Identify principals and office personnel by name and position.

c. List every Engineering Firm in the metro area. Identify principals and office personnel by name and position.

d. List every Law firm specializing in construction law. Identify potential members.

e. Identify local major corporations that serve the construction industry.

(3) Compile the list of potential members and distribute to current members to contact & recruit. Develop a methodology to be used for this recruitment process. Concentrate on those potential members that are younger than 40. Approach everyone on the list but remember we are trying to actively engage younger members.

In order to develop a perception of value we need to implement an education campaign through direct hand out fliers to target audiences with potential members. We also need to consider budgeting for "free drink" night during our spec heads meeting for new people and select target groups to invite.

During the next TOP for 2015 we need to review progress and see how many potential members were identified and contacted as well as new members that have joined over that fiscal year.

Action Plan for providing better education programs that involve more of the construction industry :

(1) Review with the publications, education and program chairs listings of lunch presentations from the past three years.

(2) Identify any repetitive programs.
(3) Identify which areas have not had any focus and determine the reason such as relative subject matter or market involvement.

(4) Identify an overall strategy or theme of programs and include planning of special events so that all programs support the desired direction.

(5) Review and coordinate with other organizations programs to avoid duplication of events.

The Program & Publication chairs initially meet to develop a list of programs and identify a clear direction. Programs do need to include topics that address general items such as giving presentations, working smarter, planning, etc.

After the initial meetings all items will be presented to the board for comments and reviewed/updated at each board meeting.

**Action Plan to restructure our fundraising mechanisms and gradually move away from the product show.**

1. Identify potential high impact annual events that would provide excitement and revenue with minimal resources. Identify and schedule within 45 days of the TOP.

2. Set a date for this event this year to test its viability.

3. Continue the Product Show this year but plan for the alternate event next year.

4. Evaluate the alternate event's success or failure.

5. Determine if alternate event's success is sufficient to replace the product show. If it shows as much as a 70% margin compared to previous years product shows then consider not doing a product show for 2016.

6. During FY 2016 evaluate alternate event and determine if product show is to be discontinued. If not then evaluate multiple avenues of funding.

**Action Plan for member retention:**

1. Say Thank You. Instead of having a membership drive meeting - have a membership appreciation event. Cook out at the AG museum with beer and steaks. Members only, NO guests.

2. Say Thank You. Each board member takes a list of members (equally
divided) and sends a Birthday card with a CSI membership benefits card within.

(3) Say Thank You. Create area during events for Fellows and Emeritus members.

(4) Continue send out special invitations to selected persons such as Past Presidents, Emeritus members, etc.

**Making Adjustments and Evaluating Your Results:**

Plans are just that - an attempt to put into writing and thereby put into action ideas used to accomplish a set of goals.

Evaluate everything within the first 30 days. Are things moving? Evaluate tasks and sub-tasks. Are people involved or is it just one person? After 90 days there should be some kind of result positive or negative. After 120 days if nothing is happening start looking into things that may be impeding progress. If not than start looking at what needs to be adjusted.

This is just the beginning of the Long Range Planning Process. It is meant to be road map to follow. Just remember like being on a road you can only get so far without filling up the tank and changing the tires.

John Murray, CSI, CDT
Past President
Planning Chair
OUTSTANDING CHAPTER COMMENDATION

DATE: 1 April 2013

FISCAL YEAR: 2011-2012

CHAPTER NAME: Mississippi Chapter

REGION: Gulf States Region

Has the Chapter received this award in the past? YYes  NNo


Check applicable box below for this submittal:

- Bronze Level (Five years)  - Silver Level (Ten years)
- Gold Level (Twenty years)  - Platinum Level (Thirty years)

PRIMARY CONTACT INFORMATION:
Full Name: E. Lantz Kuykendall, NCARB, CSI, CDT
Address: 5127 Reddoch Dr., Jackson, MS 39211
Phone: 601-214-1824
Email: elkarch5@gmail.com

Chapter Certification
The Board of Directors at its meeting held on 2 April 2013 certified that our Chapter has met all of the pre-requisite core criteria and the supplemental criteria as indicated on the Outstanding Chapter Commendation Form 306, and the President and Secretary are authorized and directed to sign the nomination papers as verification of the Board certification.

President: E. Lantz Kuykendall, NCARB, CSI, CDT
(Signature)
(Print or Type Name)

Secretary: Betina Latiker
(Signature)
(Print or Type Name)

CSI Honors & Awards Form 306

FY 2013 Honors & Awards Guide
p. 2
OUTSTANDING CHAPTER COMMENDATION
Pre-requisite Core Criteria

Please check the applicable boxes and provide the requested materials for the pre-requisite criteria as indicated below for the most recent completed fiscal year.

To qualify for the Outstanding Chapter Commendation, a Chapter must have achieved all of the pre-requisites in each of the following four categories.

Chapter Administration (Please provide a copy of the Chapter Bylaws and Officer Form submitted to the Institute)

- Chapter leadership was in place at the beginning of the fiscal year with a President, Treasurer, and minimum of one other officer in accordance with its bylaws.
- Chapter submitted names of officers to Institute by published deadline.
- Chapter reviews bylaws annually, and when required, chapter bylaws are updated and submitted to the Institute Secretary for approval and adopted by the chapter in accordance with Institute policy.
- Chapter board meetings were held in accordance with its bylaws.

Chapter Fiscal Responsibility (Attach a copy of the Chapter’s budget)

- Chapter prepared a fiscal year budget and utilized it for Chapter operations. See attached Exhibit 3 (Budget)
- Chapter filed the appropriate forms and is in good standing with the IRS

Chapter Education and Programs (Attach example(s) describing 4 educational programs)

- Chapter had regular meetings held in accordance with its bylaws.
- Chapter had a minimum of 4 educational programs during the fiscal year (i.e., seminars, technical programs at Chapter meeting, etc.)

Chapter Communications (Attach three examples of newsletters or other communications)

- Chapter communicated to members a minimum of 6 times during the fiscal year in the form of email, newsletter, or other documentation regarding Chapter events and other CSI related information.

If all of the above pre-requisite criteria have not been met, then the Chapter is not eligible to submit for the Outstanding Chapter Commendation.

CSI Honors & Awards Form 306

FY 2013 Honors & Awards Guide p. 3
OUTSTANDING CHAPTER COMMENDATION
Supplemental Criteria

Check the box and include points for each Supplemental Criteria that the Chapter met during the most recently completed fiscal year.

<table>
<thead>
<tr>
<th>Chapter Administration</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Chapter committee chair positions were filled by someone other than the President in accordance with its bylaws, administrative references or operating guide. (2 points)</td>
<td>2</td>
</tr>
<tr>
<td>✔ Chapter had a historian or an accessible history archive. (1 point)</td>
<td>1</td>
</tr>
<tr>
<td>✔ Chapter prepared a formal long-range plan spanning at least 3 years. (1 point)</td>
<td>1</td>
</tr>
<tr>
<td>✔ Chapter participated in formal leadership training (i.e. Region or Institute) (1 point)</td>
<td>1</td>
</tr>
<tr>
<td>✔ Chapter has or participates in a formal mentoring program to provide information and training to new and potential leaders. (1 point)</td>
<td>1</td>
</tr>
</tbody>
</table>

Supplemental Subtotal – Chapter Administration (6 possible points) 6

<table>
<thead>
<tr>
<th>Chapter Membership</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>✔ Chapter had a net positive growth (excluding students) in most recently completed fiscal year. (3 points)</td>
<td></td>
</tr>
<tr>
<td>Total Membership at the start of the fiscal year on July 1:</td>
<td></td>
</tr>
<tr>
<td>Total Membership at the end of the fiscal year on June 30:</td>
<td></td>
</tr>
<tr>
<td>Total Net Growth:</td>
<td></td>
</tr>
<tr>
<td>✔ Chapter had ______ renewed members out of ________ total members (excluding students) in FY____ for a retention rate of:</td>
<td></td>
</tr>
<tr>
<td>Retention Rate is a future criteria under review.</td>
<td></td>
</tr>
<tr>
<td>80% or above (3 points)</td>
<td></td>
</tr>
<tr>
<td>75% - 79% (1 point)</td>
<td></td>
</tr>
<tr>
<td>✔ New members were recognized in newsletter, website, or other communication. (1 point)</td>
<td>1</td>
</tr>
<tr>
<td>✔ New members were recognized at Chapter meetings. (1 point)</td>
<td>1</td>
</tr>
<tr>
<td>✔ Chapter conducted new member orientation. (2 points)</td>
<td></td>
</tr>
<tr>
<td>✔ Member anniversaries and milestones were recognized in newsletter, website, or other communications (1 point)</td>
<td>1</td>
</tr>
<tr>
<td>✔ Chapter recognized members through awards program. (2 points)</td>
<td>2</td>
</tr>
</tbody>
</table>

Supplemental Subtotal – Chapter Membership (10 possible points) 5

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CSI Honors & Awards Form 306

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p. 4
<table>
<thead>
<tr>
<th>Chapter Finances</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Chapter funded a scholarship or foundation. (2 points)</td>
<td>2</td>
</tr>
<tr>
<td>□ Chapter paid for all or part of expenses for officers and/or chairs to attend Region event (1 point)</td>
<td>1</td>
</tr>
<tr>
<td>□ Chapter paid for all or part of expenses for officers and/or chairs to attend Institute events (2 points)</td>
<td>2</td>
</tr>
<tr>
<td><strong>Supplemental Subtotal – Chapter Finances (5 possible points)</strong></td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chapter Certification Programs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Chapter provided certification study courses or had a certification mentor to assist individuals preparing for certification tests. (2 points)</td>
<td>2</td>
</tr>
<tr>
<td>□ Chapter had members with:</td>
<td></td>
</tr>
<tr>
<td>□ CDT (1 point)</td>
<td>1</td>
</tr>
<tr>
<td>□ CCPR (2 points)</td>
<td>2</td>
</tr>
<tr>
<td>□ CCS (2 points)</td>
<td>2</td>
</tr>
<tr>
<td>□ CCCA (2 points)</td>
<td>2</td>
</tr>
<tr>
<td>□ Chapter promoted Institute certification programs in Chapter communications. (1 point)</td>
<td>1</td>
</tr>
<tr>
<td><strong>Supplemental Subtotal – Chapter Certification Programs (10 possible points)</strong></td>
<td>10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chapter Education/Technical Programs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Chapter reports CEUs to AIA or other services or provides certificates. (2 points)</td>
<td>2</td>
</tr>
<tr>
<td>□ Chapter offered CEUs at seminars. (2 points)</td>
<td>2</td>
</tr>
<tr>
<td>□ Chapter conducts at least one or more seminars focused on construction technology. (1 point)</td>
<td>1</td>
</tr>
<tr>
<td>□ Chapter members provided technical articles for publication. (1 point)</td>
<td>1</td>
</tr>
<tr>
<td><strong>Supplemental Subtotal – Chapter Education/Technical Programs (6 possible points)</strong></td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Chapter Communications</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Chapter communicated with membership monthly during regular meeting season via newsletter or email blast. (2 points)</td>
<td>2</td>
</tr>
<tr>
<td>□ Chapter website is current. (2 points)</td>
<td>2</td>
</tr>
<tr>
<td>URL: <a href="http://mississippi.csinet.org/">http://mississippi.csinet.org/</a></td>
<td></td>
</tr>
<tr>
<td>□ Chapter promoted Region events to membership. (1 point)</td>
<td>1</td>
</tr>
<tr>
<td>□ Chapter promoted Institute events to membership. (1 point)</td>
<td>1</td>
</tr>
<tr>
<td>□ Chapter promoted meetings, seminars, and other CSI activities to non-members in their local community. (1 point)</td>
<td>1</td>
</tr>
<tr>
<td><strong>Supplemental Subtotal – Chapter Communications (7 possible points)</strong></td>
<td>7</td>
</tr>
</tbody>
</table>
### Chapter Events

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter conducted joint event(s) with other organizations. (2 points)</td>
<td></td>
</tr>
<tr>
<td>Chapter conducted outreach events for members and non-members such as:</td>
<td></td>
</tr>
<tr>
<td>(1 point each; up to a maximum of 5 points)</td>
<td></td>
</tr>
<tr>
<td>Product Show</td>
<td>1</td>
</tr>
<tr>
<td>Golf outing</td>
<td>1</td>
</tr>
<tr>
<td>Social/Networking Event</td>
<td>1</td>
</tr>
<tr>
<td>Other <strong>Hosted Gulf States Region Conference April 2012</strong>____ (Provide Name/Description)</td>
<td></td>
</tr>
<tr>
<td>Other _________________________________________________________________________ (Provide Name/Description)</td>
<td></td>
</tr>
</tbody>
</table>

**Supplemental Subtotal – Chapter Events (7 possible points)**

4

### Chapter Academic Relationships

<table>
<thead>
<tr>
<th>Relationship Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter had a student affiliate in-place. (1 point)</td>
<td>1</td>
</tr>
<tr>
<td>Chapter had a liaison with an Institute of higher education. (2 points)</td>
<td>2</td>
</tr>
<tr>
<td>Chapter had student members who were active in Chapter events, meetings, or other Chapter functions. (2 points)</td>
<td>2</td>
</tr>
</tbody>
</table>

**Supplemental Subtotal – Chapter Academic Relationships (5 possible points)**

5

### Region and Institute Participation

<table>
<thead>
<tr>
<th>Participation Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter had at least one member attend Region event. (1 point)</td>
<td>1</td>
</tr>
<tr>
<td>Chapter had at least one member attend Institute event. (2 points)</td>
<td>2</td>
</tr>
<tr>
<td>Chapter had member(s) on Region committee or as Region officer. (1 point)</td>
<td>1</td>
</tr>
<tr>
<td>Chapter had member(s) on Institute committee, task team, or board. (2 points)</td>
<td>2</td>
</tr>
</tbody>
</table>

**Supplemental Subtotal – Region and Institute Participation (6 possible points)**

6

### Other

<table>
<thead>
<tr>
<th>Event Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chapter Brag Box (Hereâ€š the Chapterâ€š opportunity to brag about something unique or outstanding accomplished during the fiscal year, that has not already earned points above): (1 point)</td>
<td>1</td>
</tr>
</tbody>
</table>

The Mississippi Chapter provided custom designed education seminars for conference attendees, and also invited Mississippi AIA members during the Gulf States Region Conference.

**Supplemental Subtotal – Other (1 possible points)**

1

**Supplemental Criteria Total (63 possible points)**

55

CSI Honors & Awards Form 306

FY 2013 Honors & Awards Guide

p. 6
By Laws
Mississippi Chapter
The Construction Specifications Institute

ARTICLE I—NAME

Section 1.
The name of this organization is the Mississippi Chapter of the Construction Specifications Institute, Inc., hereinafter referred to as the "Chapter"; said Chapter being an affiliate chapter of The Construction Specifications Institute, Inc. hereinafter referred to as the "Institute".

Section 2.
The Chapter shall be affiliated with a region of the Construction Specifications Institute. Regions are areas geographically designated by the Institute Board. Currently the Chapter is affiliated with the Gulf States Region, herein after referred to as the "Region".

ARTICLE II--GOVERNING AUTHORITY

The Chapter is governed and operated in accordance with the laws of the State of Mississippi, provisions of the Institute Bylaws, these Bylaws, the regulations and requirements for the conduct of chapters of the Institute as adopted from time to time by the Institute Board, and the rules and instructions of the Chapter Board issued through its officers.

ARTICLE III--PURPOSE AND POLICY

Section 1.
The purpose of the Chapter is to provide a medium at the local level for advancement of the objectives of the Institute.

Section 2.
The name, funds or influence of the Chapter may be used only in support of this purpose.

ARTICLE IV--BOARD

Section 1.
The management and direction of the Chapter shall be delegated exclusively to its Board.

Section 2.
The Board shall consist of President, President-Elect, two Vice-Presidents, Secretary, Treasurer, six directors, and immediate Past President. Emerging Professional members may serve in any of the elected positions. If appointed by the board, a student affiliate representative shall be a non-voting member of the board.

Section 3.
All members of the Board, except the student affiliate representative if any, shall be eligible to vote on chapter business.

Section 4.
The Board shall consider requests for change to retired or emeritus status, and submit certified requests to the Institute.

Section 5.
The Board shall select all standing and special committees, select representatives to the Region board, designate duties and may authorize compensation for justifiable expenses.

Section 6.
The Board shall schedule monthly business meetings. Special meetings shall only be held upon the call of the President or a majority of the board upon seven days written notice. Board meetings may be held via electronic means provided they are conducted by an audio, video, or computer-based teleconferencing technology that allows all persons participating to hear each other at the same time.
Section 7.
A majority of the Board shall constitute a quorum.

Section 8.
Should a vacancy occur in any office of the Chapter the Board shall by two-thirds affirmative vote of its total membership fill such vacancy by appointment of a member eligible by all other criteria for the duration of the unexpired term of the vacated office.

Section 9.
The Chapter Board shall appoint a Student Affiliate Committee. This Committee shall be responsible for conducting liaison in the name of the Chapter with the Student Affiliate(s).

ARTICLE V--OFFICERS

Section 1.
The President shall, as Chair of the Board, preside at all Chapter meetings, shall select the chairs of temporary committees, shall appoint Chapter delegates to the annual meeting of the Gulf States Region, shall be an exofficio member of all committees, and shall sign all agreements and formal instruments.

Section 2.
The President-Elect shall serve upon the absence of the President, shall be co-chair of the Chapter's Annual Product show, and shall perform other duties assigned by the Board.

Section 3.
The First Vice-President shall serve as Program Chair and shall perform such assignments as delegated by the President or Board. The Second Vice-President shall serve as House Committee Chair and shall perform such assignments as delegated by the President or Board.

Section 4.
The Secretary shall serve as Membership Chair and see that notices are sent at least seven days in advance of all meetings of the Board and of the Chapter and shall keep accurate minutes thereof; shall maintain a file of all correspondence; shall keep a roster of members and committees; shall co-sign all agreements and formal instruments, except those pertaining to the office of Treasurer; shall submit a report of the Secretary's office at the annual meeting; and shall perform other duties as assigned by the Board.

Section 5.
The Treasurer shall collect and receipt for monies and securities; shall deposit funds, disburse and dispose of the same, subject to the direction of the Board; shall keep accurate books of account; shall submit a report at Board meetings, shall submit a report of the Treasurer's office at the annual meeting; shall be co-chair of the Chapter's Annual Product Show, and shall perform other duties as assigned by the Board. The Treasurer, at the close of the fiscal year, shall determine, if informational forms and tax returns are required, file required forms, and pay taxes due to the Internal Revenue Service and other authorities within the prescribed time limits.

Section 6.
The Immediate Past President shall be the former president of the Chapter who has completed the most recent term, serve as chair of the Nomination Committee and as chair of the Planning Committee, and have other assignments as prescribed by the President or the Board.

ARTICLE VI--NOMINATION AND ELECTION of OFFICERS AND DIRECTORS

Section 1.
Officers and Directors shall be elected, by Chapter members in good standing, to those offices as established by Article IV. For purposes of Chapter elections, voting members shall include Professional members and Emerging Professional members. At the election of a new President, the Immediate Past President shall replace the previous Past President as a Director on the Board without election.

Section 2.
Each elected Board member shall take office on July 1.

Section 3.
The President, President-Elect, or Vice-Presidents shall not hold the same office for more than two consecutive one-year terms.
Section 4.
The term of office of each Director shall be for two years with half of the Directors being elected each year.

Section 5.
A Nominating Committee shall be appointed by the Board not later than February 20. The nominating committee shall endeavor to select candidates so the composition of the Board reflects the diversity of chapter membership. The Nominating Committee shall prepare a list of nominees, showing at least one name for each elective position on the Board due to become vacant, and shall present the list to the Chapter not later than the regular Chapter meeting in April. At this time, the members may present nominations from the floor. Election shall be by written ballot. The Nominating Committee shall prepare the ballot, which shall include the original list of nominees and those nominated from the floor. Each voting member of the Chapter shall be provided with a ballot at least two weeks prior to the ballot count.

Section 6.
The ballots shall be counted and certified, by tellers appointed by the President, and the results shall be reported to the members.

Section 7.
Not later than April 30, the Chapter Secretary shall notify the Gulf States Region Secretary and the Institute office of the election results; and shall for the coming year submit to them a complete list of Chapter officers with their contact information.

ARTICLE VII--MEMBERSHIP

Section 1.
The qualifications for membership shall conform to the requirements of the Institute Bylaws.

Section 2.
Membership in the Institute is a prerequisite to membership in the chapter.

Section 3.
A Chapter member may be elected as an Honorary Member, Distinguished Member, or a Lifetime Member only by action of the Institute.

Section 4.
The provisions of the Institute bylaws for disqualification, suspension, expulsion and reinstatement of members shall govern.

ARTICLE VIII--MEETINGS of MEMBERS

Section 1.
The annual meeting of the Chapter shall be held during the month of May at which time committee reports shall be submitted. The Secretary shall submit a report on the activities of the Chapter during the past term of office, and the Treasurer shall submit an annual report of the finances of the Chapter. A copy of these reports shall be sent to the Gulf States Region Secretary.

Section 2.
Regular meetings shall be held monthly, except when otherwise decreed by the Board. Not less than ten regular meetings shall be held in the fiscal year.

Section 3.
Special meetings may be called whenever the majority of the Board deems it necessary, or upon written request by not less than one-tenth of the chapter membership. The business at special meetings shall be limited to that for which the meeting was called.

Section 4.
Minutes of regular and special meetings shall be distributed to the members and shall be sent to the Gulf States Institute Director and the Region Secretary.

Section 5.
These Bylaws, together with the applicable provisions of the Institutes Bylaws and Robert's Rules of Order Newly

By Laws
Mississippi Chapter CSI

Update
May 2012

Page 3 of 4
Revised, shall govern the conduct of business of the Chapter.

ARTICLE IX--FISCAL ADMINISTRATION

Section 1.
The Fiscal year shall be from July 1 to June 30.

Section 2.
The annual Chapter dues shall be set by the Board each year and reported to the Institute not later than March 31. Members Emeritus, Distinguished Members, Lifetime Members, and Honorary Members shall not be subject to dues. Any changes to the dues structure shall be approved by two-thirds majority of those Board members present at a regularly scheduled Board meeting.

Section 3.
The Institute and Chapter dues shall be paid to the Institute with the Chapter dues being returned to the Chapter by the Institute.

ARTICLE X--AUDIT

The Board shall appoint a committee to audit the books and transactions of the Treasurer at the close of the fiscal year. This report shall be read at the next regular meeting of the members of the Chapter.

ARTICLE XI--AMENDMENTS

Section 1.
Proposed amendments to these Chapter Bylaws shall first be submitted to the Institute secretary for approval. After Institute approval, they shall then be publicized or otherwise sent to each member at least two weeks prior to a regular or special meeting.

Section 2.
Following publication, the amendments must be approved by a two-thirds vote of the voting members present at the regular meeting or a special meeting.

END OF BYLAWS
Officer submission to Institute for FY 2012

2011/2012 Officer Nominations

The CSI Fiscal year begins on July 1, 2011. A vote to approve the nominees for Chapter Officers will be taken at the May meeting. Please attend this important meeting to cast your vote for the slate of nominees listed below. Nominations will also be taken from the floor prior to voting. On July 1 these Chapter Officers will begin their service for the Fiscal Year 2010-2011.

President
C. Derrick Crews, CSI, CDT

President Elect
Brandt W Schoenbeck, CSI

1st Vice President
Andrew John Murray, CSI

2nd Vice President

Position Open-Nominations Accepted

Secretary
Paul Tauchar, CSI, CDT

Treasurer
Randall Lewis CSI, AIA

Immediate Past President
Edward Lantz Kuykendall, CSI, CDT, AIA

Industry Directors
Todd Montpelier, CSI
Walt E. Wasson, CSI
Nicholas Gibson, CSI

Professional Directors
Phillip L. McDade, FCSI, CCS, FASLA
Dennis Walters, CCCA, CSI
Michael Triplett, CSI, AIA

Please support and offer your assistance to these individuals who have been nominated to serve the Mississippi Chapter CSI.
### CATEGORY | BUDGET
--- | ---
**INCOME** |  
Awards | $ - 
Certification | $ 200.00 
Education | $ 5,000.00 
Golf Tournament | $ 6,500.00 
House | $ 7,000.00 
Meeting Sponsor | $ 1,000.00 
Interest | $ 20.00 
Membership | $ 3,000.00 
Product Show | $ 30,000.00 
Publications | $ - 
Student Affiliate | $ 200.00 
Miscellaneous | $ - 
GSR Conference Host |  
**TOTAL** | $ 52,920.00  
**EXPENSE** |  
Administrative | $ 200.00 
Bank Charge | $ 60.00 
Tax Preparation | $ 800.00 
Awards | $ 400.00 
Certification | $ 600.00 
Community Outreach | $ - 
Convention - Leadership | $ 6,627.25 
Convention - Region | $ - 
Convention - Institute | $ 6,627.25 
Region Dues | $ - 
Education | $ 1,800.00 
Golf Tournament | $ 4,500.00 
House | $ 9,500.00 
Membership | $ 500.00 
Product Show | $ 12,000.00 
Programs | $ - 
Publications | $ 100.00 
Student Affiliate | $ 750.00 
Insurance | $ 850.00 
Bus Transportation | $ 5,000.00 
Planning | $ 100.00 
Misc. - Oct. Speaker Gifts | $ - 
Misc. - USM AET Adv. | $ - 
GSR Conference Host |  
**TOTAL** | $ 50,414.50  
**BALANCE** | $ 2,505.50  

MSCSI Board Meeting  
June 4, 2012
Special-Lite, Inc. offers complete entrance solutions, flush and monumental doors, framing, panels, hardware, and vision lites for new construction and replacement applications in the commercial construction market. Since 1971, they have been solving entrance problems with high-performance products engineered and manufactured to provide the longest possible service life with minimal maintenance. Special-Lite doors are designed to hold up under extreme use and abuse, while also reducing wear and tear on hardware and framing, to prolong the service life of the entire entrance system.

Special-Lite doors are lightweight and flexible to deliver strength and endurance that other doors can't match. Each Special-Lite door, frame, and panel is hand-crafted to precise customer specifications. Combining the best aspects of individual craftsmanship, innovative design, and advanced technology, produces superior quality products that the mechanized, high-volume manufacturers just can't match.

Chris Mayer
CSI, CCPR, AHC

Chris is a member of the Birmingham Chapter CSI, a Certified Construction Product Representative and a self proclaimed bona fide door geek.

I love thinking through a building's needs and helping determine what kind of door needs to go where. Luckily for me, I'm able to make a living representing some of the nation's most innovative manufacturers, including Special-Lite, SELECT Products and Ambico. It's hard to imagine an application for which I can't provide a door.

Customers also know that I'm here when they need help troubleshooting issues. If a door isn't performing correctly, I can help pinpoint whether it's defective, incorrectly installed or suffering some other malady to which doors are prone.

So give me a call. I look forward to putting my door geekery to work for you.

Chris Mayer, CCPR, AHC
P.O. Box 360808
Birmingham, Ala. 35236
Office - 205-988-4326
Cell - 205-821-0307

The Mississippi Chapter of the Construction Specifications Institute

Specifying Doors for Corrosive Environments

This Program, developed specifically for architects and specifiers involved in the specification of doors to be located in corrosive environments, deals with the specific types and causes of corrosion or degradation common to these applications. Specific corrosion reactions of the materials used in the construction of popular door types are reviewed in the context of the unique environmental conditions these locations present. Recommendations for product evaluation and selection to maximize corrosion resistance and product service life are presented.

What you'll learn:
- The applications of exterior-grade commercial doors that most commonly create corrosion problems
- The corrosive chemical agents at work in corrosive applications
- Causes and types of corrosion that have a detrimental effect on doors
- How door design, fabrication and upkeep play a role in corrosion resistance and ultimate service life
- Finish and material options available to increase corrosion resistance
- What to look for when evaluating doors for corrosive environments

Program provides
One Health, Safety & Welfare (HSW)
AIA/CES Learning Unit
September Sponsor

The evolution of Uniflex dates back over one hundred years to 1906. With that vast experience and time-tested products, building owners and personnel responsible for their facilities roofing maintenance can be assured that their roofs will remain weather tight. Uniflex products carry both FM and UL, Class A approvals.

In addition, Uniflex was one of the first in their industry to receive ISO 9001 registration demonstrating the ability to serve its customers domestically and internationally and offering a business relationship that is committed to the highest levels of quality. Further, Uniflex products are fully warranted minimizing roof maintenance costs over ten years, providing high UV reflectivity reducing under-the-roof temperatures and air cooling costs as well as lowering roof surface temperatures. These lower temperatures greatly reduce roof expansion and contraction thereby minimizing stress.

As such, Uniflex coating systems conform to Energy Star requirements. Energy Star, which was developed and is maintained by the U.S. Environmental Protection Agency and U. S. Department of Energy, recognizes roofing products that have relatively high solar reflectance which are said to reduce building cooling loads and costs. Uniflex roofing systems remain flexible to -20 degrees F and add no significant weight load to the roof.

Green is More than Just a Color

Uniflex is committed to the environment and to you. At Uniflex, we believe that paying attention to the Earth's needs doesn't mean ignoring yours. We are proud to bring you coating systems that are UL and FM approved, meet Energy Star Partner criteria, and are also recognized by the Cool Roof Rating Council for their high UV reflectance value, which can minimize energy costs. At Uniflex, we strive every day to develop products that not only meet environmental requirements, but also help the impact your business will have on the environment. And with all of our products, we aim to exceed your standards for aesthetics, durability and productivity.

As part of the Sherwin-Williams family of products, millions of dollars are invested annually in the research and development of the most advanced coatings. And each year, new technologies and best-practice techniques in our manufacturing process are initiated to reduce waste. To conserve natural resources and improve delivery, we've strategically located our facilities throughout the U.S. and streamlined our distribution system.

September Sponsor (continued)

Roof Coatings 101

What will be covered?

History of Roof Coatings
Roof Asset Management
Sustainability
Cool Roofs and Ratings

What is a coating?

Purpose
Protection, Aesthetics
Benefits
Reflectivity, Energy Savings

How do coatings work?

Performance Characteristics
Coating Systems
Coating Process

Green Roofing Solutions

SHERWIN WILLIAMS
Diversified Brands

UNIFLEX
Industrial Roof Coatings
October Meeting Sponsor

Trespa International specializes in the design and production of high-end architectural panels for contemporary exterior and interior building applications. Working closely with Architects and Designers, Trespa uses its resources and experience to meet the needs of trend-setters and innovators around the world. Trespa International sets out to deliver effective architectural solutions, through the production, sale and marketing of high quality decorative panels. As global market leader in High Pressure Laminate, Trespa employs two proprietary technologies and produces a number of distinct product lines. Trespa builds on a solid foundation of almost 50 years of industry experience. Trespa has approximately 650 employees and manufactures around 5 million panels per year. The company has manufacturing and finishing facilities in Europe and Asia Pacific. Trespa has its own network of international sales and service facilities as well as an extensive global distributor network to serve customers.

October Speaker Profile

Grason Cook, CSI
Facade Sales Specialist

Grason has 10 years of experience in the siding industry. After graduating from East Carolina University he moved to Atlanta, GA to start a career with ABC Supply. After spending 2 years working with roofing and siding materials he took a sales position with Nichiha Fiber Cement. Over his 7 years of working with Nichiha, Grason transitioned from a residential/multi-family sales role to one focused on commercial projects throughout the South East. This involved working closely with designers and spec writers. In 2010 he took a position as a facade sales specialist with Trespa North America, the leading manufacturer of HPL panels, covering Mississippi, Alabama, Tennessee, and Georgia. Grason is a current member of the CSI Atlanta Chapter.

October Program Outline

Design of Drained and Back Ventilated Rain Screen Cladding

The principles of this ventilated cladding system will be explained. Attendees will discuss the mechanics of leakage, common design issues, engineering principles, and design guidelines for this cladding system.

◆

Participants will learn the principles of drained and back-ventilated rain screen cladding and their design opportunities while developing a better understanding of guidelines for proper design.

◆

After completing this seminar participants will be more knowledge in the appropriate cladding choices.

◆

The presenter will provide an in-depth overview or typical design topics like history, mechanics of water leakage, proper joint design, weather barriers, cavity depth and structural design.

The program concludes with photos of completed US projects.

Participants will earn 1 LU, HSW
Operable Partitions for a Sustainable World
1 Hour, HSW/SD Credit

TOPICS INCLUDE

- Review of standard panel constructions and materials used to achieve acoustical performance and durable division of spaces.
- A review of basic single panel, paired panel and electrical (continuously hinged) panel configurations and the benefits of each.
- Panel construction materials, including new face finishes and their impact on LEED achievement.
- Review the newest configurations of operable wall systems – vertically stacking and bi-folding walls – which offer bold, dramatic space flexibility and automatic operation.
- Operable partitions that are being used for day lighting purposes to achieve space separation without visual barriers.

LEARNING OBJECTIVES

- Operable partition basics and the benefits of using operable partitions in sustainable spaces.
- The impact of traditional operable partition materials on LEED achievement.
- How to bring day lighting and functionality into rooms using operable partitions.
- The changing vertical configurations and new aesthetics of operable walls.
Floyd Sterling, Gulf States Region President, had the group in stitches at the Awards Banquet as he regaled his experiences with the Chapter over the years. He also lavished great praise on the Chapter for the fabulous work that we do and the many leaders we continue to produce for Region and Institute.

At right photo inset Lantz officially turns over the reigns to Derrick Crews, President Elect, who began his duties on July 1.
C. Derrick Crews
CSI, CDT

It's an honor and a privilege to be here writing my first President's message for the Mississippi Chapter CSI.

Whoever thought a roofing salesman could lead such an organization filled with so many great architects, spec writers, contractors, suppliers, and other great leaders in the construction industry. It would be a difficult job without the efforts and dedication from the ones in these leadership positions surrounding me. I will work hard to carry on this tradition and help our Chapter as we look to the future in the construction industry. A special thanks to our immediate past President, Lantz Kuykendall, who did an outstanding job as our Chapter leader and has been very gracious with his time during my transition.

We had our annual Transfer of Power on Saturday June 25th. Thank you Lantz and Susan Kuykendall for having us over and hosting this very important annual planning event for the chapter. I always wondered why the meeting took the better part of a Saturday in June, but I now fully realize and appreciate the time and planning that goes into making our Chapter one of the best in the organization. We spent a good bit of this planning session finalizing our annual calendar, hashing out new / old product show comments & ideas, and hearing goals & plans from the various committee members present.

We have an exciting year ahead of us to say the least:
- The Region Leadership Meeting in August
- CONSTRUCT & The CSI Annual Convention in September
- The annual Mississippi CSI Membership Drive in October
- Our annual Mississippi CSI Product Show next February

And of course the big one for this fiscal year!
We are hosting the 2012 Gulf States Region Conference next spring and need our membership to step forward and assist with plans as we host CSI members from Tennessee, Alabama, Arkansas, Louisiana, and the panhandle of Florida. We also anticipate some guests from beyond our Region as the Gulf States Region CSI often sets the bar for these types of events. The dates are set for April 20-21 and a location will be announced soon.

I am humbled at the opportunity to serve this year as the MS CSI Chapter President and look forward to another great year filled with education, fun, and fellowship.

August 12-13, 2011
Gulf States CSI Leadership Meeting
Nashville, Tennessee
The Chapter has chartered a bus for transportation to the Leadership Meeting. Please contact Derrick Crews if you plan to attend. The bus will be leaving the AGC parking lot on Thursday, August 11 at 1:00 PM. See page 6 for more.

September 12-25, 2011
Construct and the CSI Annual Convention
Chicago, Illinois
Contact Derrick Crews if you plan to attend. The Chapter will again receive the Outstanding Chapter commendation and two of our members will be receiving awards. See page 6

October 6, 2011
Annual Mississippi CSI Membership Drive
This annual event is geared to raise awareness of CSI and demonstrate to others the value of being a member. Be looking for more information soon about the location for this important event. The membership drive goes on the entire month of October but we kick it off with this meeting. Plan to come and maybe you too will learn of CSI benefits you didn’t even know you had from, Institute member forums to our own Tech Heads.

April 12-13, 2012
Gulf States Region Conference
Hosted by the Mississippi Chapter, this is our chance to show off our state capitol. Education events, the awards ceremony, and a fabulous spouse tour are planned in conjunction with this conference.
Awards Banquet Highlights

The Chapter held its annual awards banquet on June 2 to commemorate the year and thank those who help make it successful. Here are pictures from this meeting.

Friends and Certifications Committee co-chairs Dennis Walters and Tom Clarke getting a chance to visit rather than work along with Reba Walters and Mary Nelle Clarke. Tom will be leaving Certifications to take over as Technical Committee Chair and Student Affairs Co-chair. Dennis will be stepping in to head up the Certifications Committee.

Floyd Sterling, GSR President, praises Chapter

Lacie Gibson, Awards Chair, was responsible for recognizing those honored at this event as well as preparing award nominations for Region and Institute awards campaign. Thanks to Lacie’s great efforts the Chapter received several Gulf States Region awards and in addition the Chapter will be receiving the Outstanding Chapter Commendation at the Institute Convention. Chapter members will also be honored at the Institute Convention including Thomas L Clarke, Jr., FCSI, CCS, CCPR, CCCA Tom will receive the Hans William Meier Award for Advancement of Certification Programs. This award is presented to a CSI member, Chapter, Region or Group for promoting or developing and implementing construction documents education. Thank you Lacie for a job well done.

We wish you could have been there to experience the camaraderie and friendship the members feel for each other. We have a great team that works together for the benefit of all.

July Program

Special Inspections
Who, What When and Where?

Chapter 17 of the International Building Code sets forth provisions for special inspections. The Chapter, entitled “ Structural Tests and Special Inspectors” requires a series of qualifications, tests, and documentation protocols for various components of construction. However, the application of these requirements in the everyday construction project is often confusing.

The designer must ask himself questions like:
When should we be applying this significant enhancement to construction quality monitoring?
Whose responsibility is it to accomplish this enhancement?
Who should retain the special inspector?

This presentation, providing 1 hour accredited CEU, will overview the concept of Special Inspections as provided by the IBC and it will address its application thus far. Drawing from a national practice, the presenter will overview the application of Special Inspections across the country in an effort to predict how this responsibility will impact our state in the future.

The Program will be presented by Terracon who’s Jackson office currently employs a staff of around 30 people, practices geotechnical, environmental, and construction materials engineering and testing. They also specialize in solid waste and landfill engineering services.
June Board Meeting Highlights

Date: June 7, 2011
Call to Order: Lantz Kuykendall, President called the meeting to order at 5:35 p.m.
Members present:
Lantz Kuykendall, President
Derrick Crews, President Elect
Brandt Schoenbeck, President Elect
John Murray, 2nd VP, House Committee
Betina Latiker, Secretary, Membership
Randall Lewis, Treasurer
Dennis Walters, Professional Director
Buddy Grantier, Professional Director
Dennis Walters, Professional Director
Rick Gaspar, Industry Director
Nick Gibson, Industry Director
John Dunaway, Editor
Paul Tauchar, Education Chair

Reviewed March meeting minutes

Committee Reports:
Treasurer’s Report: Randal Lewis, Board reviewed and discussed the reports. Motion to approve by Phil McDade, Seconded by John Murray. The Board voted unanimously to approve the Treasurer’s report for May.

Product Show: Derrick stated that Brandt has information pertaining to the 2012 Product Show. We need to start the plan process now. Brandt suggested decreasing the booth fees. Phil suggested giving those past exhibitors a special booth rate. This issue will be discussed at the next committee meeting.

Programs: Brandt reported that programs have been scheduled through September. Brandt also suggested using a standardized letter to inform monthly exhibitors about location, set up procedure, and fees
Editor: No Report
Membership: Betina reported that we are at 102 members with two new members.
Electronic Communications: No report.
House: John Murray thanked Sherwin Williams and Brandt for beverages at the Banquet. He also will email those with outstanding fees from the Awards Banquet and will mail the invoice for the monthly meeting fees. Phil mentioned that because of the elimination of Student Night those funds could be removed from the House budget
Certification: No Report
Education: No Report
Awards: Lacie Gibson, was not present but Nick Gibson reported that Awards night went well. Phil asked about the status of Institute awards.
Planning: No report.
Golf: Walt Wasson reported that the golf tournament was a success and profitable.
Academic Affairs: Jim Reed not present. There was no scholarship awarded this year.
Old Business:
Gulf States Region Leadership Meeting – The Chapter will be taking a bus to Nashville. Keith contacted the bus company for quotes. Randall will compile a budget for this event. We are looking at leaving August 11 at noon and returning August 14. The USM students may not be able to attend but have been invited.
ToP - Saturday, June 25, 2011 at 1pm. Directions to Lantz’s house will be provided. Derrick will be sending out the agenda soon.
Gulf States Region Conference 2012—Keith West is finalizing the event location. Lantz has Mockbee as a speaker and a downtown tour scheduled. We hope to have the registration forms ready by August to take to Nashville. We want every member involved in the Conference.

New Business:
Awards Banquet Location: See House report.
Bylaws: Changes discussed, tabled until ToP.
Transfer of Power Meeting: The event will be held Saturday, June 25, 2011 at 1pm. Lantz offered to host this year at his house.
GSR Retreat: This year’s retreat will be held in Jackson, June 18. John Dunaway will host the pre-retreat social on June 17 at his home.

Director’s Comments:
Phil McDade noted that this December will be the 45th Anniversary of the Mississippi Chapter CSI and suggested that we do something special at the Christmas celebration to commemorate this anniversary.

Adjourned Meeting at 6:30 p.m.
Prepared by
Betina Latiker, Chapter Secretary
Trustmark Park is not hard to find so come join us for some good programs, good camaraderie, and some good food. There’s easy access from either Highway 80 or Interstate 20. The park is between Childre Road and Bass Pro Drive in Pearl, MS., near the junction of I-55 and I-20 and it’s easy to spot the Bass Pro Shop landmark right off the interstate. The restaurant is on the southeast side of the park.

**Meeting Location**

Trustmark Park is not hard to find so come join us for some good programs, good camaraderie, and some good food. There’s easy access from either Highway 80 or Interstate 20. The park is between Childre Road and Bass Pro Drive in Pearl, MS., near the junction of I-55 and I-20 and it’s easy to spot the Bass Pro Shop landmark right off the interstate. The restaurant is on the southeast side of the park.

**July Anniversaries**

<table>
<thead>
<tr>
<th>Name</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charles Fore</td>
<td>11 years</td>
</tr>
<tr>
<td>Rick Gaspard</td>
<td>5 years</td>
</tr>
<tr>
<td>Jason Horne</td>
<td>13 years</td>
</tr>
<tr>
<td>Dwain Wood</td>
<td>8 years</td>
</tr>
</tbody>
</table>

Thank you for your membership in CSI. This is also a reminder that your membership renewal is due if your name is on this list, so please send in your renewal form or renew online ASAP to keep your membership current.

**Welcome New Members**

- Martha Dunlap, CSI
- Michael Johnson, CSI

Thank you for joining CSI.

**Fiscal Year Calendar**

**Monthly Meetings**

- **All Lunch meetings are held at Trustmark Park**
- **Wednesday, July 6, 2011, 11:30 AM**
- **Wednesday, August 3, 2011, 11:30 AM**
- **Wednesday, September 7, 2011, 11:30 AM**
- **Thursday, October 6, 2011, 6:30 PM**
  - Location to Be Determined
- **Wednesday, November 2, 2011, 11:30 AM**
- **December 8, 2011 - Christmas Party 6:30 PM**
  - Location to be Determined
- **Wednesday, January 4, 2012, 11:30 AM**
- **Wednesday, February 1, 2012, 11:30 AM**
- **Wednesday, March 8, 2012, 6:30 PM**
- **Wednesday, April 4, 2012, 11:30 AM**
- **Wednesday, May 2, 2012, 11:30 AM**
- **Thursday, June 7, 2012**
  - Annual Awards Banquet 6:30 PM
  - Location to be determined

**Monthly Board Meetings**

All Board Meetings are held from 5:30 PM until 6:30 PM at the AGC Building on Lakeland Drive

- **Tuesday, July 5, 2011**
- **Monday, August 1, 2011**
- **Tuesday September 6, 2011 TUESDAY**
- **Tuesday, October 3, 2011**
- **Tuesday, November 1, 2011 TUESDAY**
- **Monday, December 5, 2011**
- **Tuesday, January 3, 2012 TUESDAY**
- **Monday, February 6, 2012**
- **Monday, March 5, 2012**
- **Monday, April 2, 2012**
- **Monday, May 7, 2012**
- **Monday, June 4, 2012**
- **Saturday, June 30, 2012**
  - Transfer of Power Meeting
  - Location to be Determined

Please make a note of these dates and check the Chapter calendar for updates on our website at mississippi.csinet.org

**Gulf States Region Events**

- **Region Leadership Meeting**
  - August 12-13 Nashville, Tennessee
- **Mississippi Chapter Product Show**
  - February 23, 2012 Pearl, Mississippi
- **Gulf States Region Conference**
  - April 20-21 Jackson, Mississippi

**Construct 2011 / CSI Annual Convention**

September 13-16, 2011, Chicago, Illinois
Plan to attend Construct 2011 and the 55th CSI Annual Convention in Chicago, September 13-16, 2011 at McCormick Place, Lakeside Center! Construct is by far the premier commercial building event for architects, specifiers, engineers, facility managers, building owners, CSI members, project managers, general contractors, designers and thousands of diverse commercial, institutional and industrial building team professionals. Held in conjunction with the CSI Annual Convention, Construct offers accredited education and unparalleled networking. Explore the full exhibit hall floor offering the latest products, technologies, services and practical, real-world, commercial building solutions for the team that specs and sources building products.

This 2011 event is your most cost effective strategy for combining educational opportunities with product and service solutions for your business success. This event is dedicated to the institutional, industrial and commercial building industry. If you design, build, specify, engineer, renovate or operate in the built environment, this is your event.

Find hundreds of exhibitors with the newest trends and practices on the show floor and, with non-conflicting hours, attend the relevant accredited courses. The education program classes offer AIA/LUs, HSWs, SDs. Programs and special events include a complete CSI agenda, Technical Tours, the General Session with keynote, Cameron Sinclair, Architecture for Humanity, and more. Networking opportunities include the Welcome Reception, the CSI Gala and social events.

Register to attend when online registration opens in June for this power-packed event that has been designed to offer real world building solutions for you, the architect, specifier, engineer and the entire commercial building team. Construct is the only dedicated national event specifically designed to provide the commercial building team real-world, practical product and education solutions.

**GSR Leadership Conference**

Don’t miss the Gulf States Region Leadership Meeting in Nashville Tennessee on Friday, August 12 and Saturday, August 13, 2011. Please join Chapter members as we journey to Nashville to partake in this training geared to help to us all to be better CSI leaders.

**HOTEL INFORMATION**

Sheraton Nashville Downtown Hotel
623 Union Street
615.259.2000 or 1.800.447.9825
www.sheraton.com/nashvilledowntown

State that you are with “CSI”
Self parking $20.00/day (multiple in/outs OK)
All hotel reservations must be made by 7/13/11 in order to guarantee rates indicated.

Rates:
Single Occupancy: $129

The Nashville Chapter has planned special tours and events and we will receive member training that will enhance and improve our leadership skills. Officers and committee chairs are encouraged to attend as this will be your opportunity to meet your GSR counterpart as well as discuss ideas and plans with other Chapter leaders in the Gulf States Region.

A special Friday night treat will be a performance of the SpecTones, the Gulf States own Rhythm and Blues Band composed of John Dunaway—bass, Charlene Dunaway—vocals, Shawn O’Keefe, guitar, Brent Williams—drums and Darius Grimes—harmonica. Expect some surprise guests too, ’cause we love to jam.
Why Require Concrete Cylinders and Laboratory Stress Failure Tests?

1. Start with a copy of the soils tests, borings, boring depths and geo-technical engineers’ recommendations.

2. Review the structural foundation plan & obtain a copy that can be marked up.

3. On the foundation plan indicate what borings were taken, depth & soil types.

4. In the notes column (or clear area on the side) indicate if there was poor soil that was replaced and to what depth. If so obtain a copy of the compaction test from the contractor/geo-technical service. Staple report to plan sheet.

5. Review the specifications for testing services, poured in place concrete, reinforcing steel and any other related sections.

6. Review the specifications for termite treatment, depth, location, coloration.

7. When the contractor contacts you for a concrete pour indicate what the extent of the pour will be and review structural notes prior to going to the site.

8. When you are inspecting steel reinforcing pay particular attention to 7 things:
   a. How is the steel tied together? How many wraps were required?
   b. How is the steel rebar spliced/overlapped?
   c. Is the steel clean or does it have mud all over it? Make sure there is no OIL on it (prevents bonding with concrete). Rust is ok to some degree but is not preferred.
   d. How is the steel supported off of the ground, is the method acceptable according to the specifications, details and or notes?
   e. How is the steel supported vertically to be true & plumb? How is the contractor making sure it stays that way when they pour the concrete?
   f. Are the overall rebar elements relatively straight?
   g. Is there a moisture barrier installed? If so is it permeable, non-permeable? Is it required to be taped? Does it cover the entire area required? Are there any elements underneath that could cause punctures?

9. Make sure that the contractor has placed any plumbing sleeves or other necessary coordinating penetrations. Make sure that these have been approved by the structural engineer and are coordinated on the plans.

10. Inspect the formwork. IS it straight and true? Is it properly supported and does any excavation deeper than 4’-0” have a safe means of egress? If the foundation is deeper, how has the contractor provided for trench wall support to guard against collapse? How close will the concrete truck be allowed to come to the open area?

OSHA Excerpt 1926.651(c)(2)

Means of egress from trench excavations. A stairway, ladder, ramp or other safe means of egress shall be located in trench excavations that are 4 feet (1.22 m) or more in depth so as to require no more than 25 feet (7.62 m) of lateral travel for employees.

11. While the contractor is responsible for providing a safe work area you are still obligated morally/ethically to point out any unsafe condition you observe and document it. Report it to your firm.

12. Once the formwork and steel have been inspected then you are ready to pour concrete. Showing up to inspect the work when the concrete is scheduled to be there does not give the contractor time to correct deficiencies or give you time to do a detailed inspection.

Continued on page 8
13. Make sure to compare the steel rebar placement with the plans. Many times there are slight deviations which may or may not be acceptable.

14. When the concrete truck arrives write down the truck number and time it arrived. Also record its concrete pour start time and truck departure time. On large pours this can be critical if a truck has been on site too long. It is helpful to know where the truck is coming from. There is a basic rule of thumb that concrete should not set in a truck for more than 2 hours.

15. Record on the plan where the concrete was placed and how much was on the truck.

16. Indicate if the contractor is staging the pours and if keys or keyways are required and that the correct types are being used. Also indicate if bulkheads are being used and indicate them on the plans. These areas if done incorrectly can lead to water infiltration, structural deformation and other problems.

17. Record temperature and weather conditions.

18. Record how many personnel & who they work for on site. Also record equipment being used for concrete placement and if any type of curing methods or compounds are used.

19. Record any protection methods being used to protect just placed concrete from weather elements.

20. Photograph foundation trenches and forms prior to concrete placement.

This list is not all inclusive but is intended to serve as a starting point for the design professional and to instigate discussion of construction methodology and quality control difference in a successful project or legal woes.

John Murray, graduate of MSU in Architecture and currently a Project Administrator with Canizaro Cawthon Davis, has extensive experience in construction in Mississippi as well as construction service in the US Army where John gained international experience in construction administration.

Why don’t you write an Article?

Thank you John Murray for providing the timely and useful information for your fellow CSI members. These are great practices to follow. More of our experienced membership can do this too. It is through our members that valuable information is spread. CSI was founded on the principles of sharing information and ideas to improve the quality of what we do in the construction industry.

After all our mission statement is:

**Knowledge for Creating and Sustaining the Built Environment.**

We all have experiences we can share and knowledge we can hand down to others. Do you have some construction information you would like to share? Do you have check lists, ideas, means and methods that improve the delivery of your projects? Why not share that with other CSI members and let’s create our own Mississippi CSI forum for a construction knowledge base.

Let me hear from you soon.

Your Editor
John Dunaway, CSI, CCS, AIA
GSR Institute Director

Jimmy Lail, CSI
Tel: 423-468-2029
Email: jimmy@rainesbrothersinc.com

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The Mississippi Chapter of the Construction Specifications Institute
March Program
Special Inspections
Presented by
Terracon Consultants, Inc.

March 7, 11:30 AM
At the Farm Bureau Grill
At Trustmark Park

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Another Great Product Show!
A Message From the Mississippi Chapter President

C. Derrick Crews
CSI, CDT

Congratulations to everyone on your hard work and diligence in making the 2012 CSI Product Show a success. I would like to give special thanks to John Dunaway and Lantz Kuykendall for co-chairing the product show. John and Lantz stepped up without hesitation when our incoming president / product show chair took a job promotion and transferred outside of the area. I would also like to recognize John Murray (show coordination) Jim Vinson (food / 2012 Gulf States shirt advertising), Lantz (Lantz again for the ADA / building tour seminars, Walt Wasson (golf tournament promotion, front desk, etc.), Jeremy Dunaway (CSI booth, microphone, etc.) and USM CSI Student chapter / Doris Kemp......and again John Dunaway for being the mc and of course Charlene Dunaway behind the lens. I would also like to thank all the exhibitors and attendees who took their time and resources to spend the day at the Clyde Muse Center. I hope you were satisfied with the quality of seminars, networking opportunities, and venue / food offering the MS CSI Chapter organized that day.

Now, let’s turn the page and look as a chapter to focus our energy into the upcoming 2012 Gulf States Region Conference (Jackson, MS – Hilton/ County Line Rd) April 20-21.

Fortunately Keith West and Phil McDade are working behind the scenes and have that ball rolling down the hill at a good pace, but plenty of work still needs to be done which includes sponsorships and registration recruitment. Also, don’t forget to see Walt Wasson about the 2012 CSI Chapter golf tournament held in May at Lake Caroline.

Being in the commercial roofing business, I remain optimistic about 2012 given the mild winter and amount of rainfall we’ve had thus far. I don’t think there is a silver bullet out there for success this year. I believe it’s going to come from working harder and putting in more hours this year to maintain what you have. But that sure beats the alternative which could be not working or making a living in the construction industry at all.

Upcoming Events continued

May 15, 2012
10th Annual MS CSI Golf Tournament
This event was well attended last year and Walt Wasson hopes to again draw a crowd of golf enthusiasts to Lake Caroline. See registration form on page 6

Energy Facts and Tips
Americans collectively use an estimated 22% of the country’s energy in our homes. Leaky doors and windows, old leaky ductwork inefficient appliances or HVAC units cause most of this waste of energy for a homeowner.

Reduce your energy consumption and save money by trying some of these tips:

- Install a programmable thermostat
- Air dry dishes instead of using the dishwashers drying cycle
- Turn things off when you’re not using them
- Install window film especially on west or south facing windows
- Lower your thermostat on your water heater to 120 degrees.

Taking a “whole-house” approach to saving energy ensures that dollars you invest to save energy are spent wisely and will be recuperated quicker.

Paul Tauchar, CSI
Solar Control of Jackson

The Mississippi Chapter of the Construction Specifications Institute
March Program, Special Inspections, 1 hour CEU

This presentation will provide guidance on the administration and implementation of Special Inspections, per Chapter 17 of the 2006 International Building Code. Special Inspections is an enhancement of the traditional inspections and testing programs that come with Construction Materials Testing. Recognizing the need to support its member building departments across the US, the International Code Council (ICC) developed certification and accreditation programs to identify competent individuals and organizations that are able to perform Special Inspections. This presentation will identify the guideline criteria, testing methods and importance of these nationally recognized and growing procedures.

Bart Schreiner, P.E., Geotechnical and Materials Testing Department Manager for Terracon Consultants, Inc. in Jackson, will be presenting on this topic. Bart has practiced geotechnical engineering and construction materials testing for 15 years and has been involved with projects across Mississippi, Louisiana, Arkansas, Texas, Oklahoma and Tennessee. He has had extensive experience with oversight and management of quality control and quality assurance of construction projects and has been involved with review of field testing data and construction engineering as related to earthwork and concrete materials testing, as well as development of project specifications and drawings. Bart has experience with nuclear density testing; concrete compressive strength sampling and testing; asphalt sampling and testing; and reinforcing steel. Recent projects include:
Handy Hardware Warehouse in Meridian
PECO Food Mill facility in Lake
Masonite Industrial Plant expansion in Laurel
Oxford East Taxiway in Oxford
Stark Aerospace
Rankin County Juvenile Justice Center
North American Coal in Kemper County

New Member Welcome

Mississippi CSI wishes to welcome new member Daniel Mallett to our CSI family. Daniel is a member of the leadership team of Geothermal Energy Systems, Loop Tech International, and Purge Rite, a family of organizations that installs commercial geothermal heating and cooling systems. He has been mentored by his partners Russell Buras and Ralph Cadwallader, CEO and founder of LoopTech International and a 28 year veteran of the geothermal heating and cooling industry, who has commercially installed geothermal systems in 20 states and two foreign countries since 1984.
Their teams are recognized as leaders among industry professionals, offering services from design and specification assistance, complete hydronic system installation, flushing & purging, testing, and commissioning. They strive to provide value to their clients, including over100 K-12 education facilities, many federal, state, and local government facilities, and an array of private medical, office, retirement, and worship facilities. Team members realize that their clients are their source of referrals and future projects. Ensuring client satisfaction and exceeding client expectations related to energy savings, maintenance savings, and occupant comfort are the keys to the success of the organizations.
Daniel is a native of Mississippi, originally from Natchez, and currently resides in Madison, Mississippi. He is a graduate of Mississippi State University, and has years of executive, sales and leadership experience. He and his wife have a history of entrepreneurial ventures that focus on promoting the welfare of the state of Mississippi and its residents.
Find additional information at:
www_LOOPTech.net
www.PurgeRite.com

GeoThermal Energy Systems wins Best Booth at the 2012 CSI Product Show which gives them a free booth next year. Daniel had already decided that the Show was a good investment so we're glad GeoThermal was selected as the winner by the panel of judges.
The 2012 Mississippi CSI Product Show

Mississippi CSI wishes to express our sincere thanks to the following 2012 Product Show Exhibitors for their participation in the Show. We trust that you found the Show beneficial to your company and will return next year for the 32nd annual Mississippi CSI Product Show.

Exhibitors
ABT, Inc
Acme Brick
ACO Polymer Brick
Associated Architectural Products
Associated Office Systems
ATG USA
Avalone Architectural Specialties
Bencher South Marketing
Benjamin Moore
Block USA
Carlisle Syntec Systems
Coastal Corrosion Control, Inc.
Commercial Flooring Services
Colt Industries
Creative Windows and Doors
Creative Spaces
Curtis Stout, Inc.
Division 2-4
Duro-Last Roofing, Inc.
Farrell Calhoun
Falgoust
Garland Company
Geothermal Energy Systems
GM Horne
Grace Construction Products
Hafele America
IKON/Ricoh
Ingersoll Rand
Jackson Precast
Jefcoat Recreation and Construction
Pella
Kirby Building Systems
Ludowici
Old South
Outdoor Aluminum, Inc.
Premier Stone Services
Raynor Door
Schindler Elevator
Sherwin Williams
Smart Vent
Soprema
3M/Solar Control of Jackson
Tap Industries
Tnemec
Tri-State Brick
U S Gypsum
West Architectural Specialties
Product Show Sponsors
BPI
Wade Lunday/Firestone
Trespa
Friends of Chapter
GM Horne Company
Kirby Building Systems
Adam Evans Waterproofing

A letter from USM CSI

Dear Mississippi Chapter of CSI,
We would like to thank the Mississippi Chapter of the Construction Specifications Institute for giving the students and faculty of the School of Construction the opportunity to attend the ADA Standards Seminar and the 2012 Product Show. It was an exceptional experience for us and we value the knowledge and networking opportunities that were gained.

We would also like to thank a group of CSI professionals who are giving their time and effort to come to Hattiesburg on Friday night to conduct CDT study sessions. The presenters of the nine study sessions include:
Tom Clarke
Hal Brumfield
Phil McDade
Dennis Walters
Jeremy Dunaway
John Dunaway

The faculty and students in the School of Construction at the University of Southern Mississippi are very grateful and fortunate to have the support of the Mississippi Chapter of CSI. Your time, expertise, and support are instrumental in developing the future professionals of the construction industry.

Sincerely,
Doris A. Kemp
USM-CSI Faculty Advisor
Victor Evans
USM-CSI Student Chapter President
The Gulf States Region CSI Conference

Don’t miss the 2012 Gulf States Region Conference in Jackson, Mississippi on April 20 and 21, 2012. Look for great deals on excellent accommodations at only $99 per night at the Hilton Hotel, a beautiful and conveniently located facility. The Hilton has an inviting lobby with plenty of room for congregating as well as Fitzgerald’s bar, pictured below, located just off the lobby.

We have planned unique and interesting Education Sessions where you can earn 5 hours of AIA approved credit. We have secured Mississippi’s authority on construction law, David Mockbee, to present “Walking the Plank, You Will Get Wet” a relaxed but serious discussion of Contract Liability Considerations from the architects and non-architects perspective. Darius Grimes, Disaster Smart Consulting Inc., will present “Building Stronger, Safer, and Smarter” which will cover building topics related to FEMA guidelines. Andy Young, Pearl River Glass Studio, will present “Trends in Architectural Art Glass.

We’ve planned a fabulous Friday Night Party with blues performed by the Bluesinators, featuring John and Charlene Dunaway, Joey Orr from our Chapter, with other special GSR musical guests. The party will be at Burgers and Blues just blocks from the hotel with shuttle service provided. This local blues hotspot is Jackson’s newest blues club and features great hamburgers, wraps, and other casual fare and served up with southern hospitality by the friendly staff. Join us at this great “family atmosphere” restaurant for fun on the deck with the band and your fellow GSR members.

The Spouse Tour will incorporate local culture, history, art, food, and music into a fun-filled day beginning in the Downtown and Belhaven Districts and then ending up in the Fondren area. The Belhaven area of Jackson was the home of literary great Eudora Welty, now housing the Eudora Welty Foundation museum.

Kathryn Stockett, a native of Jackson, used the Greater Belhaven neighborhood extensively for the setting of her bestselling novel, The Help. Much of the movie was filmed here as well. The Municipal Art Gallery and Pearl River Glass studio are located in the Belhaven area too. Adjacent to Belhaven is Jackson’s historic Fondren Arts District, also included in "The Help". Unique restaurants and stores combine to create a vibrant place to shop, play, and dine! All this and more will be included in the day long spouse event.

The Annual Awards Banquet recognizes the efforts and accomplishments of our dedicated CSI Region Members so the Banquet Committee is committed to preparing a setting and a program to honor our most deserving. Catering at the Hilton is great so you won’t be disappointed with the food. The venue’s stage is a perfect setting for award presentations and photographic opportunities.

Visit gulfstates.csinet.org for more detailed information on the GSR Conference events, registration form, as well as sponsorship opportunities.
SPONSORS

☐ Lunch & Beverage Sponsor: $300.00
   includes space for a table top display, a hole sponsor sign & golf for 1 player.

☐ Hole Sponsor: $150.00

☐ Gift Sponsor
   Hats, bags, towels, shirts, clubs, etc.

PLAYERS

☐ Team: $425.00
   includes lunch, beverages, golf for 4 players, 4 mulligan booklets & a hole sponsor sign.

☐ Player: $100.00
   includes lunch, beverages & golf for 1 player.

☐ Mulligan Booklets: $10.00 each
   Sold on site & includes 2 anytime mulligan’s and 1 putting mulligan.

Sponsor Name:________________________________________________________
Contact: ____________________________________________________________
Address: ____________________________________________________________
Phone #: Office __________________________ Cell __________________________
Email Address: ______________________________________________________

TEAM INFORMATION

Player Name Handicap Company Phone #
________________________________________________________
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February Board Meeting Highlights

Date: February 6, 2012

Call to Order: Derrick Crews, President, called the meeting to order at 5:40 p.m.

Members present:
Derrick Crews, President
John Murray, 1st VP, Programs
Jim Vinson, 2nd VP, House Committee
Randall Lewis, Treasurer
Paul Tauchar, Secretary
Dennis Walters, Director
Michael Triplett, Director
Nicholas Gibson, Director
Phil McDade, Director
John Dunaway, Publications
Keith West, Region Conference Chairman

The Board reviewed and approved previous meeting minutes

Treasurer’s Report: Presented by Randall Lewis, the Report was discussed and approved by board.

Committee Reports:

Product Show: John Dunaway reported 39 booth signed contracts and 45 committed. Our goal is 50 booths. An email invite form has been sent to everyone. Send it out and get attendance up. John Murray handling booths, Lantz handling Seminars, Jim Vinson handling catering, Paul handling CSI booth, Lacy handling booth trophies. We will need volunteers for registration desk, name tags, etc.

Programs: March program scheduled and is working on April and May. John made a motion for dues to stay same this next year as they are this year per the request of Randall Lewis. Phil seconded and vote was approved. John made mention-reminder that there are vacancies that need to be filled and we have elections in April. Heads up nominating committee.

Membership: Paul Tauchar reported that we continue to get more members than we lose. Please bring a guest and reach out to potential new members.

Electronic Communications: Randall Lewis is working on updating website regarding special events and conferences. Check out our website if you haven’t lately. The Product Show registration form is on the web and the Region conference registration form will be on the site soon.

Editor/Publications: John encourages the members to write articles and submit to him each month. Paul challenged each CSI member to write at least one article and submit to John so he will have a pool of articles to choose from each month. Write something, even if it is a fun fact or blurb of worthwhile information that John can use as “filler” in the newsletter. Make the content yours, something that will benefit the members.

Technical: Tom Clarke sent report reminding members of time and place of Spec Heads meetings.

Awards: Nick Gibson, reported for Lacie: Deadlines approaching. Any recommendations for awards should be given to Lacie asap.

Certifications: Dennis Walters reported that CDT study sessions started this past Friday night in Hattiesburg. There are 16 students signed up for the CDT test. 6 USM AET students showed up last Friday night. Teachers are: Tom, Hal, Phil, Dennis, Jeremy, and John Dunaway. Dennis made suggestion to change the certification budget amount $600 from what we originally approved $300 due to increased costs of books needed. Derrick made motion to change this and Phil seconded. Vote taken and motion passed.

Golf Committee: Walt Wasson absent but sent report that the Golf outing is set for May 15, 2012 at Lake Caroline. More details to follow.

House: Jim Vinson reported that volunteers are needed for the hospitality suite at the region conference-email Jim if you are interested.

Region Conference: Keith reported that plans are moving forward for the Region Conference to be held in Jackson on April 20 and 21. Volunteers needed for event. Working on budget and sponsorships for conference.

Next Meeting: Monday, March 5, 2012 at 5:30 pm at the AGC offices

Adjourned Meeting at 6:45pm.

Prepared by: Paul Tauchar, Secretary
Trustmark Park is not hard to find so come join us for some good programs, good camaraderie, and some good food. There’s easy access from either Highway 80 or Interstate 20. The park is between Childre Road and Bass Pro Drive in Pearl, MS., near the junction of I-55 and I-20 and it’s easy to spot the Bass Pro Shop landmark right off the interstate. The restaurant is on the southeast side of the park.

March Anniversaries
Melinda Kenning 9 years
Lantz Kuykendall 22 years
Michael McBride 8 years
Larry McLeod, 2 years
Chuck Smith 7 years
Robert Zander 18 years

Thank you for your membership in CSI.
This is also a reminder that your membership renewal is due if your name is on this list, so please send in your renewal form or renew online ASAP to keep your membership current.

Durolast (above) 2nd place and Creative Spaces (to left) 3rd place booth awards. Better luck next year guys. Great booths!

Fiscal Year Calendar

Monthly Meetings
All lunch meetings are held at Trustmark Park
Wednesday, March 7, 2012, 11:30 AM
Wednesday, April 4, 2012, 11:30 AM
Wednesday, May 2, 2012, 11:30 AM
Thursday, June 7, 2012
Annual Awards Banquet 6:30 PM

Monthly Board Meetings
All Board Meetings are held from 5:30 PM until 6:30 PM at the AGC Building on Lakeland Drive
Monday, March 5, 2012
Monday, April 2, 2012
Monday, May 7, 2012
Monday, June 4, 2012
Saturday, June 30, 2012
Transfer of Power Meeting
Location to be Determined

Please make a note of these dates and check the Chapter calendar for updates on our website at mississippi.csinet.org

Other Chapter Events

Mississippi Chapter Golf Tournament
May 15, 2012
Lake Caroline Golf Course
Contact Walt Wasson for more information about the Golf Tournament. See registration form on page 6.

Gulf States Region Event
Gulf States Region Conference
April 20-21, 2012
Jackson, Mississippi
Hilton Hotel
Contact Keith West for more information.
See article on page 5.
Visit gulfstates.csinet.org

See contact information for Board members and Committee Chairs on page 9
## GSR Institute Director

**Jimmy Lail, CSI**  
Tel: 423-468-2029  
Email: jimmy@rainesbrothersinc.com

## Gulf States Region Leaders

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**Gulf States Region Vice President**  
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**Past President:**  
Floyd Sterling, CDT  
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<thead>
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<td><a href="mailto:tclarke@dalepartners.com">tclarke@dalepartners.com</a></td>
</tr>
<tr>
<td>Electronic Communication</td>
<td>Randall Lewis, CSI, AIA</td>
<td>601-948-4601</td>
<td><a href="mailto:rlewis@jharchitects.com">rlewis@jharchitects.com</a></td>
</tr>
<tr>
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<td>601-948-7337</td>
<td><a href="mailto:john@ccdarchitects.com">john@ccdarchitects.com</a></td>
</tr>
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<td><a href="mailto:mjsjackson@bellsouth.net">mjsjackson@bellsouth.net</a></td>
</tr>
<tr>
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<td>601-607-7933</td>
<td><a href="mailto:elk@fergusonassociates.com">elk@fergusonassociates.com</a></td>
</tr>
<tr>
<td>Certification</td>
<td>Dennis Walters, CCCA</td>
<td>601-878-0631</td>
<td><a href="mailto:dwalterscbbc@yahoo.com">dwalterscbbc@yahoo.com</a></td>
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<tr>
<td>Planning</td>
<td>Lantz Kuykendall, CDT, AIA</td>
<td>601-607-7933</td>
<td><a href="mailto:elk@ferguson-architects.com">elk@ferguson-architects.com</a></td>
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<tr>
<td>Advisor to the Board</td>
<td>Keith West, CCPR</td>
<td>601-853-9908</td>
<td><a href="mailto:keith@westarchspec.com">keith@westarchspec.com</a></td>
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</tbody>
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May Program
How to Keep Door Hardware Code Compliant
Presented by
Belcher South Marketing

May 2012
Lunch Meeting
Wednesday
May 2, 11:30 AM
At the
Farm Bureau Grill
At Trustmark Park

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Region Vice President Page 2
Program Information Page 3
Region Conference Page 4-5
Annual Golf Tournament Page 6

The 2012 Gulf States Region Conference
A Message From Your Region Vice President

OH YEAH! That’s me, your Editor. As we move into a new fiscal year I have many hats to wear but you can rest assured that your editor is steadfast in his support of the Mississippi Chapter and disseminating information to its members. As we move forward with our Gulf States Region plans they also intersect with our Mississippi Chapter plans. Coming up on June 1 is the GSR Retreat where our Region officers and chairs get together to prepare for the new fiscal year which begins on July 1. The Mississippi Chapter has been the host for many of these planning sessions as we are close to the center of the Region and therefore and easy drive for most members. But we are also the Hospitality State and have made a name for our Chapter as the gracious host of this event. Why not step forward and see what you can do this year to welcome our out of town guests and make their stay with us both productive and fun? Call Keith West to see what you might can do to help.

I also need your help as we move forward with our plans for the Region. I remember the days when I stood in the back of the room wondering just what CSI was all about. After getting involved I found out what a rich and rewarding experience getting involved could be. You too could reap the benefits of service to CSI. Please feel free to approach me to offer advice and service. I want to bring honor to the Mississippi Chapter during my service as President of the Region which begins on July 1. So how can you help? Be active in your Chapter and offer your assistance to our Chapter leaders. Those of us holding dual roles can in turn have more time to devote to Region duties. Our own Lantz Kuykendall will be serving as Region Awards Chair and Mississippi Chapter President so ask him how you can help. Send me an article for the Newsletter and share your knowledge and expertise with other Chapter members. Randall Lewis will be serving as our Chapter Treasurer, Electronic Communications Chair and GSR Treasurer. We are stretching ourselves thin so we want and need all our Chapter members to help so that the Mississippi Chapter remains strong and vibrant.

Ask what YOU can do to help your Chapter!

Upcoming Events

August 10 and 11, 2012
Gulf States Region Leadership Meeting
Chattanooga, Tennessee
This event offers training for new leaders.

September 11-16, 2012
Construct 2012 and the CSI Annual Convention
Phoenix, Arizona

May 15, 2012
10th Annual MS CSI Golf Tournament
This event was well attended last year and Walt Wasson hopes to again draw a crowd of golf enthusiasts to Lake Caroline. See registration form on page 6.

June 2, 2012
Gulf States Region Leader Retreat
Jackson, Mississippi
Region leaders meet in Jackson to plan the coming fiscal year starting July 1.

June 4, 2011
Annual Awards Banquet
The Banquet will be held at the lovely Pan Asia restaurant at 720 Harbour Pointe Crossing Ridgeland, Mississippi. The atmosphere at this location is excellent, the meeting room is perfect for the event, and the food is fabulous. The Chapter was here last year and was very pleased with the quality of food and service. Please be sure to be there to honor your fellow Chapter members who gave of their time to serve our Chapter. Look for more information in the June Speculator but mark your calendar now to attend this most important event.
May Sponsor

Stanley Security Solutions designs and builds programs that align with and add value to your organization’s approach to managing security. This is done through a wide range of services designed to address a variety of security product needs including mechanical access, electronic access, CCTV surveillance, and automatic personal security.

Deploying the right service solution is as important as your security system's initial design and installation. Implementing an effective service solution will enhance your system's performance and provide for a greater return on your investment while supporting your business and optimizing your equipment's life-cycle performance. Stanley Security Solutions will review a variety of criteria such as available project funding, acceptable risk levels, and ongoing lifecycle maintenance costs to ensure that your service solution matches your budget and security needs.

Consultative Services

Highly trained industry professionals offer an array of consulting services including site surveys, specification writing, owner specification manuals, application engineering, software development, and life safety compliance audits.

May Speaker

Rodney Belcher, AHC, CSI, CDT has 30 Years experience in the Door and Hardware Industry. Rodney began his career as an employee with a Birmingham door hardware distributor in 1979. Rodney learned all segments of the distribution business including project management, sales and consulting. He became a member of the Door and Hardware Institute (DHI) and earned his Architectural Hardware Consultant certification in 1987.

After many years learning all facets of the door hardware business at the distribution level Rodney took a position with Best Lock Company promoting hardware distributors and providing hardware consultation for design professionals in doors and door hardware.

He later transitioned to C & T Associates becoming an independent manufacturer’s representative where he was responsible for multiple door and hardware lines in the Southeast region.

Rodney came back to Best lock Company first as an employee and eventually as owner of his own independent representative agency (Belcher South Marketing) after Stanley Works purchased Best Access Systems and Precision Hardware.

Rodney is currently a member of the Birmingham Chapter of CSI.

Today Belcher South Marketing represents several major product lines related to commercial door hardware and specialty items related to the building industry. (www.belchersouth.com).

May Program

How to Keep Door Hardware Code Compliant

The program reviews the procedure for developing a Finish Hardware Specification. Included are the required plan sections, Code/Reference resources and their requirements, and the opening components required to conform to the Codes.

You will have the opportunity to develop a basic understanding of:

- The Architectural Hardware Consultant's process and the material they require.
- Identifying available industry resources, codes, and standards affecting your projects.
- Learning how to use these resources in the development of a Door Hardware Specification.
- Recognizing what opening components are required to comply with the Building Code.

1 hour HSW credit
Charlene Dunaway was honored for her dedication to the Gulf States Region by being elected an Honorary Member by the Gulf States Region Board of Directors.

The Region’s Highest Honor!

The highlight of the 2012 Awards Banquet was the presentation of the Robert V. Bishop Award to our own Keith West, CSI, CCPR. Keith’s contributions to the Mississippi Chapter, the Gulf States Region, and to the Institute were all factors in him receiving the Region’s highest honor. This award can only be bestowed on one individual a year who is elected by the Robert V. Bishop committee. Keith’s dedication and leadership have had a profound and positive affect on the Gulf States Region and the Mississippi Chapter congratulates him on this award which he truly deserves as one of the Region’s best.
Gold Sponsors

Silver Sponsors

Friends of CSI

BPI
JOHNS MANVILLE
SOPREMA
Central Building Consultants, LLC
Safe-Tech South
SPONSORS

☐ Lunch & Beverage Sponsor: $300.00
   includes space for a table top display, a hole sponsor sign & golf for 1 player.

☐ Hole Sponsor: $150.00

☐ Gift Sponsor
   Hats, bags, towels, shirts, clubs, etc.

PLAYERS

☐ Team: $425.00
   includes lunch, beverages, golf for 4 players, 4 mulligan booklets & a hole sponsor sign.

☐ Player: $100.00
   includes lunch, beverages & golf for 1 player.

☐ Mulligan Booklets: $10.00 each
   Sold on site & includes 2 anytime mulligan’s and 1 putting mulligan.

Sponsor Name: ____________________________
Contact: ____________________________
Address: ____________________________
Phone #: Office ____________________________ Cell ____________________________
Email Address: ____________________________

TEAM INFORMATION

Player Name Handicap Company Phone #
____________________ ___________ ____________________________ ____________________________
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The Mississippi Chapter of the Construction Specifications Institute
April Board Meeting Highlights

Date: April 2, 2012

Call to Order: Lantz Kuykendall, President Elect, called the meeting to order at 5:40 p.m.

Members present:
Lantz Kuykendall, Past President
John Murray, 1st VP
Jim Vinson, 2nd VP, House Committee
Randall Lewis, Treasurer
Dennis Walters, Director
Walt Wasson, Director
Nicholas Gibson, Director
Phil McDade, Director
Keith West, Region Conference

The Board reviewed and approved previous meeting minutes. Phil McDade a made motion to accept meeting minutes, Dennis Walters seconded.

Treasurer’s Report: Presented by Randall Lewis, the report was discussed and approved by the board. John Murray made a motion to accept the treasurers report, Jim Vinson seconded

Committee Reports:
Product Show: John Murray reported that there are currently twelve vendors who have committed to next year’s product show.

Programs: John Murray reported that the program for the May meeting is being presented by Rodney Belcher with Stanley Security Solutions. The topic is “How to Keep Your Door Hardware Code Compliant.” There is not a June program scheduled as that is our Awards Banquet which will be held at PanAsia.

Membership: Paul Taucher not present, no report.

Electronic Communications: Randall Lewis reported that conference information is posted and Paypal account up and running. Working on getting Chapter Golf Registration form posted and ready to go.

Education: Lantz reported that we were all set for the Seminars for the Gulf States Region Conference.

Technical: Tom Clarke was not present, reminder that there would be no meeting in April.

Awards: Nick Gibson present, no report.

Certifications: Dennis Walters reported that the CDT instruction at Southern is going well and has 5-8 people at each study session.

Golf Committee: Walt reported on team numbers, discussed composition of teams, payments, and budget.

House: Jim Vinson reported on the arrangements for the Hospitality Suite for the Gulf States Region Conference.

Nominating Committee: John Murray reported that the new slate of Officers were established and committee assignments have been made.

Region Conference: Keith West reported that the cut off for room reservations was extended and that there was still need for sponsors of all levels. A committee meeting will be held next week.

All necessary arrangements have been finalized.

New Business: The nomination for Randall Lewis for Region Treasurer was brought to the board and approved unanimously. A formal letter will be forwarded to the Region Vice President for his consideration at the upcoming conference.

Director’s Comments: Phil McDade reminded everyone about submitting a candidate for the Chapter’s Outstanding Member of the Year Award.

Next Meeting: May 2, 2012 at 5:30 pm at the AGC offices.

Phil McDade made a motion to adjourn the meeting which was seconded by Dennis Walters. Meeting adjourned at 6:30 p.m.

Prepared by: John Murray

The Mississippi Chapter of the Construction Specifications Institute
Fiscal Year 2013 Officers

The Mississippi Chapter elected officers at the April Meeting for Fiscal year 2012 - 2013 which begins July 1, 2012. The following is the list of individuals who will be serving the Mississippi Chapter starting July 1, 2012. Be sure to see what you can do as a committee chair or committee or task team volunteer to assist these dedicated individuals.

President - Lantz Kuykendall
President Elect - John Murray
1st Vice President - Paul Taucher
2nd Vice President - Dennis Walters
Secretary - Betina Latiker
Treasurer - Randall Lewis
Director - Phil McDade
Director – Jim Vinson
Director – Michael Triplett
Director – Walt Wasson
Director – Joey Orr
Director – Nick Gibson

Fiscal Year Calendar

Monthly Board Meetings
All Board Meetings are held from 5:30 PM until 6:30 PM at the AGC Building on Lakeland Drive
- Monday, May 7, 2012
- Monday, June 4, 2012
- Saturday, June 30, 2012
Transfer of Power Meeting
Home of Paul and Cindy Tauchar

Please make a note of these dates and check the Chapter calendar for updates on our website at mississippi.csinet.org

Other Chapter Events

Mississippi Chapter Golf Tournament
May 15, 2012
Lake Caroline Golf Course
Contact Walt Wasson for more information about the Golf Tournament. See registration form on page 6.

Gulf States Region Events

Gulf States Region Leader Retreat
June 2 and 3, 2012
Jackson, Mississippi

Gulf States Region Leadership Meeting
August 10 and 11, 2010
Chattanooga, Tennessee

Visit gulfstates.csinet.org

See contact information for Board members and Committee Chairs on page 9

The Mississippi Chapter of the Construction Specifications Institute
GSR Institute Director

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Tel: 423-468-2029
Email: jimmy@rainesbrothersinc.com

Gulf States Region Leaders

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Tel: 615-399-5275
e-mail: kevin@tlarchitects.com

Gulf States Region Vice President
John Dunaway, CSI, CCS, AIA
Tel: 601-948-7337
Email: john@ccdarchitects.com

Past President:
Floyd Sterling, CDT
Tel: 318-226-0056
Email: fsterling@shreeland.com

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Institute Website: csinet.org
GSR Website: csiwse.org
Chapter Website: http://mississippi.csinet.org/

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F/Y 2011-12 Committee Chairs

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Programs John Murray, CSI
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Certification Dennis Walters, CCCA
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Planning Lantz Kuykendall, CDT, AIA
601-607-7933 elk@ferguson-architects.com
Advisor to the Board Keith West, CCPR
601-853-9908 keith@westarchspec.com

The Mississippi Chapter of the Construction Specifications Institute

Page 9
### Trends in Architectural Art Glass

Pearl River Glass Studio, Inc. has been developing a portfolio of applications for architectural art glass in new construction. Andrew Young, owner of PRGS, past president of the Stained Glass Association of America, and recipient of the Governor’s Award for Excellence in the Arts for Artistic Achievement, will explain the process of these new technologies and show examples of installed work. Included in the discussion will be considerations for artificial lighting and restoration versus repair of antique stained glass windows.

Participants will learn about:
- Lamination of art glass and supply in insulated glazing panels
- Technical considerations for installation of architectural art glass
- Artificial lighting of stained glass and architectural art glass
- New applications for architectural art glass

Since establishing Pearl River Glass in 1975, Andrew has always been one of the forerunners in stained glass innovation, pioneering such techniques as fused glass in leaded windows and using the time-honored technique of acid etching in new and modern ways.

### Building Stronger, Safer, and Smarter

Darius H. Grimes, CRC, CSI, CDT has a 25 year career in manufacturing, distribution and construction with a talent for complex design and innovative solutions. His construction industry contributions, which are based on a well developed consultative approach reflecting years of experience and engineering understanding, have earned him national industry recognition.

This seminar will include a discussion of the President’s Policy Directive on National Preparedness requiring building codes to add mitigation retrofits and enhancements specific to local hazards. Darius will look back at historical damages from storms noting that 2011 was the most costly year for hail, thunderstorm, hurricane, and tornado damage on record yet and the trend from 1998 forward is increasing. Other topics covered include the Coastal Recovery Commission - Roadmap to Resiliency, Why commercial building and businesses sustain lower general losses, Why windstorm is not just a coastal issue anymore, a video from the Hurricane Research Center of full scale homes being tested to determine the effects of wind, water, and wildfire, and a look at state building codes and the new IBHS Study Ratings for state building codes in hurricane prone regions from Maine to Texas.

### Walking the Plank, You Will Get Wet

David Mockbee is the president of Mockbee Hall & Drake, P.A. He earned a J.D. with honors from the University of Mississippi in 1974. He is a U.S. Army Reserve veteran who has reached the rank of captain.

He has been successfully practicing law for over 36 years and is an American College of Construction Lawyers Fellow. Mr. Mockbee is considered by many to be the foremost authority on Mississippi construction law. David is an Adjunct Professor at Mississippi State University School of Architecture teaching legal aspects to fifth-year students and is General Counsel for the American Subcontractors Association of Mississippi. He has published many books and papers on construction law.

This seminar will discuss contract liability considerations for not only the architect but the other players involved in contracting and construction. Included will be the legal perils found in such construction related documents as AIA Owner-Architect Agreement, Owner-Contractor General Conditions, Contractor-Subcontractor Agreement, Purchase Orders, Plans and Specifications, and Instructions to Bidders. Other topics covered will include the Contractor/Sub/Supplier relationship, Bidding, as well as Construction Administration topics such as Substitutions, Or Equals, Submittals, Defaults, Warranties, and Safety.

---

**Seminar Schedule and credits:**

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<td>12:00 - 1:00</td>
<td>Trends in Architectural Art Glass</td>
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Seminars will be held in the Hilton Amphitheater Room, shown at right, with luxurious seating, unobstructed views, modern A/V equipment and granite writing surfaces.
# House Budget FY2013

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**FY12 Annual Paid amount was $150.00**

**FY13 Annual Paid amount $180.00**

- **Impact of non-paying attendees**
  - average 5 comps x 7 meetings @ 13.83 = 484.05  
  - * December monthly meeting can be pot luck at someone's house

- **Impact of Guests**
  - (8 @ 13.83 = $109.04) + (7 @44.19 = $309.33) = 419.97

- **Impact of Annual Paid amount**
  - $25.00 @ 8 = $200

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<tr>
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<tr>
<td>Robert V.M. Harrison</td>
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</tr>
<tr>
<td>Robert V.M. Harrison</td>
<td>Robert V.M. Harrison</td>
</tr>
</tbody>
</table>

- in 2010 we had 28 annual paid members
- in 2011 we had 14 annual paid members
- in 2012 we had 8 annual paid members
- average number of comped meals - approximately 15 annually
- visitors - approximately 15 annually
- only 4 people made every meeting last year

* Member emeritus  Fellow of the Institute:  
  - Robert V.M. Harrison
  - Immediate Past Pres.
Remit To:
Mississippi Chapter
The Construction Specifications Institute
P.O. Box 321327
Flowood, MS 39232

Bill To: (type or print)

INVOICE #

Date

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Education Seminars Fiscal Year 2013(7/1/12 - 6/30/13)</td>
<td>$210.00</td>
</tr>
<tr>
<td>Discount for Annual Payment</td>
<td>-35.00</td>
</tr>
</tbody>
</table>

Total Due: $175.00

We thank You for your continued support of our chapter.

Randall Lewis, CSI, AIA
Mississippi Chapter Treasurer
**Remit To:**
Mississippi Chapter  
The Construction Specifications Institute  
P.O. Box 16554  
Jackson, MS 29236-6554

**Bill To:**
Walt Wasson, CSI  
Commercial Sales Representative  
Ash Grove Packaging

INVOICE # 001

**Date**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>April Seminar Sponsorship for CSI/AIA Continuing Education</td>
<td>$150.00</td>
</tr>
</tbody>
</table>

**Total Due:** $150.00

We thank You for your continued support of our chapter.

Randall Lewis, CSI, AIA  
Mississippi Chapter Treasurer

The Construction Specifications Institute  
Knowledge for Creating and Sustaining the built Environment
Mississippi CSI Board Meeting Agenda
Date: Monday – May 7, 2012  Time 5:30-6:30

Call to Order  Derrick Crews
Board approval of previous meeting minutes

Treasurer’s Report  Randall Lewis

Committee Reports

Standing Committees
Product Show  John D / Lantz
Programs  John Murray
Editor/Publications  John Dunaway
Membership  Paul Tauchar
Electronic Communications  Randall Lewis
House  Jim Vinson
Certification  Dennis Walters
Education  Lantz Kuykendall
Technical  Tom Clarke
Awards  Lacie Gibson
Planning  Lantz Kuykendall
Academic Affairs  Jim Reed
Golf  Walt Wasson

Old Business
Elections
Gulf State Region Conference Re-Cap

New Business
Annual MS CSI Golf Scramble May 15th
MS CSI Chapter Awards Banquet June 7th
MS CSI Chapter Transfer of Power June 30th

Directors’ Comments
Phil McDade
Dennis Walters
Michael Tripplett
Walt Wasson
Nicholas Gibson
Joey Orr

Remarks for the good of the Chapter

Adjourn

Notes:  

Officers and Directors
Derrick Crews, President
Brandt Schoenbeck, President Elect
John Murray, 1st Vice President
Jim Vinson, 2nd Vice President
Paul Tauchar, Secretary
Randall Lewis, Treasurer
Lantz Kuykendall, Past President

Phil McDade, Director
Dennis Walters, Director
Michael Tripplett, Director
Walt Wasson, Director
Joey Orr, Director
Nicholas Gibson, Director

Quorum: 7 total
Others in attendance:
Mississippi CSI Program Requirements

Presenters wishing to provide Programs for Mississippi CSI lunch meetings shall conform to the following rules and regulations. Prior to scheduling a monthly program for the Mississippi Chapter CSI the presenter must provide to the Programs Chair the following:

1. Program fee check for $150 or notification that fee has been paid on the Chapter website’s PayPal account.
2. Outline and/or synopsis which indicates the program title, learning objectives, and other relevant data about the program including the AIA accreditation number. This information must have been supplied to AIA to receive the accreditation. The program will count for 1 hour credit and will be designated as HSW and/or SD credit. Programs that are not accredited by AIA will not be considered.
3. Speaker’s biography. 100 words +/- indicating the speaker’s credentials and knowledge of the topic to be presented. Presenter’s company history, education, experience, and other relevant information may be included.
4. Information indicating the sponsor company’s products, services, history, capabilities, and other relevant company information.
5. Cover Photograph and other relevant images. If provided, the Speculator editor will use these photographs to assist in marketing and promoting the program and the sponsoring company.

Until these five (5) criteria are met a meeting will not be scheduled. A typical Program page will be sent to the provider to indicate the efforts the Mississippi Chapter will make regarding promoting the presentation and the sponsoring company. It is preferable that the information provided to the Mississippi Chapter’s Program Chairman fit this page format.

Notes:
1. The program shall be approximately 50 minutes long so that the participants will have time to visit with the presenter prior to leaving the meeting. In no case will the presenter be allowed to go beyond the designated 12:00-1:00 time period.
2. The Speaker shall provide CES registration forms at the meeting and record learning units with AIA. Not all CSI members requiring continuing education are AIA members so we also ask that Certificates of Completion be provided to all that request one.
3. Canned A/V programs are unacceptable. The presenter may use pre-recorded video clips and other means to present the data but participants should not be subjected to a 40-50 minute long video they are required to watch.
4. Sales promotions. The program must be generic in nature and not a “sales pitch”. Since the presenter is also the Sponsor; sales information will be published in the Chapter Newsletter “The Speculator” one week prior to the meeting and a table top will be provided at the meeting for use by the presenter to display products and services the company wishes to promote. Participants will be encouraged to visit with the program provider after the meeting.
Feb. 21, 2013

Product Show Meeting Agenda

Review responsibilities:

(1) Vendors - JM / All notified of booth assignments and vendor letters sent.
(2) Food - head count verification and cocktail tables (Dennis) Set-up times
(3) Seminars - Michael - head count
(4) Registration - Who is manning table at 7:15/ 10/12/2?
(5) Name Tags - Phil - Vendors
    - Seminars
    - Product Show
(6) Booth Awards - Lacie G
(7) Booth Judges - Paul T. - 2 judges begins at 9:30 during Vendor meeting
(8) Prize awards - Randall
(9) Sponsors -
(10) Slide Show - John M.
Day of Show Schedule:

6:30   Arrival
7:00   Food, coffee and beverages set-up
7:15   Registration for Seminars
7:30   Product Show Booths Set-up
8:00   Session "A" Seminars start
9:30   Vendor Booth Meeting / Judging
10:00  Product Show starts
11:00  1st Prize awarded (Kindle)
11:30  Lunch starts
1:00   Lunch ends
1:55   Cash award Announced
2:00   Product Show Ends / Session "B" Seminars start
2:00   Booth tear down
5:00   Session "B" Seminars end
Parliamentary Procedure for Meetings

*Robert's Rules of Order* is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. *Robert's Rules* will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of *Robert's Rules*, used by most organizations:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that......") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)

2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.

3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.

4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.

5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.

6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.

7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

**Note:** If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)
Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using Robert's Rules is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

**Tips in Parliamentary Procedure**

The following summary will help you determine when to use the actions described in Robert's Rules.

- A main motion must be moved, seconded, and stated by the chair before it can be discussed.
- If you want to move, second, or speak to a motion, stand and address the chair.
- If you approve the motion as is, vote for it.
- If you disapprove the motion, vote against it.
- If you approve the idea of the motion but want to change it, amend it or submit a substitute for it.
- If you want advice or information to help you make your decision, move to refer the motion to an appropriate quorum or committee with instructions to report back.
- If you feel they can handle it better than the assembly, move to refer the motion to a quorum or committee with power to act.
- If you feel that there the pending question(s) should be delayed so more urgent business can be considered, move to lay the motion on the table.
- If you want time to think the motion over, move that consideration be deferred to a certain time.
- If you think that further discussion is unnecessary, move the previous question.
- If you think that the assembly should give further consideration to a motion referred to a quorum or committee, move the motion be recalled.
- If you think that the assembly should give further consideration to a matter already voted upon, move that it be reconsidered.
- If you do not agree with a decision rendered by the chair, appeal the decision to the assembly.
- If you think that a matter introduced is not germane to the matter at hand, a point of order may be raised.
- If you think that too much time is being consumed by speakers, you can move a time limit on such speeches.
- If a motion has several parts, and you wish to vote differently on these parts, move to divide the motion.
<table>
<thead>
<tr>
<th>TO DO THIS</th>
<th>YOU SAY THIS</th>
<th>MAY YOU INTERRUPT SPEAKER</th>
<th>MUST YOU BE SECONDED</th>
<th>IS MOTION DEBATABLE</th>
<th>WHAT VOTE REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjourn meeting*</td>
<td>I move that we adjourn</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Recess meeting</td>
<td>I move that we recess until...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Complain about noise, room temperature, etc.*</td>
<td>Point of privilege</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No vote</td>
</tr>
<tr>
<td>Suspend further consideration of something*</td>
<td>I move we table it</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>End debate</td>
<td>I move the previous question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>2/3 vote</td>
</tr>
<tr>
<td>Postpone consideration of something</td>
<td>I move we postpone this matter until...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Have something studied further</td>
<td>I move we refer this matter to committee</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Amend a motion</td>
<td>I move this motion be amended by...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Introduce business (a primary motion)</td>
<td>I move that...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Object to procedure or personal affront*</td>
<td>Point of order</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No vote, Chair decides</td>
</tr>
<tr>
<td>Request information</td>
<td>Point of information</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No vote</td>
</tr>
<tr>
<td>Ask for actual count to verify voice vote</td>
<td>I call for a division of the house</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No vote</td>
</tr>
<tr>
<td>Object consideration of undiplomatic vote*</td>
<td>I object to consideration of this question</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3 vote</td>
</tr>
<tr>
<td>Take up a matter previously tabled*</td>
<td>I move to take from the table...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Reconsider something already disposed of*</td>
<td>I move we reconsider our action relative to...</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Consider something already out of its schedule*</td>
<td>I move we suspend the rules and consider</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>2/3 vote</td>
</tr>
<tr>
<td>Vote on a ruling by the Chair</td>
<td>I appeal the Chair's decision</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
</tbody>
</table>

*Not amendable
# PARLIAMENTARY PROCEDURE AT A GLANCE

<table>
<thead>
<tr>
<th>Motion Type</th>
<th>Debatable</th>
<th>Amendable</th>
<th>Can Be Reconsidered</th>
<th>Requires 2/3 Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Privileged Motions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fix Time at Which to Adjourn</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Adjourn</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Question of Privilege</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Call for Order of Day</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Incidental Motions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appeal</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Objection to Consideration of a Question</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Point of Information</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Point of Order</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Read Papers</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Suspend the Rules</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Withdraw a Motion</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Subsidiary Motions</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lay on the Table</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>The Previous Question (close debate)</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Limit or Extend Debate</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Postpone to a Definite Time</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Refer to Committee</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Amend the Amendment</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Amendment</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Postpone Indefinitely</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td><strong>Main Motion</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main or Procedural Motion</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

This table presents the motions in order of precedence. Each motion takes precedence over (i.e., can be considered ahead of) the motions listed below it. No motion can supersede (i.e., be considered before) any of the motions listed above it.

**PLEASE NOTE:** many organizations use only the Main Motion and Subsidiary Motions, handling other matters on an informal basis.
IN THE MEETING

TO INTRODUCE A MOTION:

Stand when no one else has the floor.
Address the Chair by the proper title.
Wait until the chair recognizes you.

• Now that you have the floor and can proceed with your motion say "I move that...," state your motion clearly and sit down.
• Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
• If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
• If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion). . . , is there any discussion?"

DEBATE OR DISCUSSING THE MOTION:

• The member who made the motion is entitled to speak first.
• Every member has the right to speak in debate.
• The Chair should alternate between those "for" the motion and those "against" the motion.
• The discussion should be related to the pending motion.
• Avoid using a person's name in debate.
• All questions should be directed to the Chair.
• Unless there is a special rule providing otherwise, a member is limited to speak once to a motion.
• Asking a question or a brief suggestion is not counted in debate.
• A person may speak a second time in debate with the assembly's permission.

VOTING ON A MOTION:

• Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, then say "The motion is carried," or "The motion is lost."
• Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
• If a member is in doubt about the vote, he may call out "division." A division is a demand for a standing vote.
• A majority vote is more than half of the votes cast by persons legally entitled to vote.
• A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
• A tie vote is a lost vote, since it is not a majority.
AMENDMENTS ILLUSTRATED

Any main motion or resolution may be amended by:

1. Adding at the end
2. Striking out a word or words
3. Inserting a word or words
4. Striking out and inserting a word or words
5. Substitution

A member rises, addresses the chair, receives recognition, and states the motion:

"I move that. . ."

Another member seconds the motion.

The Chair repeats the motion and says, "Is there any discussion?"

To improve the motion, a member rises, receives recognition and says, "I move to amend the motion by . . ."

Another member seconds the amendment.

The Chair repeats the amendment and says, "Is there any discussion on the amendment?"

To improve the amendment, a member rises, receives recognition, and says, "I move to amend the amendment by . . ."

Another member seconds the amendment.

The Chair repeats the amendment to the amendment and says, "Is there any discussion on the amendment to the amendment?"

- When discussion ceases, the Chair says, "Those in favor of the amendment to the amendment say 'Aye.' Those opposed say 'No.'"
- If the vote was in the affirmative, the amendment is included in the primary amendment. The Chair then says, "Is there any discussion on the amended amendment?"
- If there is no discussion, a vote is taken on the amended amendment. If the vote in the affirmative, the amendment is included in the main motion. The chair then says, "Is there any discussion on the amended motion?"
- At this place, the motion can again be amended.
- If there is no further discussion, a vote is taken on the amended motion.
- Even though the amendments carried in the affirmative, the main motion as amended can be defeated.
February 8, 2013

Fellow Mississippi CSI Members,

I’m writing to respectfully ask you to consider supporting your Chapter’s Annual Product Show by participating as a Sponsor. Many of us fully understand the “ravages” which have taken place in the marketplace over the last 4 years. Truly, the market isn’t like it used to be, and those of us that remain consider the title of “survivor” as a better indicator than just being labeled as “successful.” Your Product Show Committee is honored (and proud of the fact) that almost 50 exhibitors consider the Product Show as a value and have signed up to show their products and services!

However, this economy continues to plague many of us. Each year we (the committee) are tasked to contact previous exhibitors and ask if they’ll show this year. It’s troubling to hear that many long time exhibitors are unable to be with us this year. Usually, those decisions not to show are based upon scheduling conflicts. When that happens, many folks elect to be show sponsors. This year, more decisions were “financial” and those prohibited those long time exhibitors from any support of the Show.

This is where we NEED you. We need sponsors! The Product Show Application offers these options for sponsorship:

$350 – Show Sponsors
$150 – Friends of the Chapter

Sponsorships are available for those who wish to support the Chapter. Show Sponsors, Friends of the Chapter, and exhibitors’ names will be prominently displayed in the exhibit space and advertised in the Chapter’s monthly newsletter. Show Sponsors will be provided with a “Show Sponsor” nametag as well as prominent display of their logo. Please use the enclosed form.

Proceeds from the Product Show support Chapter programs, activities, and are used to provide support for members attending region and Institute events. If there ever was a time you could support your Chapter – this is it! You can have your business name prominently displayed during the show with the other “survivors” – who are making a commitment to the Mississippi Construction Industry. (Design Professionals – don’t forget YOU CAN be a sponsor, too!) I’ll tell you that if you just wrote a check and didn’t worry ‘bout fooling with the form – the check would be cashed, you would be recognized, and someone will thank you! Just let me know “the check is in the mail” so I can pass the info on to others – pmcdade@weatherfordmcdade.com or (601) 362-9707 x27.

If you can’t sponsor this year, please take advantage of going to the show. Again, we’ll have nearly 50 booths open so we can see the latest in construction materials and talk (my, converse, what a neat idea!) with someone knowledgeable about their products. They’re taking the time and making the investment to see you. You need to be there to see them!

Thank you for supporting YOUR Mississippi Chapter CSI and I hope to see you at the Product Show!

Phillip L. McDade, FCSI, CCS, FASLA – former almost everything in the Chapter...
Trespa International specializes in the design and production of high-end architectural panels for contemporary exterior and interior building applications. Working closely with Architects and Designers, Trespa uses its resources and experience to meet the needs of trend-setters and innovators around the world. Trespa International sets out to deliver effective architectural solutions, through the production, sale and marketing of high quality decorative panels. As global market leader in High Pressure Laminate, Trespa employs two proprietary technologies and produces a number of distinct product lines. Trespa builds on a solid foundation of almost 50 years of industry experience. Trespa has approximately 650 employees and manufactures around 5 million panels per year. The company has manufacturing and finishing facilities in Europe and Asia Pacific. Trespa has its own network of international sales and service facilities as well as an extensive global distributor network to serve customers.

**October Meeting Sponsor**

**October Speaker Profile**

Grason Cook, CSI Facade Sales Specialist

Grason has 10 years of experience in the siding industry. After graduating from East Carolina University he moved to Atlanta, GA to start a career with ABC Supply. After spending 2 years working with roofing and siding materials he took a sales position with Nichiha Fiber Cement. Over his 7 years of working with Nichiha, Grason transitioned from a residential/multi-family sales role to one focused on commercial projects throughout the South East. This involved working closely with designers and spec writers. In 2010 he took a position as a facade sales specialist with Trespa North America, the leading manufacturer of HPL panels, covering Mississippi, Alabama, Tennessee, and Georgia. Grason is a current member of the CSI Atlanta Chapter.

**October Program Outline**

**Design of Drained and Back Ventilated Rain Screen Cladding**

The principles of this ventilated cladding system will be explained. Attendees will discuss the mechanics of leakage, common design issues, engineering principles, and design guidelines for this cladding system.

- Participants will learn the principles of drained and back-ventilated rain screen cladding and their design opportunities while developing a better understanding of guidelines for proper design.

- After completing this seminar participants will be more knowledge in the appropriate cladding choices.

- The presenter will provide an in-depth overview or typical design topics like history, mechanics of water leakage, proper joint design, weather barriers, cavity depth and structural design.

The program concludes with photos of completed US projects.

Participants will earn 1 LU, HSW

**Town Hall & Police Station  Cicero, Illinois**

**The Mississippi Chapter of the Construction Specifications Institute**