



Minneapolis-St. Paul Chapter
of the
Construction Specifications
Institute

131 Fernbrook Lane, Suite 111
Plymouth MN 55447

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Minneapolis / St. Paul CSI - Certification Committee

Attending: Pam Jergenson * (co-chair avail.)* **Visitor:** none
 Mike Buckner Phil Leonard Doug Lingren Deb Metz
 Andrew Miller Marthe Sandvik Bill Stuhr **Todd Thoma**
 Murray Schomburg + * denotes co-chair + denotes liason

Subject: Certification Committee Meeting Minutes FY 2003-2004 - Meeting Number 4
Date: November 12, 2004

MEETING Minutes		
Item No.	Activity Description	Coordinator
1	2004 EXAM Congratulatory letter sent to passing candidates	Deb
2	2004 REVIEW CLASSES Thank you letters sent out to past instructors; letter to inform about the upcoming certification instructor class and new MasterFormat	Doug/Deb
NEW	✓ Followed up with Synergy as to those that have not paid for review class (Ask Luanne w/ Synergy to collect/call for payment from one person that attended last year's classes)	Todd
3	2005 EXAM - April 2, 2005 ✓ Successfully promoted certification sign-up by working at the registration table for the October 11, 2004, chapter meeting. Contact was made with 50% of the meeting attendees on becoming certified at the CDT level ✓ Promoted advanced certification at registration table for the November 8, 2004, chapter meeting. No CDTs attended the meeting to promote advanced certification.	Mike/Deb Doug Murray
NEW	✓ Send e-mail to Synergy (then to general membership) shortly after November meeting to encourage exam applications ✓ Bring leftover brochures and applications to Hallmark for next new member orientation on 11/17/04. ✓ Promote certification applications by visiting new member orientation with copies of exam applications that have the CSI-MSP website address at bottom to check on review class schedule ✓ Consider new exam location next year (Intl. Market Square, Earle Browne @ U of M, etc.) ✓ Register location and proctors. Murray will be one of the proctors. Ask Andrew to fulfill proctor duty, too. (e-mail info. to Murray and Andrew) ✓ Update survey to ask if exam location is good ✓ Post signage at Exam 2005	Todd Todd Phil Marthe Pam Andrew Doug
4	2005 REVIEW CLASSES	



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- 4 **2005 REVIEW CLASSES**
Dates of classes: March 1, 8, 15, and 22, 2005
- NEW** ✓ Forward proposal from Maryellen Skan and forward to the committee for review. Also ask if the presentation can be taped or hard copy be retained for future use. Pam
- ✓ Set date for Train the Trainer. Avoid conflict with Showcase class on 1/25/05. (e-mail sent to Beth to find out the date, time and location of Showcase class) Pam
- ✓ Coordinate training of instructors with AIA? Marthe
- ✓ Secure location for classes (ATS & R, Empirhouse, etc.) Marthe
- ✓ Check with Bruce Saline on chapter's CEU registration of class and exam Pam
- ✓ Recruit instructors from passing candidates by sending e-mail thru Synergy (waiting for Train the Trainer date, etc.) Doug
- ✓ Contact possible instructors in general certified membership by sending e-mail thru Synergy, check on sorting current roster for certified members (waiting for Train the Trainer date, etc.) Marthe
- ✓ Purchase new MasterFormat materials in volume with Education Committee by contacting Education Chair (\$1,000 budget buys 5 new PRMs) Pam
- ✓ Promote the class on the web ???
- ✓ Promote the class to exam candidates ???
- (future items: instructor's guide, instructor's meeting, Rebecca's test taking strategies, review class topic layout)
- 5 **BOARD NEWS** Murray
- ✓ None to report at this meeting
- 6 **COMMITTEE BUDGET REVIEW** Pam
- Budget is unchanged from our last meeting.
- NEW** ✓ Get recent copy of budget for review at next committee meeting
- 5 **SPECIFICS MAGAZINE/SPECIFICS LITE ARTICLES**
- Lite:
- ✓ ??? ???
- Magazine: AWAITING PUBLICATION OF BELOW
- ✓ Check with Communications on next publication Pam
- ✓ Phil submitted article to committee and Rebecca Phil
- ✓ Sent names of newly certified to Rebecca Pam
- ✓ Gave chapter challenge results to Rebecca for publishing Pam
- 6 **CERT COM CHALLENGE** Marthe
- ✓ ON HOLD until Specs Lite resumes
- ✓ 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**
- ✓ Contact Jerry about the Education Committee and having Certification Committee members to attend "Round Robin" Mike



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7 **NEW BUSINESS**

- ✓ Contact Jerry about the Education Committee and having Certification Committee members to attend "Round Robin" style by signing up for each month/meeting. Then, report back to our committee any overlap or coordination. (Education committee meets: 7:00 am, 3rd Thursday of the month, at Dunwoody Technical College Minneapolis, Committee Chair: Beth Jensen, CSI, CDT; Pella Windows & Doors, 763.745.1417 Phone, 763.745.1433 Fax, bethj@pellatc.com)
- ✓ Promotional materials received. Lisa Turner to check into more brochures
- ✓ New study guides are available online

Mike

Pam

8 **IMPORTANT DATES**

- ✓ December 1, 2004 = Early Registration Deadline for Exam
- ✓ January 10, 2005 = Exam Site Support Forms Due to Inst.
- ✓ January 31, 2005 = Final Registration Deadline for Exam
- ✓ April 2, 2005 = Certification Exam

9 **Next meeting will be 11:45 a.m. on December 10, 2004 at The Old Spaghetti Factory**

10 **Adjourn meeting**

Copy: Luann Bartley Administrator



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