



**Mpls/St. Paul Chapter
2005-06 Chapter Planning Session
Tuesday, May 24, 2005
J.B. O'Meara Co.
11:00 am – 5:00 p.m.**

Attending: Eric Johnson, Jerry Putman, Dean McCarty, Murray Schomburg, Paula Nyquist, Bruce Saline, Lisa Turner, Matt Strand, Allan Hogle, Sheldon Wolfe, Jared Broghamer, Mike Buchner, Alana Sunness Griffith, Marthe Sandvik, Jeff Rutz, Terry Olson, Jon Rao Papke, Harold Kiewel, John "Grif" Griffith, Bill Enright, Joel Meyer, Diana Nguyen and Luann Bartley

Meeting called to order by Eric Johnson at 11:25 am.

- I. Introductions of all attendees
 - A. Board Members
 - B. Committee Chairs
 - C. Dead Presidents
 - D. Synergy Resource Group
 - E. MediaQuest

- II. Overview of Mpls-St. Paul Chapter - 2005 Planning Meeting – Jerry Putnam
 - A. Listen to Big Picture
 - B. Review Previous Information
 - C. Eliminate Bad/Old Info
 - D. Brainstorm Current/Future Issues (BAG Ideas)
 - E. Develop Good/New Info

- III. Big Picture Review of Current/Future Goals Reports Alana and Grif
 - A. CSI Institute – Alana Griffith
The Institutes Goals are:
 1. Increase awareness of CSI
 - a. CSI Awareness Month is March
 - b. Create partnerships/liaisons with other industry organizations ie: AIA
 2. Promote PRM and MasterFormat 2004 as tools to bring new members in to the chapter
 3. Improve quality of leadership training
 - a. CSI University
 - b. CSI National Convention Las Vegas – March, 2006 We need to encourage our members to attend and then also try and get them to stay at the same hotel.

 - B. NW Region – Grif Griffith
Canada – Missouri Nebraska – Illinois
Minneapolis, Chicago, St. Louis Kansas City are the defined quads of the region.

The Regions Goals are:

1. Support the chapters with programs etc. larger chapters helping the smaller chapters.
2. Leadership training – ie: Region Conference Region Conference in Des Moines this summer July 28-30 “Back to the Basics”
3. Provide Networking

We need to be more active in the region activities

Next years Region Conference is May 25 – 27, 2006 in Winnipeg

- C. Mpls. / St. Paul Chapter – Eric Johnson
Reviewed our Chapters Mission Statement and Long Term Visions
Purpose of planning meeting is to review those, make adjustments if necessary and then make our chapter goals accordingly.
- IV. Review of Previous Roles, Responsibilities and Goals – Jerry Putnam
After small group discussions, the following revisions / changes to the Chapter Mission Statement and Long-Term Vision Statements were agreed upon.

Chapter Mission Statement

“To lead the construction industry through knowledge and education on the built environment.”

Long-Term Vision

EDUCATION AND CERTIFICATION

- Develop quality education programs that provide continuing education units, learning units, certification, and re-certification opportunities for the construction community.
- Recruit industry experts to communicate their knowledge within the construction community.

SPECIFICATION & TECHNICAL KNOWLEDGE

- Maintain leadership in specifications and technical knowledge.

PROGRAMS

- Provide programs that are interesting and thought provoking, that integrate technical and educational aspects, and that encourage social networking for the Chapter’s members and guests.
- Investigate and develop new approaches and formats for the Chapter’s programs to address the needs of the members.

MEMBERSHIP

- Increase the value of Chapter membership to encourage more active participation by all membership groups.

SOCIAL RESPONSIBILITY

- Continue to explore opportunities for social responsibility.

- V. Development of Current/Future Roles, Responsibilities and Goals – Jerry Putnam
A. **The planning committee came up with the following three goals.**

- 1. Education – Increase the educational opportunities for the construction industry**
- 2. Partnership – Increase partnership with other industry organizations**
- 3. Communication - Increase awareness of CSI throughout the industry**

B. Action Item - Committees and Chapter Administrator

It is the committees and the chapter administrator's (with help from the board) responsibility to review their roles/responsibilities and goals and change them if necessary in order to support the Chapter in achieving its above stated goals. These will be submitted to the Board for the June 16th Board Meeting.

VI. Budgeting – Joel Meyer

A. Tutorial (Understanding the Financial Statement)

General review of information

- Check Register
- Actual v. Budget
- Project Detail Report
- Current Balance Sheet
- Balance Sheet Summary
- Payment Request Form (Expenses)

B. Chapter Budget

Will be reviewed and approved by Board at the June 16, 2005 meeting

C. Committee Budgets (Homework)

Action Item: Committees are to review their budgets from last year adjust according to their planned activities for next year and Send them to Joel Meyer - Due Date June 3, 2005