



Minneapolis-St. Paul Chapter
of the
Construction Specifications
Institute

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Attending: *Todd Thoma ** **Pam Jergenson ***
Joni Goodmanson *Phil Leonard* **Doug Lingren**
Deb Metz *Andrew Miller* *Marthe Sandvik*
Eric Johnson + * denotes co-chair + denotes liason

Subject: Certification Committee Meeting Minutes FY 2003-2004 - Meeting Number 5
Date: December 12, 2003

MEETING Minutes		
Item No.	Activity Description	Coordinator
1	<p>2004 EXAM 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). Registered proctor and assistant proctor with Institute. Visited the MOP classes and handed out registration forms for the upcoming exam. E-mailed 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.</p>	<p>Pam who? Phil Joni</p>
NEW	<p>Need to follow-up with important dates and “Change in Source Documents ...” for Specifics Lite (Rebecca Foss) by Dec. 15th. Need to forward important dates to webmaster, Sheldon Wolfe. Need to get signage and confirm any security issues with site. Check with Luanne on all exam paperwork due to Institute.</p>	<p>Joni Joni Pam Pam</p>
2	<p>2004 REVIEW CLASSES Located at Hallmark on Tuesdays: 2/24, 3/2, 3/9, 3/16; 6-9 pm Decided the cost to remain the same: free for Fall MOP participants, \$25 for CSI members, and \$50 for non-members</p>	<p>Todd</p>
NEW	<p>Need to check with Joel Meyer on instructors and schedule two instructors (or more?) per night Need to post schedule in Specifics Lite and website Need to check w/ Education Committee on getting MOPs Need reminder for MOP class participants on final exam registration date (January 31, 2004) and review classes. Contact Jon Rao Papke for list of names.</p>	<p>Doug Joni Todd Pam</p>
3	<p>BOARD NEWS (No change from November meeting) 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.</p>	<p>Eric</p>



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- 4 **SPECIFICS MAGAZINE/SPECIFICS LITE ARTICLES**
Lite: Final registration deadline January 31, 2004; perhaps Joni
include website, application, and fees info.
Magazine: Start article for summer? and fall issues with topic of Phil
why get certified. Check on deadline dates later.
- 5 **CERT COM CHALLENGE**
All questions and prizes have been submitted for this year. Thank Marthe
you, Marthe!!
- 6 **BOX LUNCH PRESENTATION**
Good candidate for presentation is ATS & R for next September. Eric
Deb Metz from our committee is ATS & R contact. Would like
to focus on membership and certification.
- 7 **NEW BUSINESS**
Check on getting a Membership Committee member to attend our Todd
Certification Committee meeting as liason/conduit.
- 8 **Next meeting will be January 9th 11:45am at Old Spaghetti
Factory.**
- 9 **Adjourn meeting**

Copy: Harold Kiewel Chapter President
 Eric Johnson Board Liason
 Jamie Nolan Administrator



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