



Mpls-St Paul Chapter, CSI
Thursday, December 16, 2004
4:30 p.m.
Empirehouse, Inc.

Attending: Dean McCarty, Murray Schomburg, Paula Nyquist, Terry Olsen, Chris Anderson, Joe Sporrer, James Bringle, Eric Johnson, Pam Jergenson, Joel Meyer, Charles Arnold and Luann Bartley.

Meeting Called to order at 4:35 pm by President Dean McCarty.

Announcements & Introduction of board members in attendance.

I. Set the Agenda

Agenda approved as distributed. Motion made by T. Olsen and 2nd by Joe Sporrer motion carried to approve agenda.

II. Secretary's Report

Minutes of November Board Meeting were distributed and read for the record by Secretary Murray Schomburg.

Changes to be made:

Duplication of item regarding Charles' explanation of discrepancy was noted. Second item will be removed from minutes.

Remove Joe Sporrer's name from item VI. Membership.

Motion to accept minutes with changes as mentioned above by T. Olsen and 2nd by J. Bringle. Motion carried to accept amended minutes.

III. Treasurer's Report

T. Olson had questions on Summary Page:

- Income Programs April \$175.00 – Synergy to investigate
- Income Golf Outing \$625.00 – Synergy to investigate
- Expenses Sept. Programs \$798.78 Terry does not feel that all of the bills have been paid.
- Chart of account for travel for November program. Luann explained that the charge was for mileage for her to go to the Sheraton Midway to tell any member who may have gone there in error the correct location. T. Olsen questioned whose error it was. Luann explained that it was miscommunication between programs committee and Synergy.

Request was made to add a class code field to the financial reports. Joel explained the Balance Sheet Summary and stated that we are holding our own and looking pretty good. Joel will be meeting with Mary Kay, of Synergy Resource to discuss changes that he wants to show on the financial reports.

James Bringle will need showcase balance sheet. Synergy to send via email

Joel brought up registration with the state. Do we need to be? It came up because of an exhibitor for the showcase who called Joel. A department at the State level wants to be an exhibitor but would need our State ID number.

Do we need to add tax to the Project Resource Manuals that we will be ordering? Charles will check this out.

IV. Administrative Assistant Report

Luann reported that she has had several conversations with board members that have helped her with questions. Synergy Resource Group will hold their annual Holiday Open House tomorrow at their office. Please join us if you can.

Luann distributed a draft of the magnet mail that would go out for the PRM order. The board reviewed and had a few suggestions. She also handed out a list of members who have brought guests to member meetings since September.

V. Programs

No Report

VI. Membership

No Report

OLD BUSINESS

1. Anti-Harassment and Discrimination Policies. Harold Kiewel. Harold not here for discussion of his document. Wait for next month for action and decision to adopt.
2. Project Resource Manual – Bulk Order
Do we want to go ahead with this? Yes.
Dean Soderbeck (Dunwoody Instructor) orders the books for the students on his own. If he wants to go in with us that's fine or he can do it on his own.

Action: Do not include Dunwoody students in the magnet mail that is going out.

Date to begin taking orders – ASAP. Must check on tax issue first. C. Arnold to contact accountant and attorney to check this out. Date all orders received – 1/17/05. Date for final unit price via email – 1/19/05. PRM will be sold at whatever the discounted price is offered for our order quantity plus shipping and handling. Factor in 5% HANDLING cost for credit card transaction. No checks accepted only Credit Cards payments. FOB Synergy Resource Group.

This bulk order is only for Project Resource Manuals not for Master Format.

3. Should we be more aggressive in our investments? (Joel & Charles)
Joel will talk to several firms to get recommendations on this. Charles is checking what other associations that SGRI represents are doing currently.
4. Dues increase for next year.
Should we consider inflationary increases – a small amount each year vs. noticeable jump every 2 or 3 years. Joel would like to do an analysis of program costs for past years.

Industry professional increase \$5.00 /year, lump sum every three or four years, 5% increase were all discussed. Need offset value to be perceived.

Action: Total cost of venue and meals. How many attendees each month? Get the data from day one of Synergy being involved with CSI. Jaime had it started.

Joel will look into a subcommittee for evaluation of dues increase. Tabled until next month.

5. 50th Anniversary Subcommittee update: Dean McCarty

Rod E. Erickson (ATS&R) will be heading up the subcommittee.

NEW BUSINESS

1. Officer Nominations - Eric Johnson

E. Johnson announced the slate of officers for 2005 –06:

Marthe Sanvik Pres. Elect.

Lisa Turner VP of Industry

John Roa Papke VP Professional

Joel Meyer Treasurer

Nominations will be announced at the January Member Meeting. Nominations will also be taken from the floor.

2. Champagne flutes: Joel Meyer

J. Meyer mentioned that he had a number of champagne flutes that were ordered previously and he has been storing. After discuss it was decided to use them as a special gift at the 50% anniversary party.

3. Committee Tasks: Each committee liaison shall talk with respective committees and request a list of tasks that need to be done for each committee. List will go to New Member Orientation contact. Ex. Phone calls, writing an article, developing flyer, research on something. This list will be updated prior to each New Member Orientation, and will be used to encourage new members to get involved.

Committee Co-Chairs should present these lists at the February board meeting.

Next Meeting will be January 20, 2005

Meeting Adjourned 6:45 pm

Respectfully submitted,
Luann Bartley
Chapter Administrator