

**Mpls-St. Paul Chapter, CSI
Board Meeting Minutes
Thurs., October 16, 2003
EmpireHouse Inc.**

Attending: Kermit Duncan, James Bringle, Eric Johnson, Terry Olsen, Joe Sporrer, Harold Kiewel (arrived at 4:55 P.M.), James Schnack.

Meeting called to order at 4:50 p.m. by chair Kermit Duncan.

- I. Approve Minutes of September 2003 Meeting.** J. Sporrer cited Item VI asking that the second sentence be amended to read, "The Mentoring Program was initiated at the September meeting and we currently have five members who have expressed interest in being a *mentor*; *two members have requested mentors*." Motion made, seconded and carried to approve minutes as amended.
- II. Approve Agenda.** H. Kiewel distributed a proposed meeting agenda. Discussion: K. Duncan requested that an education committee announcement added to Reports; J. Sporrer requested that future locations for Construction and Facilities Showcase be added to New Business. Motion made, seconded and carried to approve agenda as amended.

REPORTS

- III. Treasurer's Report.** J. Meyer not in attendance. No report.
- IV. Administrative Assistant.** J. Nolan not in attendance. No report.
- V. Education.** K. Duncan alerted the board to the Wood for Building Green Workshop & Vendor Showcase, scheduled for October 23, 2003. The Education Committee in association with the Certified Wood & Paper Association (CWPA) sponsors the program.

OLD BUSINESS

- VI. Student Affiliates.** E. Johnson reported that initial inquiry shows the attitude of the Dunwoody student affiliate chapter towards CSI and our chapter to be positive and healthy. Dunwoody is exploring affiliation with other organizations to expand, not replace, their links to the construction community. E. Johnson advised that the committee was continuing its research into obligations and expectations and asked that the membership committee ascertain the number of students currently Institute members to confirm the level of student participation. H. Kiewel posed the question, "are we optimizing our relationship with the students?". Kiewel then requested that the ad hoc committee consider a fiscal policy that addresses student attendance at Minneapolis-St. Paul Chapter meetings. J. Bringle asked that the membership committee quantify student attendance at 2002-03 chapter meetings.
- VII. Chapter Marketing.** J. Sporrer confirmed that the membership committee would support the \$325 cost of producing one thousand marketing fliers as discussed at the September meeting. He advised that while primary distribution will be through committee chairs, some material would be distributed at the November chapter meeting.
- VIII. Member Status Change for Jim Kellett.** J. Sporrer reported that Institute has advised that Jim Kellett's membership status has been changed from professional to emeritus.

NEW BUSINESS

- IX. Certifications Committee.** E. Johnson reported that the certifications committee anticipates a \$1,000 surplus as the result of a decision not to hire an outside presenter for a "Training the Trainer" program. Johnson advised that the committee was considering investing the surplus in a projector for chapter use and asked for the board's response. Cost as well as need of such equipment was discussed. To ascertain need, H. Kiewel asked that the committees determine 2002-03 expenses for such rentals as well as the number of times projectors have been borrowed.

K. Duncan suggested an equipment replacement fund be considered. Alternately, the option of carrying this surplus into the 2004-05 budget was suggested.

X. Future Locations for Construction Showcase. J. Sporrer asked the board if Rapson Hall, University of Minnesota, had been considered as a venue for the Construction and Facilities Showcase; he cited the prospect of making our premier program more accessible to students. J. Schnack advised that the programs committee aggressively pursued this site for the September 2003 Construction Education program but failed to receive CALA support. In addition to staffing concerns cited by the university, staging such a major show in this facility presents significant logistic challenges. J. Sporrer and J. Schnack to explore other opportunities for joint chapter/CALA programs at Rapson Hall with Steve Weeks, Associate Professor and Co-Head of CALA.

XI. Sponsorships. H. Kiewel opened the discussion regarding the feasibility and value of an organized sponsorship campaign by citing the current unordered approach of individual committees' requests for sponsorship and asked for opinions about the value and feasibility of conducting a once-a-year campaign. Following is a summary of discussion comments:

- The purpose of sponsorship in general was questioned: The board sees sponsorships as another source of revenue. An organized program could provide a more predictable income stream to the general fund.
- Sponsorship in exchange for advertising opportunities presents tax implications that would require further investigation.
- What are the advantages to the chapter in pursuing a consolidated sponsorship program?
 1. A pledge drive approach with an "estimate of giving" form would provide a more predictable/budgetable result.
 2. Members would be asked only once a year for contributions.
- What are the disadvantages to the chapter in pursuing one sponsorship program?
 1. Currently the June golf outing and February Showcase have significant stand-alone programs; there may be considerable loss of interest if these sponsorship opportunities were rolled into a general program?
 2. There may not be an effective method to assure contributors that their contributions will be used in a manner that they perceive as valuable.

J. Sporrer advised that there are several resources for historical data on chapter sponsorship: membership has lists of sponsors and the amounts contributed for past drives, as does Synergy for other programs. H. Kiewel cited the need for historical data: how many sponsors? how much support? how were these contributions used?

Action: Board members are to liaise with their respective committees, addressing these items for 2001-02, 2002-03, and this year; H. Kiewel to liaise with Synergy.

Meeting adjourned at 6:30 p.m.

Respectfully Submitted,
James E. Schnack, Secretary

**NEXT MEETING:
Thursday, November 20, 2003
Empirehouse Inc.
4:30 –6:00 p.m.**