



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 liason

Subject: Certification Committee Agenda FY 2003-2004 - Meeting Number 9
Date: April 16, 2004

MEETING Minutes		
Item No.	Activity Description	Coordinator
1	<p>2004 EXAM</p> <p>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).</p> <p>Registered proctor (Dean McCarty) and assistant proctor (Andrew Miller) with Institute.</p> <p>Visited the Fall MOP classes and handed out registration forms for the upcoming exam.</p> <p>E-mailed notice of the important dates and change in source documents for Specifics Lite.</p> <p>Signage to be provided by John Skujins, Dunwoody.</p> <p>Reminder to Fall MOP attendees on final registration date sent via e-mail.</p> <p>Dates were provided for Specifics Lite and posted on the website Tabletop with final registration info. placed at January Chapter meeting.</p> <p>Forward list of exam registrants to John Skujins for security at Dunwoody.</p> <p>Reviewed last year's survey questions</p> <p>Courtesy reminder to John Skujins on signage for exam day and who are the helpers and proctors that will be there</p> <p>Provide refreshments for exam day</p> <p>Assist proctors (two people) at 8:30 a.m. on exam day</p> <p>Get copy of exam attendance report for committee use</p> <p>Forward electronic copy of last year's survey to Pam</p> <p>Edit survey based on last year's comments and forward electronically to Andrew before exam day</p> <p>Bring copies of survey to exam and return completed forms to committee</p> <p>Tally surveys and report to committee</p>	<p>Pam</p> <p>Todd</p> <p>Phil</p> <p>Joni</p> <p>Pam</p> <p>Pam</p> <p>Joni</p> <p>Todd/Joni</p> <p>Pam</p> <p>Committee</p> <p>Pam</p> <p>Andrew</p> <p>Doug/Pam</p> <p>Andrew</p> <p>Doug</p> <p>Pam/Todd</p> <p>Pam</p> <p>Andrew</p>
NEW	<p>Send congratulatory letter for passing candidates to Sharon Noble at Synergy</p> <p>Send names of non-member passing candidates to Membership</p> <p>Consider new location next year (U of M CALA?)</p> <p>Update survey to ask if exam location is good</p> <p>Post signage at Exam 2005</p>	<p>Deb</p> <p>???</p> <p>???</p> <p>Andrew</p> <p>Doug</p>



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- 2 **2004 REVIEW CLASSES**
Located at Hallmark on Tuesdays: 2/24, 3/2, 3/9, 3/16; 6-9 pm. Todd
Decided the cost to remain the same: free for Fall MOP Committee
participants, \$25 for CSI members, and \$50 for non-members.
Sent memo to potential instructors. Doug
Class info. posted on chapter website. Joni
Faxed class info. to exam applicants on 2/5/04. Joni
Initial meeting with instructors on 2/12/04. Doug/Pam
Schedule cookies and introductions for 2/24, 3/2, 3/9 and 3/16. Committee
Copy of Fall MOP class list to committee Pam
Received updated exam applicant list and forwarded to committee Pam
Second fax and follow-up calls to exam applicants on 2/18/04 Joni
Copies of AIA document for class attendees Todd
Submitted info. on change in EJCDC documents to Specifics Lite Pam
Prepare list of unpaid review class attendees
Write thank you letters to instructors Doug
- NEW** Call those that have not paid for review class Todd
Write thank you letters to instructors ???
Sign thank you letters and send out Doug/Deb
Todd/Pam

(future items: recruiting instructors, instructor's guide, instructor's
meeting, Rebecca's test taking strategies, review class topic
layout, coordinate w/ Education Committee – Beth Jensen)
- 3 **BOARD NEWS** Eric
No report today.
Articles submitted for Specifics Lite have not been published for
past four months. Eric to check with Board.
- 4 **COMMITTEE BUDGET REVIEW**
The \$40.03 spent in Food and Beverages was from May meeting.
Budget was not reviewed during this meeting.
NEW Get recent copy of budget for review at April meeting Pam
- 5 **SPECIFICS MAGAZINE/SPECIFICS LITE ARTICLES**
Lite: No further articles at this time.
Magazine: Continuing with article for summer or fall issues with Phil/Todd
topic of why get certified. Checking with Rebecca.
- 6 **CERT COM CHALLENGE** Marthe
Present prize at Chapter meetings.
One answer submitted in the last Challenge. The committee will
continue with this effort.
Discuss limited participation and future approach to increase
participation
- 7 **NEW BUSINESS**
Check on getting an Education Committee member to attend our Marthe
Certification Committee meeting as liason/conduit in August.
Check on Train the Trainer for Fall 2004 to increase pool of Marthe
review class instructors. Check w/ Education Committee



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8 **Next meeting will be 6:30 p.m on May 5, 2004 at Doug
Lingren's for the May BBQ Meeting**

11 **Adjourn meeting**

Copy: Jamie Nolan Administrator



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