



Mpls-St. Paul Chapter, CSI
Thursday, October 21, 2004
4:30 p.m.
Empire House Inc.

Attending: Charles Arnold, Luann Bartley, Eric Johnson, Dean McCarty, Joe Sporrer, Joel Meyer, Terry Olsen, James Bringle, and Paula Nyquist

Meeting called to order at 4:45 p.m.

I. Set the Agenda

Agenda approved as distributed. Motion approved

II. Secretary's Report

Previous minutes distributed for review. Amended Minutes – Terry made the motion Eric second motion passed

Action Item: Luann to send minutes to Dean for review. Dean will email approval of minutes to Luann. Luann the distribute minutes to all board members.

III. Treasurer's Report

September revenue check is lost in the mail. Joel will be checking on this. Questions regarding the Treasurer's Report were discussed. Board expenses don't coordinate with Actual versus Budget needs to be reviewed. James Bringle should be listed for the Showcase on the reports. Terry Olsen wants to see programs updates for September and October with list of checks written. CSI University information was also questioned.

Action Item: Charles to determine Board expenses and work with Joel on the questions regarding the financial information on the report.

IV. Administrative Assistant Report

Charles Arnold reported that the transition is going smoothly. Clarification was made as to who the contacts are at Synergy. Luann Bartley is the main contact for CSI. Sharon Noble should receive program registrations and database updates. Luann should receive all committee minutes via email so that they can be distributed as required.

Action Item: Sharon Noble to email Terry Olsen the membership totals breakdown – members versus non-members who attend meetings.

V. Membership

It was reported that CSI has 539 members with an 80% retention rate. Membership is not promoted with any system. Non-renewed and lapsed members are called by committee members to determine why they did not renew membership. Lacey Mitchell is the National Chapter Liaison.

VI. Committee Coordination Meeting (today)

Joe Sporrer, Paula Nyquist, Dean McCarty, Eric Johnson, James Bringle, Joel Meyer, Sheldon Wolfe, Beth Jensen, Lisa Turner, Kate Roberts, Krista Koutsis, Terry Olsen and Chris Anderson attended. Some Committee Chairs were absent. The meeting was held for chair unity across

committees. Chairs feel that they need budget training. Committee meeting minutes are to be sent to Luann Bartley at Synergy Resource Group for distribution.

Action Item: Eric and Luann will review planning information from the last two years.

- VII. **Project Resource Manual (PRM) Purchase** – These manuals are used by three committees: Education, Students and Certification.
Benefits of pre-ordering 100, discounts available with quantity order – how to use the discount were discussed.
Eric J. will talk with Beth J. on PRM purchase plan that Education Committee has been discussing.

Old Business

- VIII. **Webmaster and specs-lite contacts/administrators**
Discussion took place. Was tabled until next meeting
- IX. **Anti-harassment**
Harold Kiewel to do further checking.
- X. **Table Top Sales at Programs**
Sept. – good, Oct. – none, Nov. – none, Dec. – none, Jan. – none, Feb. – Showcase, Mar. – none
Apr. ?
There will be no table tops next year at program meetings.

New Business – (to be discussed at next meeting)

1. **Nominating Committee**
This committee will meet soon. The members are Dean, Eric, Harold and Audrey.
2. **Dues Increase for Next Year**
Tabled
3. **Investments Review – Should we be more aggressive?**
Joel & Charles will meet to discuss
4. **Hospitality Suite – Is it worth it?**
Tabled
5. **50th Anniversary Subcommittee**
Dean will take charge using past members/presidents to plan.

Meeting adjourned at 6:35 p.m.

Respectfully submitted,

Luann Bartley, Chapter Administrator