

**Mpls-St. Paul Chapter, CSI**  
**Thurs., February 19, 2004**  
**4:30 p.m.**  
**Empirehouse Inc.**

Attending: Harold Kiewel, Dean McCarty, James Bringle, Joel Meyer, Terry Olsen, and James Schnack.

**Note:** Action items in red.

**Call to Order**

Meeting called to order at 4:55 p.m. by President H. Kiewel.

*Approve Agenda*

H. Kiewel distributed a revised meeting agenda. Revised agenda accepted as amended.

*Approve Minutes of 1/04 Meeting*

Minutes accepted as published with no changes.

**Reports**

*Treasurer's Report*

J. Meyer distributed the balance sheet summary, actual v. budget report. J. Meyer reported that the chapter finances were essentially as anticipated. Report accepted.

*Chapter Administrator's Report*

J. Nolan not in attendance. No report.

*Website Administration*

H. Kiewel reported that the Website administration task team met at / after lunch at the Construction Showcase and worked out a preliminary direction for SpecSource.

*Correspondence*

*a. D&O Insurance*

H. Kiewel indicated that he had signed an application for a policy; and that we should now have coverage.

*b. SpecSource*

The sample agreement between SpecSource and the chapter titled SpecSource Website Development/Hosting Services for CSI Minneapolis-St. Paul Chapter was distributed and discussed. The document had been reviewed and revised by H. Kiewel to address specifics such as chapter website advertising/SpecSource donation of revenue and URL address. H. Kiewel advised that he had signed the document and was awaiting confirmation of acceptance by SpecSource but that the chapter had the option to amend the contract; he further advised that SpecSource was in the process of creating the new website.

*c. Institute Awards Committee*

H. Kiewel distributed copies of a letter from LouAnn Fornataro, R.A., CSI, Institute Awards Chair, congratulating the chapter "on the outstanding showing in the awards nominations for this year. Minneapolis-St. Paul Chapter topped the charts with the most winning nominations from a single Chapter."

*d. CSI College of Fellows*

Institute offered for the chapter's consideration three options for recognition of J. Putnam's advancement to Fellow: shared New Fellows Reception, Friday April 23<sup>rd</sup>, 6:30-7:30; private reception sponsored solely by our chapter during the Convention; private reception sponsored by our chapter apart from the Convention. The estimated cost to the chapter for its share of the New Fellows Reception is \$400.

**Motion: D. McCarty moved that the chapter participate in the joint New Fellows Reception.**

**Second: J. Meyer. Discussion held. Motion carried.**

### *Student Affiliate Task Team*

D. McCarty reported that the ad hoc committee met last week to discuss goals and objectives. He advised that the committee is moving towards establishing a permanent Student Affiliate Committee.

### *Awards Committee*

J. Schnack advised that a Call for Chapter Nominations notice was about to be sent to membership and requested the board members' enthusiastic participation. He reminded the board of its role in selecting the recipient of the John C. Anderson Award of Excellence, the Chapter's highest and most prestigious award. When given, it is bestowed upon a Chapter member whose contributions to the Institute, Region, and Chapter set the standards of service and dedication for others to emulate. This Award recognizes contributions to CSI, particularly at the Institute level, for an extended period of time.

### **Old Business**

#### *Anti-harassment and –discrimination policies*

H. Kiewel stated that he is researching Institute's policy and will advise the board of his findings.

### **New Business**

#### *Election Results / Officers and Chairs*

H. Kiewel advised that the slate of officers passed. The results are to be announced through an email notice to membership and at the April program. **A list of officers and committee chairs is to be compiled by D. McCarty and forwarded to Institute.**

#### *Policy for Non-member Student Participation at Programs*

T. Olsen led a policy discussion on costs for non-member student participation at monthly program and business meetings. The discussion focused on the feasibility of obtaining and relying on paid-in-advance student reservations. The Board asked the Programs Committee to seek advice from someone close to the students regarding possible procedures, and charged the Committee to set a nominal fee that would allow it to stay within its budget.

#### *CSI Show<sup>TM</sup> & Convention Notice*

J. Schnack asked that the board authorize a Synergy email blast to the membership requesting a response from those planning to attend the Convention to assist in the identification of Business Meeting delegates.

**Motion: D. McCarty moved that Synergy email blast the membership requesting a response from those planning to attend the Convention. Second: J. Bringle. Discussion held. Motion carried.**

#### *CSI Show<sup>TM</sup> & Convention Reimbursements*

Reimbursement policy for board members attending the CSI Show<sup>TM</sup> & Convention was discussed. J. Meyer advised that funds had been budgeted for this purpose. With regard to amount the question of precedent was raised.

**Motion: D. McCarty moved that discussion of reimbursement for board members planning to attend the CSI Show<sup>TM</sup> & Convention be held at the next board meeting.**

**Second: T. Olsen. Discussion held. Motion carried. J. Meyer, Treasurer, was asked to look up the policy for the 2003 CSI Show<sup>TM</sup> & Convention and bring that information to the meeting.**

### **Leadership Agenda**

#### *Growth/Retention*

**Motion to table the leadership agenda until the March Board Meeting was made by T. Olsen.**

**Seconded: J. Bringle. Motion carried.**

Motion to adjourn by T Olsen. Seconded: J. Bringle. Motion carried.

*Meeting adjourned at 6:30 p.m.*

Respectfully submitted,

James E. Schnack, Secretary