

Mpls-St. Paul Chapter, CSI
Thurs., Dec. 18, 2003
4:30 p.m.
Empirehouse Inc.

Attending: James Bringle, Kermit Duncan, Eric Johnson (exited at 5:30 p.m.), Harold Kiewel, Dean McCarty, Joel Meyer, Jaime Nolan, Terry Olsen (arrived at 5:05 p.m.), James Schnack (arrived at 4:50 p.m.)

Note: Action items in red.

Call to Order

Meeting called to order at 4:40 p.m. by President H. Kiewel.

Approve Agenda

H. Kiewel presented the proposed agenda which was presented via email in November. Additional items to be added include the D&O insurance proposals, and the 2004-05 Chapter dues. Under new business, D. McCarty requested we discuss the national convention hotel. Agenda stands as amended.

Approve Minutes of 10/03 Meeting

Minutes accepted as published with no changes.

Reports

Treasurer's Report

J. Meyer distributed and reviewed an updated "actual v. budget" report for the fiscal year-to-date. We will be recovering most of the expenses relating to the Certified Wood Workshop from the organization that organized the event. Report received.

J. Meyer presented a summary of three proposals for Directors & Officers (D&O) insurance. J. Meyer recommended we receive the USLI policy from the Advance Agency for \$1,150.00. Discussion held whether the chapter needs Employee Practices Liability (EPL) insurance. **Motion: J. Meyer motioned to obtain D&O insurance using the USLI policy through the Advance Insurance Agency for \$1,150.00. Second: E. Johnson. Discussion held regarding EPL and Fiduciary coverage. Motion carried as stated.**

With regard to 2004-05 Chapter dues, we are required to report to Institute by Feb. 1, 2004 whether there will be an increase in our chapter dues. Currently the chapter dues are \$120 for associate, affiliate, professional, and intermediate members, and \$15 for students. We do not have an initiation fee. Our current dues structure provides members with free access to our members. Members are billed if they make a reservation and do not show. Discussion tabled to January board meeting.

Action: J. Nolan to send J. Meyer and J. Bringle an updated P/L for the Construction Showcase.

Action: J. Meyer to further investigate whether EPL insurance applies to our chapter since we have no employees.

Action: J. Meyer to investigate whether we can receive a lower rate on our liability insurance if we bring all our insurance through the Advance Insurance Agency.

Chapter Administrator's Report

With regard to the chapter database, J. Nolan reported that she will be preparing a report for the January board meeting outlining database management that is included in Synergy's contract, versus code development and database work that is not included.

J. Nolan reminded Board that Synergy is having its client-appreciation open house and holiday party tomorrow, Fri., Dec. 19th from 11-3 p.m.

Action: J. Nolan to prepare report as mentioned above.

Old Business

Student Affiliates

D. McCarty reported that the ad hoc committee met last week to discuss their latest findings. There is not a formal recommendation ready for the Board as of yet. D. McCarty stated that Dunwoody may re-evaluate their membership contracts. Feedback he has received is that Dunwoody is pleased with our chapter and their students' involvement, however, they may open student memberships to other organizations as well. D. McCarty reported on some of the ideas that were discussed. He hopes the committee will meet again before the January meeting and will be able to present a recommendation to the Board.

Sponsorships

H. Kiewel reported that the last discussion held was to determine whether our database can support tracking historical data with regard to sponsors. J. Nolan reported that for their database technician to develop an application to support such data and have it incorporated into the chapter database would take approximately 3-4 hours at \$50 per hour (\$150-\$200). **Motion: To accept Synergy's proposal to develop the application to support historical data regarding to sponsors. First: T. Olsen. Second: J. Schnack.** Discussion held regarding how the project would be funded. The Certification Committee meeting minutes from December 2003 stated that they have agreed to allocate their budget reserves to the general fund. Therefore, the funds from the modification of the database can come from the CertComm reserves. The CertComm budget will be changed to reflect a \$1000 reserve into the General Administration budget. **Motion carried as stated.**

Action: J. Nolan to coordinate development of sponsorship application as stated above.

New Business

Nominations Committee

K. Duncan reported the nomination committee met and have developed a slate of candidates for 2004-05. The names will be presented at the January meeting and will open up the meeting for nominations from the floor. Candidates are as follows: President-Elect: Eric Johnson; V.P. of Professional: Terry Olsen (incumbent); V.P. of Industry: Paula Nyquist; Secretary: Murray Schomburg.

Programs Committee

T. Olsen reported that Joseph Sporrer has requested the name badge responsibility be taken out of the Membership Committee to the Programs Committee. T. Olsen inquired whether Synergy could be maintain the name badges, however, that would require a Synergy representative to attend each chapter meeting. J. Schnack recommended the issue be monitored to see how efficient it is (or isn't) for the Programs committee to handle the name tags. Discussion held regarding how to efficiently receive committee requests for the monthly program agenda in a timely manner.

Convention Hotel

D. McCarty reported that it had been recommended to him the hospitality suite be held at the headquarter hotel rather than the convention center hotel. H. Kiewel reported that the vendors' hospitality suites were primarily located downtown and closer to the headquarters' hotel. Board had no objection with D. McCarty reserving a suite at the headquarter hotel.

Communications Committee

H. Kiewel reported that Sheldon Wolfe has requested the Board find a new administrator for the Web site. S. Wolfe presented a proposal from SpecSource.com. J. Nolan recommended the Board make a call for volunteers among the membership to see if there is a member who is willing to take over the administration of the web site. Discussion held of SpecSource.com's proposal. J. Schnack reported there has been an approximate 10 percent decrease in our membership, and shared concern of a drop of membership dues while we are outsourcing more volunteer work to hired professionals. **Motion: That we send an email/fax blast to members to solicit a new web administrator. First: J. Meyer. Second: J. Bringle.** Discussion held regarding asking S. Wolfe to be the contact person for more information. **Motion carried.**

Action: J. Meyer to follow up with S. Wolfe and coordinate the email/fax blast.

Growth/Retention

Board agreed to table topic to January. J. Schnack briefly reported that we will need to either accept or challenge Institute's matrix count of our chapter membership as of 11/30/2003. As of that date our membership is comprised of 511 members, including 110 students and nine retired members. The total eligible membership is 391, allowing us to have 40 delegates at the annual meeting. J. Nolan confirmed the number is very close to what the chapter database reflects.

Action: J. Sporrer and/or J. Schnack to provide a 3-year history of membership at the January meeting.

Meeting adjourned at 6:40 p.m.

Respectfully submitted,
James E. Schnack, Secretary
Minutes taken by JJN