



Mpls-St Paul Chapter, CSI
Thursday, March 17, 2005
4:30 p.m.
Empirehouse, Inc.

Attending: Dean McCarty, Murray Schomburg, Paula Nyquist, Terry Olsen, James Bringle, Harold Kiewel, Joel Meyer, Eric Johnson and Luann Bartley

A. Meeting Called to order at 4:35 pm

B. Reports

1. **Approve Agenda** – motion to approve agenda as stated by T. Olsen and 2nd by M. Schomburg, motion carried.
2. **Approval of Minutes of previous meeting**
Eric volunteered strike #1 on new business.
Motion to approve minutes as amended by M. Schomburg and 2nd by T. Olsen, motion carried.
3. **Treasurer's Report** – Joel Meyer
Review of Check Register: Audit of the books will take place within the next month.

Joel will talk to Mary Kay regarding the A/R report for length of time to carry the receivables.

Procedure is send invoice, send reminder statement, and follow-up phone call. Person must pay up before attending another meeting. Flag in database with a new column.

Invoicing for no shows or late cancellation within 2 days of event, statement to be issued if not paid after 30 days, if not paid after 60 days phone call at 90 days it is wiped out of accounting. At that point a trackable record in the database is made to check for recurring problem Motion by J. Meyer and 2nd by H. Kiewel. Discussion followed.

Action Item: What is the cost of adding a field for this addition to the database.

P. Nyquist motioned to table this item and 2nd by T. Olsen.

4. Receive Chapter Administrator's Report

Now that Showcase is over, Luann is getting back into the day-to-day business of the chapter. She is working with the Programs Committee on 2005-06.

C. Committee Activities

1. Open to news not reported in various Committees' minutes

The Committee Chairs for next year for the various committees need to be determined by the next board meeting. Information needs to go to Institute by a deadline of April 30th.

D. Old Business

Annual Sponsorship Campaign: Eric Johnson, Grif Griffith, Bruce Saline and Paula Nyquist are on the committee.

Several themes appear to be true.

- Smaller requests are better received.
- People want to give to specific projects.
- People like to have a trackable return on investment
- Budgets are dissimilar
- Economy can affect willingness to participate
- Economy can change of the course of the year

Recommendation is to not do an annual sponsorship campaign this year.

Motion made to establish an ad hoc committee made by J. Meyer and 2nd by H. Kiewel to draft a calendar of sponsorship opportunities. Motion approved.

Action: List of upcoming sponsorship opportunities should be provided. Will be designed by SRGI and the committee.

E. New Business

1. John C. Anderson Award Nominee
 - The Awards Committee has nominated Sheldon Wolfe for this award.
 - H. Kiewel made motion to accept the nomination and 2nd M. Schomburg. Board approves Sheldon Wolfe as nominee for the John C. Anderson Award.

2. Chapter E-Mail Announcements

Direct the requests to the Communication Chair. Ask the Communication Committee to create the procedures and bring to Board for approval. Note: Previously had put information like this on the website.

NCR reimbursement will be tabled until next month.

Meeting adjourned 5:55 pm

F. Next Meeting April 14, 2005

Respectfully submitted,
Luann Bartley
Chapter Administrator