



the Construction Educators

**Minneapolis-St. Paul Chapter
of the
Construction Specifications
Institute**

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**Board of Directors Meeting
Thursday, June 16, 2005
4:30 p.m.
Empirehouse, Inc.**

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

1) Meeting Called to order at 4:43 pm by President Dean E. McCarty

2) Reports

Approve Agenda – motion to approve agenda by T. Olsen and 2nd by H. Kiewel.
Motion moved to approve agenda.

Approval of Minutes of Previous Meeting

Motion to approve minutes as amended. Correct the spelling of Olsen in the list of people attending the 5/24/05 Strategic Planning Minutes so moved by T. Olsen and 2nd by E. Johnson. Motion moved to approve minutes as amended.

Treasurer’s Report – Joel Meyer

Review of Treasurer Information

No report was presented. Treasurer Report will be emailed to all Board Members.

Receive Chapter Administrator’s Report – Luann Bartley

Monthly Calendars for the Chapter are being prepared. These will go out to the Board Members and Committee Members along with Diana and Jeremy for inclusion in the Specifics Newsletter and the Website.

Action: Board requests that these calendars are sent out via email. This will be checked into.

Action: Board inquired whether this could become the calendar for the website. This will be checked into.

A Committee Member Roster has been prepared.

Action: These should be sent via email to Jeremy for the website and to all Board Members.

Board of Directors Roster has also been prepared.

Action: These should be sent via email to Jeremy for the website and Diana for the directory and to all Board Members.

Payment Request Forms – should be sent with all invoices / receipts when submitted for payment. Signature of Board Member or Committee Chair is required before processing for payment.

Plastic Table Top sign holders have been purchased for use by the chapter at member meetings.

SRGI requests a meeting to clarify the CEU process and our duties.



Knowledge for Creating
and Sustaining
the Built Environment

Sending out at end of year? Certificates sent out by us? Persons name date, title, hours of contact is needed.

Action: Luann will make phone calls to certain members to gather information rather than holding a meeting.

3) **Committee Activities**

Open to news not reported in various Committees' minutes

North Central Region Conference

Eric passed out information. Encouraged Board Members, Committee Chairs and Committee Members to attend this conference.

Action: Topic of discussion at the July Board Meeting: Who will be reimbursed for what portion of expenses for this conference.

At the September Member Program Meeting there will be 2 Institute Awards handed out.

4) **Old Business**

1. Strategic planning meeting comments?

5) **New Business**

1. Rebecca Foss memorial donation to CALA.
Propose \$500.00 one-time check to the U of M Foundation.
Motion to make this donation made by T. Olsen and 2nd by M. Schomburg
Discussion followed. Collect donations from membership at their discretion.

Amendment to the motion: A more reasonable amount of a donation from the Board to CALA would be \$25. Motion was made by P. Nyquist and 2nd by H. Kiewel to accept the amendment to this motion. Motion to amend approved.

2. Rebecca L. Foss Student Scholarship: Propose setting up a foundation for student scholarships. Twin Ports Chapter has successful foundation that could be a model

Motion was made to set up a committee to research how to setup a scholar fund or scholarship foundation made by E. Johnson and 2nd by P. Nyquist. Motion approved.

3. 2005-06 Budget Proposal. Review budget requests keeping a balanced budget in mind. Dues increase is reflected in this budget. During the executive review of this budget, the goal was to have net funds at the end of the process.

New Budgets were distributed for the Board Member to review. The budget will be submitted for acceptance at the next meeting.

Action: Email New Budget to all committee chairs for their review.
Include Terry Olsen in that email.

NEXT MEETING: July 21st 4:30 – 6:00 Location TBD

Meeting adjourned 5:35 pm

Respectfully submitted,
Luann Bartley
Chapter Administrator