



the Construction Educators

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

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Knowledge for Creating
and Sustaining
the Built Environment

Thursday, July 21, 2005

4:30 p.m.

Redstone Grille, Minnetonka, MN

Attending: Eric Johnson, Murray Schomburg, Terry Olsen, Joel Meyer, Lisa Turner, Paula Nyquist, Dean McCarty, Jon Rao Papke, Marthe Sandvik, and Luann Bartley

A. Meeting Called to order at 4:48 pm

B. Reports

1. Approve Agenda – with the addition of discussing showcase under item C. motion to approve agenda made by D. McCarty and 2nd by M. Schomburg.
2. Approval of Minutes of previous meeting
Motion to approve minutes as amended made by L. Turner and 2nd by D. McCarty. Motion approved.
3. Receive Treasurer's Report – Joel Meyer
\$5,583.11 year-end balance

Review of Balance Sheet and other documents took place. Review of the budget numbers for 2005-06 took place.

4. Receive Chapter Administrator's Report
Luann reported that a revised Board Roster and revised Committee Roster would be emailed to the Board, Committee Chairs and Co-Chairs.

Luann requested that the Committee Chairs let her know the meeting times and locations of each monthly committee meeting. This information will be included on the CSI calendar for 2005-06 that she is working on.

C. Committee Activities

Open to news not reported in various Committees' minutes

J. Rao Papke reported 66 attendees at the Master Format Seminar and that approximately \$650 profit is expected. This was sponsored in conjunction with AIA.

Showcase Committee

L. Turner requested that the board define the top three goals they are looking for from this event.

1. Fiscal
2. Education
3. Social

D. Old Business

1. Review and Approve '05-'06 Chapter Budget
Motion to approve the budget as presented was made by D. McCarty and 2nd by P. Nyquist. Motion was approved.
2. Establish time for monthly board meetings

Third Wednesday of the month 7:30 – 9:00 am at K. R. Kline, 3050 Metro Drive, Basement Conference Room, Bloomington.

E. New Business

1. Review and Approve Chapter Administrators Contract
The contract with Synergy Resource Group has been signed.
2. Establish reimbursement plan for CSI Region Conference '05
One night hotel and conference registration is suggested for Board Members, Committee Chairs, Co-Chairs and committee members as recommended by the chair and the Regional Director up to \$3,000. All expenses with receipts must be submitted with Reimbursement Request Form by September 1st. If the reimbursements total requested is more than budgeted the difference will be split among the group. Motion as listed above made by J. Meyer and 2nd by D. McCarty.
3. Distribute liaison assignments
Assignments were distributed; a few corrections to the information on that list were made.

E. Johnson handed out assignments for the Board Members attending the Regional Conference. E. Johnson and P. Nyquist to learn more about Chapter Scholarship Programs. T. Olsen and M. Sandvik to learn more about other Chapter Partnerships with other organizations. JR Papke and M. Schomburg to learn more about how other chapters communicate within their industry and promote themselves and their activities.

4. CSI Foundation Donation
Edith Washington has asked for a donation to the CSI Foundation of \$100 by each chapter to be sent by September 30th. Research and review of information will be done before the next board meeting.
5. Chapter Scholarship Program Update
Item tabled until next month.

NEXT MEETING: August 17th 7:30 to 9:00 am @ K.R. Kline

Meeting adjourned at 6:15 pm

Respectfully submitted,
Luann Bartley
Chapter Administrator