



the Construction Educators

Minneapolis-St. Paul Chapter
of the
Construction Specifications
Institute

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Attending: Todd Thoma Eric Johnson Deb Metz
Andrew Miller

Subject: Meeting Agenda FY 2003-2004 - Meeting Number 4
Date:

MEETING Minutes

Item No. Activity Description Coordinator

1 Last Months agenda-We have a confirmation with Dunwoody for the test site, and we are getting them the times we will need the space as well as the date.(March 27th). We are in contact with Hallmark to reserve their space for the review classes. We have sent in the proper form to institute to register our proctor and assistant proctor.
Phil visited the MOP classes and handed out registration forms for the upcoming tests.
Marthe has new questions sent out for the website for the certification challenge.
Joni e-mailed a notice to Rebecca of the important dates to remember. We did not see it in the specifics lite version or on the website, we will check to see if this was an error.

2 News from the board-Eric met with the board and they decided to track how much we spend on renting equipment (power point projectors), we will compile the costs at the end of the year to determine if we should purchase a power point for next year. We agreed to allocate our certification committee budget reserves to the general fund.

3 New Business: Deb Metz-Fahey(ATSR) attended her first Certification committee meeting. She let us know that ATSR would be a good candidate for a box lunch presentation from the Box lunch Presentation committee. (ERIC will check).
Todd will check with Kim G at Hallmark on the dates needed for review classes and any cost or fees associated with getting the space.

4 Articles due for Magazine/or Specifics lite-Final registration deadline. Nothing

5 **Next meeting will be Dec 12th 11:45am OSF, Pam J will be running the meeting in my absence.**

6 **Adjourn meeting**

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Knowledge for Creating
and Sustaining
the Built Environment