

Mpls-St. Paul Chapter, CSI
Thurs., March 18, 2004
4:30 p.m.
Empirehouse Inc.

Attending: Harold Kiewel, Dean McCarty, James Bringle, Joel Meyer, Terry Olsen, Kermit Duncan, Eric Johnson, Joe Sporrer and James Schnack.

Note: Action items in red.

Call to Order

Meeting called to order at 4:45 p.m. by President H. Kiewel.

1. Set the Agenda

H. Kiewel reported that there was a late addition to the agenda regarding Student Member update. It was added to the agenda. Agenda accepted as amended.

Reports

2. Secretary's Report

Approve Minutes of 2/04 Meeting

D. McCarty cited the item referencing the Student Affiliate Task Team. **Motion: D. McCarty moved that the references to *Student Affiliate Task Team* and *Student Affiliate Committee* be changed to *Student Membership Task Team* and *Student Membership Committee*, respectively. Second: T. Olsen. Motion carried.**

D. McCarty asked that the minutes of the February 2004 meeting be revised to include his request to withdraw from a committee forming to determine how the relationship with our Chapter and SpecSource will be structured. (Previously recorded in the minutes of the January 15 minutes, *Web site Administration.*) Minutes accepted as amended.

A copy of the obituary notice and funeral service for Grace Ann Nolan, daughter of Joe and Jaime Nolan, was circulated. Grace Ann was born Sunday, February 22, 2004 and died Tuesday, March 2, 2004. Chapter members A. Griffith, L. Turner, P. Nyquist and J. Schnack attended the March 6 service. Jamie Nolan had sent an email to the Board expressing her appreciation for the support she and Synergy had received.

3. Treasurer's Report

J. Meyer distributed the balance sheet summary, actual v. budget report, and reported that the chapter finances remain essentially as anticipated. J. Meyer advised that several Construction and IFMA Showcase invoices were in dispute and that Synergy is pursuing resolution of these. **J. Meyer to pursue resolution of outstanding Showcase invoices with Synergy. J. Meyer was also instructed to report on the Communications Committee rebate status at the April Board Meeting.**

H. Kiewel reported that the Audit Committee - comprised of J. Meyer, A. Miller; R. Phillips, D. Swartz and H. Kiewel - met to review the records and found the accounts in order. The balance is approximately \$77,500. The committee recommended that a)Synergy be asked to keep better records of the credit card account and b)Synergy be asked to process invoices twice a month rather than the current practice of processing them monthly. Report accepted.

4. Chapter Administrator's Report

J. Nolan not in attendance. No report.

5. Awards Committee

J. Schnack cited a memorandum from the Awards Committee Co-Chairman requesting that the Board address the selection of a recipient of the John C. Anderson Award of Excellence. The memorandum and recommendations for two candidates had been emailed to board members for consideration. After discussion a vote was taken and a nominee selected. H. Kiewel advised that the results be kept confidential. **J. Schnack was directed to notify the Awards Committee of the Board's decision.**

Old Business

6. Anti-harassment and –discrimination policies

H. Kiewel stated that Institute has no overriding umbrella policy. **Chapter Administrator is requested to provide advice regarding anti-harassment and anti-discrimination language at the April Board Meeting.** D. McCarty suggested that the Chapter's insurance carrier might have recommended language. **H. Kiewel to review with insurer.**

7. Student Member Update

Discussion was held on Chapter dues and Chapter meeting meal policy for student members. J. Schnack circulated an Institute Student Membership Application flier that listed the fiscal year 2002 Chapter dues for student members (July 2001-June 2002). The form lists the Minneapolis-St. Paul student dues as "\$10 (includes meals)". D. McCarty advised that currently the Chapter website indicates Chapter annual dues of \$20 for Student members but infers that this does *not* include meals at regular monthly chapter meetings. The Board considered options to address student dues/meals policy but was advised by H. Kiewel that a form had been forwarded to Institute earlier this year that established Chapter policy for 2004-2005. **Motion: K. Duncan moved that the Board direct the Student Member Committee to pursue a policy for 2005-2006 of maintaining the lowest possible dues for student members, and that these dues not include meals. Second: T. Olsen. Discussion held. Question called by E. Johnson. Motion carried on an 8:1 approval. J. Sporrer was directed to investigate current student members due structure.**

Subsequent to the meeting it was determined that the student chapter dues fiscal year 2005 policy is as follows:

- Until April 1, 2004: Institute \$20; Chapter \$15 with meals
- After April 1, 2004: Institute \$23; Chapter \$15 with meals

The Chapter website indicates Chapter dues \$20 without meals. **Action required to correct website information.**

New Business

8. Policy for Member Reimbursements to CSI Show™ & Convention

J. Meyer restated that funds had been budgeted for this purpose and advised that the reimbursement in 2003 was a maximum of \$500 for each board member and committee chair attendee. He added that this amended a previous motion that established a reimbursement of Early registration and one night hotel accommodation. D. McCarty recommended that the board set a good fiscal example by reducing the reimbursement for 2004. **Motion: D. McCarty moved that the reimbursement for board members and committee chairs attending the 2004 CSI Show™ & Convention be Early registration and one night hotel accommodation. Second: T. Olsen. Discussion held. Motion carried.**

Motion: K. Duncan moved that the reimbursement for president and president-elect attending the 2004 CSI Show™ & Convention be Early registration and hotel accommodation, and that the president-elect host the hospitality suite. Second: J. Sporrer. Motion carried.

Leadership Agenda

Growth/Retention

**H. Kiewel entertained a motion to table the leadership agenda until the April Board Meeting.
Seconded: J. Bringle. Motion carried.**

H. Kiewel entertained a motion to adjourn. Seconded: J. Bringle. Motion carried.

Meeting adjourned at 6:35 p.m.

Respectfully submitted,
James E. Schnack, Secretary