



Minneapolis-St. Paul Chapter
of the
Construction Specifications
Institute

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Minneapolis-St. Paul CSI - Certification Committee

Attending: *Todd Thoma ** **Pam Jergenson ***
Mike Buckner *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 7
Date: February 13, 2004

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 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. Dates were provided for Specifics Lite and posted on the website Tabletop with final registration info. placed at January Chapter meeting.</p>	<p>Pam Todd Phil Joni Pam Pam Joni Todd/Joni</p>
NEW	<p>Forward list of exam registrants to John Skujins for security at Dunwoody. (Future items: refreshments for exam day)</p>	<p>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. Sent memo to potential instructors. Class info. posted on chapter website. Faxed class info. to exam applicants on 2/5/04. Initial meeting with instructors on 2/12/04. Schedule cookies and introductions for 2/24?, 3/2 and 3/9. Copy of Fall MOP class list</p>	<p>Todd Committee Doug Joni Joni Doug/Pam Committee Pam</p>
NEW	<p>Scheduling two instructors per night. Possibly schedule the CCPR during the day Check on an updated exam applicant list Make revisions to class announcement Send/fax second class announcement to exam applicants</p>	<p>Doug Marthe Todd Pam Joni?</p>



Knowledge for Creating
and Sustaining
the Built Environment



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Check on getting AIA A201 for students that do not have access to a copy.

Todd

Provide info. on change in EJCDC documents

Pam

Check into registering classes for CEUs.

Todd

Follow-up on promoting class with Institute.

Pam

Need cookies, introductions, and collect surveys by committee member on 3/16

???

Get copy of survey from Luanne and update

Todd?

Tally surveys and report to committee

Doug/Deb

(Future items: thank yous to instructors)

3 **BOARD NEWS**

Eric

No report today.

4 **MEETING MINUTES DISTRIBUTION**

Pam

Meeting minutes are to be forwarded onto Synergy and they will distribute to board members and committee chairs. The webmeister will post the meeting minutes.

6 **COMMITTEE BUDGET REVIEW**

The \$40.03 spent in Food and Beverages is not understood.

Budget was not reviewed during this meeting.

7 **SPECIFICS MAGAZINE/SPECIFICS LITE ARTICLES**

Lite: No further articles at this time.

Magazine: Start article for summer or fall issues with topic of why get certified. Checking on deadline dates with Rebecca.

Phil

8 **CERT COM CHALLENGE**

Marthe

Present prize at Chapter meetings.

One answer submitted in the last Challenge. The committee will continue with this effort.

Prizes to be distributed in March.

9 **NEW BUSINESS**

Todd

Check on getting an Education Committee member to attend our Certification Committee meeting as liaison/conduit.

Check on Train the Trainer for Fall 2004 to increase pool of review class instructors.

Todd

(Future item: Picnic Committee meeting at Doug Lingren's in May)

10 **Next meeting will be March 12th 11:45am at Old Spaghetti Factory.**

11 **Adjourn meeting**

Copy: Jamie Nolan Administrator