



Date: May 11, 2007

To: CGI (Common Ground Iowa) stakeholders and interested parties

From: LuAnn Allar

Subject: May 1, 2007 Meeting Minutes

The May 1, 2007 CGI Meeting was called to order at 10:00 AM by Mike Broshous. Those in attendance include:

Allar	LuAnn	Alliant Energy
Barber	John	Snyder & Associates, Inc.
Booth	Ben	Iowa One Call
Broshous	Mike	Consolidated Utility Services, Inc.
Carlton	Joe	ELM Locating & Utility Services
Doughan	Josh	Snyder & Associates, Inc
Fossum	Sally	Alliance Pipeline
Hanna	Brian	Consolidated Utility Services, Inc.
Hraha	David	Iowa Association of Municipal Utilities
Munyon	Cynthia	State Of Iowa – Iowa Utilities Board
Styer	Troy	NuStar Energy L.P.
Vielhaber	Pete	Qwest Communications
Winnie	Harold	US DOT
Yanda	Joel	Maquoketa Municipal Electric Utility

Chapter Structure

Prior to the meeting Mike Broshous and Sally Fossum reviewed several state constitution and bylaws and created a logo and draft “The Constitution & Bylaws of Common Ground Iowa” document.

A motion was made by John Barber to approve the logo “CGI - Common Ground of Iowa”. Troy Styer seconded the motion. The motion was approved and passed. Later in the meeting, following the website address discussion members suggested the logo match the website address. John Barber requested the original motion be amended to state, the logo will be CGI – Common Ground Iowa” Joel Yanda seconded the motion. The motion was approved and passed.

During the meeting, stakeholders reviewed and edited “The Constitution & Bylaws of Common Ground Iowa” document. Stakeholders determined to request members to sign a pledge form. Mike Broshous will obtain copy of Nebraska Common Ground Alliance Regional Partner membership pledge form and e-mail to members for review and comments. The membership pledge form will be reviewed and edited at the July 31st meeting.

Discussion was held on quorum requirements for meetings or elections. John Barber volunteered to research Roberts Rules of Order for information associated with a quorum and will report back to stakeholders with his findings on or before July 31.

John Barber made a motion to adopt and approve the updated CGI Constitution & Bylaws document. Joel Yanda seconded the motion. The motion was approved and passed. A copy of the final document is attached.

Regional CGA Application

Mike Broshous volunteered to complete and submit the regional partnership application to the national CGA on behalf of the stakeholders present at the meeting. Stakeholders were requested to identify if their company is a member of the national CGA and to report back with their findings at the July 31st meeting. LuAnn Allar made a motion requesting Mike complete and submit the Regional CGA application on behalf of the stakeholders present at the May 1, 2007 meeting. John Barber seconded the motion. The motion was approved and passed.

Website

Mike Broshous reported on website development criteria. The address www.commongroundiowa.com is available. Consolidated Utility Services volunteered to pay for the cost associated with registering and reserving a website domain for CGI. At the July 31st meeting a committee will be created for website development. Troy Styer made a motion that CGI reserve and develop a website using the address of www.commongroundiowa.com. Ben Booth seconded the motion. The motion was approved and passed.

Recruitment

A brief discussion was held on recruitment. Stakeholders are asked to promote CGI, informing interested parties of future meetings. Ben Booth volunteered to place a CGI link on the Iowa One Call website once the CGI website is built. Further discussion was tabled for the July 31st meeting.

Next Meeting Date & Time

Discussion was held regarding the next meeting location and time. Our next meeting will be held on Tuesday, July 31, 2007 at Alliant Energy, 1284 XE Place, Ames, IA. The meeting will begin at 10:00 a.m. and is scheduled to adjourn at 12:00. Enclosed is driving directions to the facility

Review of Task Assignments

Meeting task assignments were reviewed.

Topic	Action / Task Assignment	Person Responsible
CGI Members Contact Info	Update the contact data on the CGI Members Contact Info spreadsheet.	LuAnn Allar
CGI Logo	Update title under logo to read Common Ground Iowa.	Sally Fossum
Membership Pledge Form	Obtain copy of Nebraska Common Ground Alliance Regional Partner membership pledge form and e-mail to members for review and comments.	Mike Broshous
CGA Application	Submit CGI application for membership.	Mike Broshous
National CGA membership	Identify if your company is a member of the national CGA.	All stakeholders
Quorum	Using Roberts Rule of Order obtain information associated with quorum voting.	John Barber
Constitution & Bylaws of Common Ground Iowa	E-mail the update Constitution & Bylaws of Common Ground Iowa to all stakeholders.	Mike Broshous
CGI website	Register and reserve a website domain for CGI.	Mike Broshous
Recruitment	Upon completion of CGI website place link on the Iowa One Call website.	Ben Booth
July 31 Meeting Agenda	Create July 31 Meeting Agenda.	LuAnn Allar

Adjourn

A motion was made to adjourn the meeting by Dave Hraha with a second by Joe Carlton. Meeting adjourned at 2:00.



Common Ground Iowa

July 31, 2007 Agenda

**Location: Alliant Energy
1284 XE Place
Ames, IA**

10:00	Welcome & Introductions	Mike Broshous
10:15	Common Ground Iowa Constitution & Bylaws <ul style="list-style-type: none">• Quorum	John Barber
10:30	Regional CGA Application <ul style="list-style-type: none">• Update• Identification of stakeholder membership to National CGA	Mike Broshous
10:45	CGI website <ul style="list-style-type: none">• Demonstration• Creation of Development Team	Mike Broshous
11:00	CGI Membership Pledges <ul style="list-style-type: none">• Review & sign	Mike Broshous
11:15	Recruitment <ul style="list-style-type: none">• Identify next steps	Mike Broshous
11:45	Next Meeting Date & Time	Mike Broshous
11:50	Review of Meeting task assignments	LuAnn Allar
12:00	Adjourn	

Driving Directions

July 31, 2007 Meeting Location: Alliant Energy
1284 XE Place
Ames, IA

- Traveling North or South on I-35 merge onto US-30 W via **Exit 111 B** toward Ames
- Traveling west on US-30 W for approximately 8 miles take **Exit 142** toward Lincoln Way / Napier
- Turn right onto X Ave
- Turn right onto IA-930 / W Lincoln Way traveling 0.2 miles
- Turn left onto XE Place
- Turn right. Parking is available in the front of the building.