



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

Attending: Dean McCarty, Murray Schomburg, Joe Sporrer, Eric Johnson, Paula Nyquist, Harold Kiewel, Bruce Saline, Joel Meyer, Jeremy K., Charles Arnold and Luann Bartley

Meeting Called to order at 4:35

Greeting and meeting of Jeremy Kaeding– new website Webmaster. Discussion of website status and updates. Request was made to post program information sooner.

I. Set the Agenda

Agenda approved as distributed. Motion made by H. Kiewel and 2nd by P. Nyquist motion carried.

II. Secretary's Report

Previous minutes distributed for review. Approved by J. Meyer 2nd by J. Sporrer.

III. Treasurer's Report

Received from Joel and Charles

Normal activity – with two months income on this report. Still working on discrepancies on books. Charles explained the discrepancy as Harold's expenses for late 2003 are included.

Should we be more aggressive in investments? Charles is exploring. Smith Barney account is being compared so that the board can see a comparison to base a decision on.

Revision of payment request form is in progress. Board and co-chairs will review for input.

Charles explained the discrepancy as Harold's expenses for late 2003 are included.

IV. Administrative Assistant Report

Problem with distribution of minutes will be checked out. Luann is working with programs committee regarding monthly meetings.

V. Programs

Badges were discussed. Possibilities are:

- Permanent like PCM (sample shown)
- Print them as stick on badges

- Guest or New Member notification
- Professional look is needed for badges

Updated information from Institute. We download the lists to our database twice a month.

Want samples / re-run for lost or updated that would be necessary.

New Member or Guest Ribbons

Who should budget for badges for next year?

Program charge for Non-MSP Chapter Members was brought up for member of outside chapters. A cost for them to attend meetings needs to be decided.

Action: Request to track members who have brought a guest and those who haven't.

Program schedule was discussed. Evening programs do allow for networking, lunch meetings don't allow for networking.

VI. Membership

PRM and Master Format – Joe Sporrer

Establish some dates today - Date to commit - Date to pay

Synergy should send out email for mass purchase with discounted price. Motion made by E. Johnson 2nd by H. Kiewel. Cost will vary depending on how many we will order.

Paula thinks there should be a handling charge. This is a service we are giving to our members. 10% - 15% to cover costs. Chapter used their influence to prolong being able to get \$195* cost for PRM.

*Minimum order of 25 PRM and expenses.

Action: Email to the board the draft of magnet mail for review before it goes out membership.

Motion by (don't know who made the motion) 2nd by H. Kiewel. Motion carried.

Order by this date, order by amount of check payments received. We don't order unless prepaid. Delivery is pickup at Synergy.

Motion and discussion.

Bulk discount to members for approx. 195 (may go up or down) depending on volume of orders. P. Nyquist made a friendly amendment to her motion to add a handling fee to the per unit discount. Synergy should determine this handling charge. C. Arnold said it was negligible and that Synergy wouldn't really need to add this fee.

Add Shipping & Handling charge on lowest discounted amount per unit.

Motion as amended – H. Kiewel.

OLD BUSINESS

1. Specs-lite is now defunct. Email newsletter only from now on
2. Anti-Harassment and Discrimination Policies must be re-written / Harold to continue to rewrite
3. By-Laws Sub committee will be formed by H. Kiewel.
4. Nominating Committee Members:
Joel Meyer, Joe Sporrer, Jerry Putman, Dean McCarty, Eric Johnson, Harold Keiwei, Jerry DeZelar and Joe Edwards
Motion to accept by H. Keiwei 2nd by T. Olsen
5. Hospitality Suite – support it or not
P. Nyquist made motion to continue to have suite – details to be worked out in the coming months 2nd by E. Johnson
Costs need to be watched and board needs to be made aware of costs – motion carried
6. Discussion of Dues Increase for next year – motion to table T. Olsen 2nd by H. Keiwei
7. 50th Anniversary Subcommittee:
Jerry Putnam and ?? ask Terry

Next meeting will be on December 16th and is the holiday potluck.

Meeting Adjourned 6:10 pm

Respectfully submitted,
Luann Bartley
Chapter Administrator