

**Mpls-St. Paul Chapter, CSI
Board Meeting Minutes
Thurs., September 18, 2003
EmpireHouse Inc.**

Attending: James Bringle, K. Duncan (arrived at 5:55 P.M.), John Griffith, Eric Johnson, Dean McCarty, Joel Meyer, Jaime Nolan, Terry Olsen, Joe Sporrer

Guests: Bruce Saline, programs committee chair

Meeting called to order at 4:40 p.m. by chair Dean McCarty.

- I. Approve Agenda.** T. Olsen moved to accept the agenda. J. Sporrer seconded. Discussion: J. Sporrer would like to address membership information change under New Business. J. Meyer requested to add an update on his search for Director's and Officer's insurance. Motion Carried.
- II. Approve Minutes of August 2003 Meeting.** Minutes approved as published with no changes. J. Bringle first; T. Olsen second; Carried.
- III. Treasurer's Report.** J. Meyer distributed the balance sheet, the budget v. actual YTD, and the general ledger. The current checking balance is \$23,009.24, with \$565.00 in receivables, for total assets in the amount of \$23,574.24. T. Olsen moved to accept the Treasurer's Report. J. Bringle seconded. Motion carried.

REPORTS

- IV. Secretary.** J. Schnack not in attendance. No report.
- V. Administrative Assistant.** J. Nolan reported that Synergy is getting new phones next week. CSI's phone number will remember the same. The Chapter will have a personalized voice mail box for the chapter after hours.

COMMITTEE ACTIVITIES

- VI. Membership.** J. Sporrer reported that they are preparing to update the booth for the AIA Convention. The Mentoring Program was initiated at the September meeting and we currently have five members who have expressed interest in being a member. The membership drive is underway, however it did not get included in *specifics lite*.
- VII. Education.** K. Duncan not in attendance. J. Meyer reported that the committee decided to have both the advanced certification classes as the MOP/GC courses in the Fall. The email that was sent out indicated the advanced courses begin in January. J. Meyer is still trying to coordinate instructors for the advanced courses.
- VIII. Communications.** J. Meyer reported the committee met yesterday afternoon. Most of the time was spent talking about the look, structure and organization of the magazine. Discussion held regarding *specifics lite* versus the magazine.
- IX. Awards.** J. Schnack not in attendance. No report.
- X. Certification.** E. Johnson reported that the committee published a list to recognize all those that passed the CDT and posted at the September meeting. The names were also announced during the meeting.
- XI. Programs.** T. Olsen reported that the September program went well. There were some obstacles encountered for the January meeting, but it appears those things have been addressed. D. McCarty requested the times be published of the upcoming events. D. McCarty also reported that he felt the business portion of the chapter meeting was not considered. T.

Olsen responded by stating that generally the President coordinates those needs with the committee.

- XII. North Central Region.** Grif reported that NCR 2004 was supposed to be sponsored at Lake Geneva. However, the sponsors are protesting their sponsorship. Tentatively, NCR 2005 will be central Illinois, and NCR 2006 will be in Winnipeg or Manitoba. Grif asked the Board to vote on their support or lack of for a Lake Geneva conference. T. Olsen moved to support having a NCR 2004 conference. E. Johnson seconded. Discussion held. Motion carried.

OLD BUSINESS

- XIII. Student Chapter/Members.** D. McCarty reported that the committee appointed last month did not meet since the last meeting. D. McCarty will coordinate and plan to have a report at the October board meeting.
- XIV. Directors & Officers Insurance.** J. Meyer reported that the insurance research is taking longer than he planned. He is hoping to have it wrapped up in a couple weeks.

NEW BUSINESS

- XV. Chapter Marketing.** J. Sporrer presented the new display that J. Meyer and Diana Nyguen created that outlines the upcoming chapter meetings, together with a tri-fold brochure entitled by "What is CSI?" developed by the membership committee. The communications committee and the membership committee coordinated their budgets to cover the cost of the printing. Recommendation made to research inserting the flier into Sparks. D. McCarty suggested that J. Meyer and J. Sporrer finalize their distribution and report at the October meeting.
- XVI. Member Status Change for Jim Kellett.** J. Sporrer reported that Jim Kellett submitted an application to receive his emeritus. J. Sporrer reviewed the requirements and stated that Jim qualifies. T. Olsen moved to change Jim Kellett's membership from professional to emeritus. J. Sporrer seconded. Motion carried.

Meeting adjourned at 6:09 p.m.

Respectfully Submitted,
Jaime Nolan, Chapter Administrator

**NEXT MEETING:
Thursday, October 16, 2003
Empirehouse Inc.
4:30 –6:00 p.m.**