



Minneapolis-St. Paul Chapter
of the
Construction Specifications
Institute

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Minneapolis / St. Paul CSI - Certification Committee

Attending: **Todd Thoma *** **Pam Jergenson ***

Joni Goodmanson *Phil Leonard* **Doug Lingren**

Deb Metz **Andrew Miller** *Marthe Sandvik*

Eric Johnson +

* denotes co-chair +denotes liaison

Subject: Certification Committee Meeting Minutes FY 2003-2004 - Meeting Number 6

Date: January 9, 2004

Item No.	MEETING Minutes 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 and change in source documents. Signage to be provided by John Skujins, Dunwoody. Reminder to Fall MOP attendees on final registration date sent via e-mail.</p>	<p>Pam Todd Phil Joni Pam Pam</p>
NEW	<p>Follow-up with important dates and "Change in Source Documents ..." for Specifics Lite, February (Rebecca Foss). Did not appear in December and January. Forward important dates to webmaster, Sheldon Wolfe. (Pam to forward recent info. to Sheldon and Joni.) Joni to follow-up. Place tabletop info. (final registration date) at Jan. chapter meeting. Forward list of exam registrants to John Skujins for security at Dunwoody.</p>	<p>Joni Joni Todd/Joni Todd</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. Reviewed memo to potential instructors.</p>	<p>Todd Committee Committee</p>
NEW	<p>Schedule two instructors per night. Sending memo to members. Post schedule in Specifics Lite and website (Pam to forward recent info. to Sheldon and Joni.) Joni to follow-up. Follow-up on corrections to chapter website info. Need to check w/ Education Committee on getting MOPs and related AIA and EJCDC documents.</p>	<p>Doug Joni Joni Todd</p>



Knowledge for Creating
and Sustaining
the Built Environment



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|------------|---|--------|
| | Check into registering classes for CEUs. | Todd |
| | Send reminder to exam registrants on review classes. (Pam to forward electronic copy to Joni for corrections and send-out). | Joni |
| | Forward list of exam registrants to Joni before 2/6/04. | Todd |
| | Follow-up on promoting class with Institute. | Pam |
| | (Future items: refreshments, thank yous, and survey) | |
| 3 | BOARD NEWS | Eric |
| | Reviewing the chapter's insurance coverage. | |
| | Formalizing student alliances with Dunwoody, MCTC, and Anoka. | |
| | Investigating growth and retention of membership by Ad-hoc. | |
| | Announcing nominations for Board positions on 1/12/04. | |
| | Looking for website administration from chapter volunteers and by proposal from others. | |
| NEW | Ask Board who needs to receive copies of Committee meeting minutes, besides Committee members | Eric |
| 4 | COMMITTEE BUDGET REVIEW | |
| | The \$1,000 speakers fees moved to general admin. budget. | |
| | Certification Committee plans to keep the speakers fee in 2004-05 budget. | |
| | The \$40.03 spent in Food and Beverages is not understood. | |
| 5 | SPECIFICS MAGAZINE/SPECIFICS LITE ARTICLES | |
| | <u>Lite</u> : Website, registration, and fees info. on review classes. | Joni |
| | <u>Magazine</u> : Start article for summer or fall issues with topic of why get certified. Checking on deadline dates with Rebecca. | Phil |
| 6 | CERT COM CHALLENGE | |
| | Present prize at Chapter meetings. | Marthe |
| | One answer submitted in the last Challenge. | |
| 7 | NEW BUSINESS | |
| | Check on getting an Education Committee member to attend our Certification Committee meeting as liaison/conduit. | Todd |
| | (Future item: Picnic Committee meeting) | |
| 8 | Next meeting will be February 13th 11:45am at Old Spaghetti Factory. | |
| 9 | Adjourn meeting | |
| Copy: | Harold Kiewel Chapter President | |
| | Sheldon Wolfe Webmeister | |
| | Jamie Nolan Administrator | |