

NEWSLETTER

Dear Great Lakes Region Members,

Hello everyone,

Fall has “kicked off” here in the Great Lakes Region. And “great” we are. I couldn't be more excited to share some incredible news about our region!

Six chapters from our Great Lakes Region are being recognized at this year's CSI National Conference (October 15-17, 2025, in Cleveland) – and I'm bursting with pride!

Keeping in tune with the Rock-N-Roll Hall of Fame theme - here's the lineup of rock stars:

Cleveland	– Outstanding Chapter Commendation Award
CSINext	– Outstanding Chapter Commendation Award
Detroit	– Outstanding Chapter Commendation Award
Grand Rapids	– Outstanding Chapter Commendation Award
Indianapolis	– Communications Award
Ohio Valley	– Outstanding Chapter Commendation Award

These awards aren't just certificates on the wall – they represent the countless hours, innovative thinking, and genuine passion you've all poured into advancing our profession and CSI. With Cleveland hosting and the Rock & Roll Hall of Fame as our backdrop, it's only fitting that our region is absolutely rocking it!

This is exactly why we're called the "Great" Lakes Region. Yes, our lakes are stunning, but it's really about the extraordinary people who make up our chapters. Your dedication to excellence and commitment to CSI's mission is what truly sets us apart.

Quick reminders to keep on your radar:

- Chapter compliance updates due by September 30th
- Fall exam registration is open (testing window: November 11 – December 11)
- National Conference in Cleveland – let's show up strong as a region!
- CDT Bootcamp with CSINext/Columbus State: Saturday, October 25 (9am-4pm EST, virtual)

I'm genuinely looking forward to celebrating with many of you in Cleveland. Let's make this conference one to remember!

With sincere appreciation and enthusiasm,

Mark Ogg – MCM, CCCA, CDT, PMP



Initiate. Educate. Participate.

Looking to add younger members to your chapter? Connect to a local learning institution. A great way of getting a University or a Community College to gain interest in CSI is by teaching the CDT prep class to fulfill their documents requirements in the program curriculum.

Here's a suggestion for the path to success.

Initiate-

- Data Base update- who and where are the chapter's opportunities.
- Identify a target school the chapter would like to add before year's end.
- Establish an Introductory Letter to the program chair or tenured professor to explain chapter goals and how CSI can help the school prepare students for the workplace.
- Personal Contact- identify faculty members, ask for a meeting to link your local chapter person with the learning institution. It takes the personal touch to gain and gauge interest to establish a partnership.

Educate-

- Personal Contact- meet with an interested faculty member- answer questions, pitch an Industry/Institutional partnership, provide an introductory packet that includes a combination of CSI Chapter, Regional, and National Website tools.
- Introductory Packet-(example)
 - Letter to interested faculty members- personalized Thank You for their time.
 - Offer free or reduced CSI membership (with chapter board approval)
 - Chapter Challenge is a great tool for this.
 - Chapter Newsletter, Region Newsletter, grab an Institute article or testimonial on the value of earning a CDT certification.

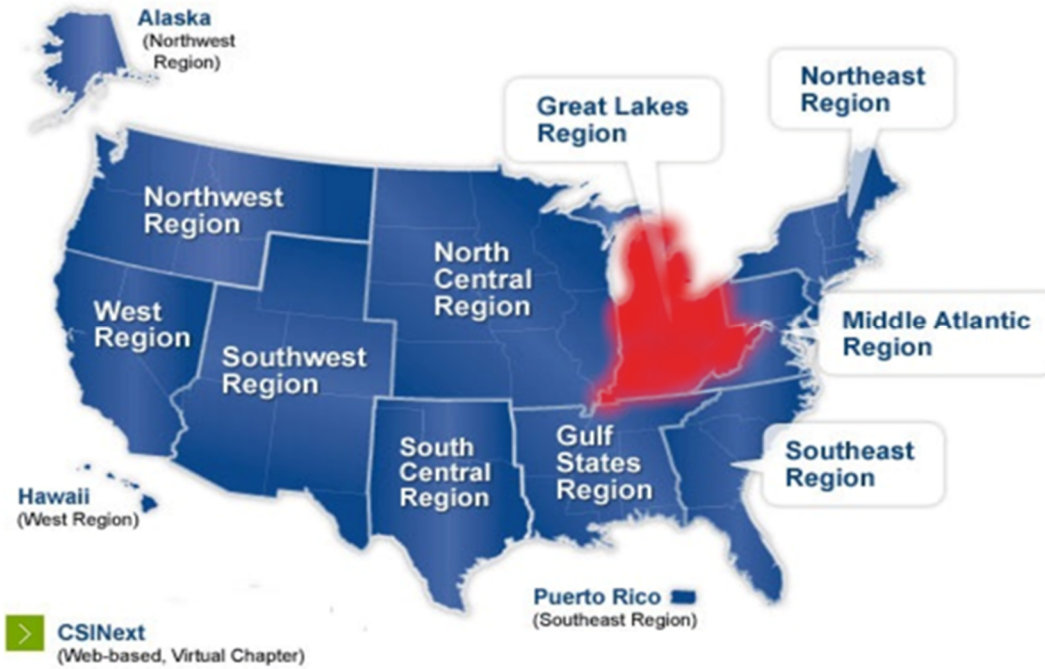
Participate-

- Educate faculty members with all the information they will need to implement program.
 - Consider donating a Project Delivery Practice Guide from the chapter.
 - Provide links to the CDT area on the CSI website.
 - Offer to be a class speaker to share industry trends or a local project case study.
 - Offer to establish class speakers to help teach the program.
 - Follow up, follow up, follow up- the wheels of education turn slowly. Adding a class to any curriculum is a long uphill battle.
- Add them to Communication Newsletter/Blog to continue to keep CSI in front of the students and staff.
- No success? Consider offering a class at or near the institution for students who want to excel, leave college with an Industry Certification.

Share your success stories with me to be highlighted in a future article of the Great Lakes Region Newsletter!

Thad Goodman, FCSI, CDT, CCPR, LEED Green Associate
Programs and Education, Great Lakes Region

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CHAPTERS

- North Coast**
(former Cleveland)
- CSI Next**
- Evansville**
- Grand Rapids**
- Indianapolis**
- Lansing**
- Louisville**
- Metro Detroit**
- Ohio Valley**

Our Mission

To advance building information management and education of project teams to improve facility performance.

[Home - Great Lakes Region \(csiresources.org\)](http://csiresources.org)

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Here are **some of the things your Region and Region Officers do** better as part of the Construction Specifications Institution Structure:

Leadership Training If you've ever thought about applying for a Chapter Leadership position, it's as simple as looking <https://www.csiresources.org/greatlakesregion/training/leader-training> to see what kind of thing are expected.

Programs Bureau- Programs Chairs have a place to go to fill up a hole or two in the annual calendar. If you see a monthly program that stands out, please pass those thoughts on to Scott Taylor, who oversees the submissions.

Visit the Speakers Bureau

<https://www.csiresources.org/greatlakesregion/training/new-item>

Awards- The format and organization of our Awards program is very robust and well thought out. It has been seen by other regions and used as a template for the creation of their awards programs. Please review it

https://higherlogicdownload.s3.amazonaws.com/CSIRESOURCES/ae06327-4be3-4390-b3d6-90a05eef99a0/UploadedImages/GLR/GLR-Honors_AwardsGuide2016-5-05.pdf

to see how to reward active leaders in your chapter.

Contact Gregg Jones. gjones@abonmarche.com

Chapter Challenge- Introduced in 2018. It is a way to introduce your friends and colleagues to CSI. Share with them the career benefits.

Member Relief Program- Introduced December 2020, still in effect. Details and information <https://www.csiresources.org/greatlakesregion/mrl>

We ENCOURAGE YOU to GET INVOLVED with the Region FOR 2025!

Please Join Us - We need YOU!

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- **Restructured MAIN Committees: (Details to Follow)**
 - **Membership**
 - **Certification**
 - **Programs & Education**
 - **Leadership / Legacy Training**
 - **Region Conference**
 - **Awards**
 - **Futurizing**

- **Drive** for more Membership! Are you talking it up?
- **Turn in** Officer and Leaders for Next Fiscal Year NOW.
- **New Fiscal Year** Begins July 1, 2025, through June 30, 2026.
- **Members** currently over 557 and counting Members in our Region.
- **CSI 2025 National Conference** October 15-17– **Cleveland, Ohio**
- **Chapter events:** Go to Chapter websites.
- Kicking around the Idea for a Bi-Region Conference. Stay tuned.
- **Share:** Send to staylo2021@outlook.com
 - your CSI Chapter event photos for Newsletter
 - your CSI Master Specifiers Retreat (MSR) experience for the newsletter
 - your Certification Exam experience that you would like to share
 - your Spec-related photos with message for the Newsletter
- **Earn Learning Units.** Check out the CSI Learning Library for other courses offering Learning Units. There is a wealth of information and learning opportunities.
- There are many resources available to chapters and regions on the chapter and Region community at CSlresources.org.
- **Summer planning meeting Ideas** for Chapters maintaining a student affiliate.

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- **Chapter Membership:** Make a 2025 plan to get new members with Chapter Challenge at your events.
- **Chapters Activities:** Make a 2025 plan to get your Chapter Activities in the GLR Newsletter. Send staylo2021@outlook.com so we can share.
- **Chapter Study** Certifications: Let us know about your Certification study groups.
- Does your **Chapter** have a plan to **SPONSOR** a member to The CSI National Conference?
- **Showcase your company LOGO in the newsletter.** Send staylo2021@outlook.com.
- **Register** for your Certification exam.
- Next Winter **Master Specifiers Retreat**, February 11-13, 2026, Colorado Springs, CO at the Broadmoor.
- Next Summer **Master Specifiers Retreat**, July 15-17, 2026, San Diego, CA at the Hyatt Regency Mission Bay
- **Awards**, Awards and more Awards. See information in this newsletter.
- **Cleveland Chapter Activities:** See website for more details)
- **Grand Rapids Activities:** See website for more details
- **Louisville Activities:** See website for more details
- **Indianapolis Activities:** See website for more details)
- **CSINext Activities:** See website for more details).
- Get **the next generation** involved with CSI.
- **New Learning Library Resources**

New digital flashcards for both the CDT and CCCA exams are now available in the CSI Learning Library. Aligned with their respective practice guides and exam domains, these flashcards help reinforce key knowledge for construction document and contract administration. Log into the Learning Library to access them.

Strategic Plan Action – Needs YOU!

We can use some help. Give us your thoughts.

Membership-

- **All Chapter CSI Members are considered part of the Membership Committee:**
 - Members are encouraged to invite industry colleagues, clients, and associates to attend a CSI.
 - **Chapter Challenge:**
The Membership Chair reminds members about the Chapter Challenge Program at each meeting and encourages inviting coworkers, clients, and industry professionals (architects, engineers, designers, owners, contractors) to join CSI through the program.

Certification-

- **Chapter Chairs** become knowledgeable of all CSI certifications and provide support.
 - Learn who in your chapter is interested in certification.
- If you are **interested in a certification**, be sure to communicate that to your Chapter Board for assistance.

Programs and Education-

- **Share** what your chapter is doing through ideas and photographs.

Leadership / Legacy Training-

- Now that **you are a leader** in your chapter, did you review the Region training powerpoint slide deck to understand your responsibilities? Need help, please contact Scott Taylor staylo2021@outlook.com.

Awards-

- **Make your chapter OUTSTANDING** with the chapter outstanding chapter award. Learn more on Institute website.

Futurizing-

- Invite **the next generation** to get involve with CSI, letting them know of your experiences and benefits to your learning career.

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- A reminder that Leadership Training powerpoint information is available. We encourage all new Leaders to please review the information. Look for your role here:
<https://www.csiresources.org/greatlakesregion/training/leader-training>
- CSI Member Product Reps - please send us your Logos to get showcased in the GLR Newsletter. Contact staylo2021@outlook.com
- Newsletter Content. Say something! You have a voice. Sound off in the newsletter. Contact staylo2021@outlook.com
- **Chapter Presidents** – please forward the “in grace” Members to your Chapter Membership Chairs and ask them to personally reach out to the Members in your Chapter that are on the “in grace” list.

Any questions contact: breese@ghafari.com

ARE YOU READY TO GET YOUR CDT CERTIFICATION?

Test your knowledge - CDT Certification Sample Quiz Questions – September 2025

Keeping the **Jack P. Morgan, FCSI, CCS, CCA, CDT**, Quizmaster Tradition going.

Edited and updated by Edwin L. Avink, FCSI, CCS, CDT

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1. The Parties to the Design-Bid-Build Construction Agreement are:
 - a. General Contractor, Subcontractor, and Construction Manager
 - b. Architect/Engineer, General Contractor, and Contract Administrator
 - c. Building Official and General Contractor
 - d. Owner, Contractor, Architect/Engineer
 2. The requirements of the General Conditions can be modified or expanded to accommodate specific project conditions, owner's requirements, or unusual aspects relating to the roles, rights, duties, and responsibilities of the parties to the contract for construction, in this document:
 - a. Contract Modifications
 - b. Supplementary Conditions
 - c. Addendum
 - d. Consensus Documents
 3. Defined as the written and graphic documents prepared or assembled by the A/E for communicating the project design for construction and administering the construction contract:
 - a. Construction Documents
 - b. Plans
 - c. Procurement Documents
 - d. Contract Documents
 4. The documents developed to attract and assist qualified bidders in properly submitting bids are called:
 - a. Contract Documents
 - b. Plans
 - c. Procurement Documents
 - d. Conditions of the Contract
 5. Contract Documents include:
 - a. Written portions of the contract only
 - b. Graphic portions of the contract only
 - c. Both written and graphic portions of the contract
 - d. Invitation to bid.

CERTIFICATION QUIZ ANSWERS

Answers based on the CSI Project Delivery Practice Guide, 3rd Edition:

1.- d [PDPG, 7.3.1]; 2.- b [PDPG 5.1.2]; 3.- a [PDPG 1.8.2]; 4.- c [PDPG 5.1.1]; 5.- c [PDPG 5.1.2]

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Yearly Reporting Requirements

To ensure continuity in operations, including timely dues payments to chapters, and to acknowledge compliance with the affiliation agreement, every component is asked to complete two reports per year:

May 31 Report

Submit: Officer and leader roster for upcoming fiscal year

September 30 Report

Attest that:

- The component is in good standing to conduct business (current with state and current with IRS)
- Directors and officers' insurance is in place
- General liability insurance is in place
- Banking information is current

Identify:

Any enabling document that changed in previous fiscal year-

- Submit updated copies if have not already
- If bylaws were updated, must also confirm reviewed by independent legal counsel experienced with non-profit, tax-exempt organizations prior to adoption.

Submit:

- Financial documents from the previous year, including state of activities, balance sheet, and cash flow.
- Potential recruitment and customer lists

These reports will be available at least two months ahead of their due date and will be accessible through the Chapter and Region Leader Community.

In the case that a component is not able to meet one of these obligations, the component and CSI national will work together to create a plan to become compliant.