



Date: 04-15-08

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

From: Mike Broshous

Subject: April 10, 2008 Meeting Minutes

On April 10, 2008 the CGI Meeting was held at the Iowa Utilities Board Office, 350 Maple Street, Des Moines, IA. John Norris, Chairman of the Iowa Utilities Board (IUB) and Board members Krista Tanner and Darrell Hanson opened the meeting welcoming all in attendance and thanking them for their assistance in establishing a Common Ground regional partnership in Iowa and for taking on the important task of promoting public safety through damage prevention and shared responsibility. He commented that it is great to see a diverse group of stakeholders coming together, sharing information and perspectives and working together on all aspects of damage prevention issues. He feels this forum will allow the achievement of results that would otherwise be impossible.

On April 10, 2008 at 10:10 AM, Mike Broshous requested a motion to call the CGI meeting to order. Ted Schneider accepted the motion and Pete Vielhaber seconded the motion. Those in attendance include:

Allar	LuAnn	Alliant Energy
Barber	John	Snyder and Associates, Inc.
Blanco	Eloy	Mid American Energy
Booth	Ben	Iowa One Call
Broshous	Mike	Consolidated Utility Services, Inc.
Doughan	Josh	Snyder and Associates, Inc.
Dressman	Ed	Mid American Energy
Eaton	Dean	Kinder Morgan Natural Gas Company
Fossum	Sally	Alliance Pipeline
Fournier	Duane	IUB
Gruenhagen	Chris	Iowa Farm Bureau
Hraha	Dave	Iowa Association of Municipals
Landa	Mark	Iowa Association of Electric Coops
Mason	Kristin	Corell Contractor
Meyer	Billy	Kinder Morgan Natural Gas Company
Munyon	Cynthia	IUB
Newburg	Cate	Iowa Soybean Association
Popp	Deanne	Iowa D.O.T.

Royer	Tim	City of Waukee
Saffell	Don	Communications Data Link
Schaefer	Trish	Gaylord Construction
Schneider	Ted	Gaylord Construction
Secory	Mick	Consolidated Utility Services
Simon	Michael	Communications Data Link
St John	Jon	Corell Contractor
Stone	Steve	Aquila Networks, Inc.
Styer	Troy	NuStar Energy
Vielhaber	Pete	Qwest Communications

Welcome and Introductions

Mike Broshous welcomed all in attendance. Introductions consisted of each meeting participant introducing them self and identifying the company/organization they represented.

Safety & Housekeeping Concerns

Cynthia Munyon provided all in attendance the Iowa Utilities Board office safety and housekeeping guidelines.

February 10, 2008 Meeting Minutes

There was no discussion regarding the February 10, 2008 meeting minutes and a motion was made by Cynthia Munyon to approve these meeting minutes. John Barber seconded the motion and all CGI members present voted in favor of the motion.

Membership Report

The Membership report was presented by John Barber. CGI currently has fourteen (14) active memberships. Based on recommendations from the February 10th meeting, the updates to the membership form are complete. There will be no CGI membership dues but sponsorships and/or donations are welcome. Membership pledge forms were passed around to new meeting participants. Discussion was held on placing a membership roster on the CGI website. Cynthia Munyon made a motion that the CGI membership form and a CGI membership roster including the business name and contact name be placed on the CGI website. Josh Doughan seconded the motion and all CGI Steering Team members voted in favor of the motion. John Barber will work with Pete Vielhaber to complete updating of the CGI website.

Financial/Treasurer Report

The financial report was presented by Josh Doughan. The \$1,000. sponsorship gifts from; Consolidated Utility Services, Inc. and Alliant Energy were deposited bringing the CGI checking account beginning balance to \$2,000. Expenditures were \$89.45 to Deluxe Business Checks (business starter pack) and \$750. to the Internal Revenue Service (501(c)(3) application fee) leaving a balance of \$1,160.55 in the checking account as of April 10, 2008. LuAnn Allar made the motion to accept the financial report. Sally Fossum seconded the motion and all CGI Steering Team members voted in favor of the motion.

Discussion was held on funding of the organization. The CGI Executive Team goal is to develop a 3 to 5 year business plan over the next couple of months for membership review and approval. The business plan will help identify future proposed expenditures and assist in the PHMSA Damage Prevention grant application we plan to submit in 2009 with funding to be dispersed in 2010.

Non-Profit Status Report

Cynthia Munyon reported the 501(c)(3) federal identification number application was submitted to an attorney for reviewing and processing during the month of March. It will take approximately 1 year to approve the request; in the meantime the organization will operate as if they are approved. Yearly tax filings will be completed by the CGI treasurer and vice president.

National CGA Report

Mike Broshous distributed copies of the CGA Regional Partner Committee March 25, 2008 Meeting Minutes.

Mike Broshous, Sally Fossum and Steve Stone attended the National CGA Excavation Safety Conference and Expo held in Las Vegas, they encouraged CGI members to attend the 2009 CGA Safety Conference and Expo. The following are highlights from the discussion: There were over fifty (50) CGA Conference Breakout Sessions allowing attendees to listen to issues and solutions from across the country and the Exhibitors Excavation Safety Expo allowed attendees to view the latest technologies in damage prevention and safe excavation.

Mike Broshous distributed the CGA Best Practices 5.0 Manual to all attendees. Additional copies can be obtained by accessing the CGA website. Discussion was held on:

- How to identify the 2007 updates? The 2007 updates to the manual can be easily identified by viewing of the page footers.
- What is the process required to make an update? Best Practices can undergo up to a 1 – 3 year discussion prior to publication.

2009 CGA Safety Conference and Expo

The 2009 CGA Safety Conference and Expo will be held at the Orlando, Florida Caribe Royale Resort on February 17-19th. CGA will sponsor one member from each region to attend the event.

Marketing Initiatives

Cate Newburg provided the CGI Executive Team members a CD containing the CGI art files. She explained the difference between copyright vs. trademark and a membership discussion followed. A motion was made by Cynthia Munyon to adopt the CGI logo and tag line. Dave Hraha seconded the motion and all CGI Steering Team members voted in favor of the motion. A second motion was made by John Barber to adopt the format contained within the CGI Art document. Sally Fossum seconded the motion and all CGI members voted in favor of the motion. A third motion was made by Cynthia Munyon to instruct Cate Newburg to obtain copyright on the CGI logo and on the CGI logo with the tag line. Pete Vielhaber seconded the motion and all CGI members voted in favor of the motion.

A discussion followed on the benefits of joining CGI and on the materials or documents CGI is using to deliver their message.

CGI is an organization where members work together to share and disseminate damage prevention information. By becoming a member of CGI you will gain access to a wealth of expertise from the many different stakeholder perspectives that exist in the organization.

The CGI Executive Team is in the process of creating a “Who We Are” brochure and power point presentation document. Documents will be finalized and presented at the June 5th CGI General Membership Meeting.

John Barber has presented at meetings and conferences on the benefits of joining CGI and volunteered to speak at future meetings. John will contact Mark Landa to identify how CGI can assist him in communicating the CGI message to the Iowa Association of Electric Coops

Dave Hraha plans to place an article in the Iowa Association of Municipals Newsletter.

Cynthia Munyon passed out the “You’re a smart cookie!” invitation created by Cate Newburg. This is an example of a marketing strategy CGI may want to consider as we strive to meet our 2008 goal of increasing membership.

CGI Committee Selection

To assist CGI in going to the next level, the CGI Executive Team felt the following committees should be formed: Best Practice, Membership, Program, Marketing and Education. These smaller committees will have more specialized functions and bring together diverse talents and points of view to discuss developments in their areas, review projects that cut across organization boundaries, talk about future options, etc. Discussion was held on what each committee’s goals are or the tasks the committee would strive to accomplish. Committee signup sheets were distributed to attendees. The following are individuals who signed up for a committee:

Best Practices Committee Members	Membership Committee
1. Pete Vielhaber	1. John Barber
2. Steve Stone	2. Cynthia Munyon
3. Trish Schaefer	3.
4. Ben Booth	4.
5.	5.
Program Committee	Marketing Committee
1. Sally Fossum	1. Cate Newburg
2. Dave Hraha	2. Ben Booth
3.	3. LuAnn Allar
4.	4. Josh Doughan
5.	5.
Education Committee	
1. Mike Broshous	
2. Sally Fossum	
3.	
4.	
5.	

Education Outreach Programs 2008

Due to the late notification of the Farm Safety Day Event request CGI will not be participating in the 2008 program although the CGI Education Committee will be developing a program with the intentions of participating in the 2009 program. Members were urged to notify Mike Broshous as education or outreach opportunities become apparent.

Guest Speaker – Don Saffell, Communications Data Link

The Damage Prevention Process and Investigations presentation outlined the process Communications Data Link follows to prevent damages from occurring and the process the follow when facilities are damaged. Discussion followed the presentation.

Guest Speaker – Pete Vielhaber – Qwest Communications

The Standardized Marking Practices – Iowa presentation provided attendees the ability to see the Standardized Qwest Locate Marks document. Qwest implemented the standard locate marking process in Iowa during the month of March and referred to the CGA 5.0 version as they developed the document. Discussion followed the presentation.

CGI Executive Team Meeting and Business Plan Report

The CGI Executive Team will meet in May to begin the development of a 3 to 5 year business plan. The business plan will help identify future proposed expenditures and assist in the PHMSA Damage Prevention grant application we plan to submit in 2009.

Open Forum

No items were discussed.

Next Meeting Date & Time

Discussion was held regarding the next meeting location and time. Our next meeting will be held on Thursday June 5, 2008 at the Cedar Rapids Area Chamber of Commerce, 424 First Ave NE, Cedar Rapids, IA 52401. The meeting will begin at 10:00 AM and is scheduled to adjourn at 1:00 PM.

Teleconferencing via a conference bridge will be instituted for this meeting. This service is being provided to CGI on behalf of Qwest Communications. The teleconference bridge number is (877) 260-8255 and the conference identification number is 609-0447.

An agenda for the June meeting will follow. Please send any items for the agenda to Mike Broshous at mike.broshous@cusinc.com.

Adjournment

A motion was made to adjourn the meeting by Cynthia Munyon with a second by Pete Vielhaber. Meeting adjourned at 12:45 PM.

Review of Task Assignments

Topic	Action / Task Assignment	Person Responsible
Membership Form	E-mail the updated CGI Membership Form to Pete for posting on the website.	John Barber
Copyright	Obtain copyright on the CGI logo and on the CGI logo with the tag line.	Cate Newburg
CGI Website	Update the website incorporating the logo and tag line.	Pete Vielhaber
"Who We Are" Brochure	Finalize the "Who We Are" document.	Executive Team
Power Point Presentation	Create and finalize a power point document for CGI members to use when conducting presentations.	Executive Team
CGI Communication / Presentation	Contact Mark Landa to identify how CGI can assist him in communicating the CGI message to the Iowa Association of Electric Coops.	John Barber
June Agenda Items	Send items for the June 5 th agenda to Mike Broshous at mike.broshous@cusinc.com	All

Future Meeting Details

Date: Thursday June 5, 2008

Location: Cedar Rapids Area Chamber of Commerce
424 First Ave NE
Cedar Rapids, IA 52401

Meeting Start Time: 10:00 AM

Driving Directions to the Cedar Rapids Area Chamber of Commerce:

Traveling **NORTH** on Interstate 380

1. Take Exit 20B ((Hospital Exit / 7th St E / US Cellular Center Exit)
2. Turn RIGHT onto 7th St NE
3. Turn RIGHT onto 1st Ave NE NE / US – 151 BR / IA-922
4. End at 424 1st Ave NE Cedar Rapids, IA (This building is located between the US Cellular Center and Guaranty Bank)

Traveling **SOUTH** on Interstate 380

1. Take Exit 20B (Hospital Exit / 7th St E / US Cellular Center Exit)
2. Turn RIGHT onto C Ave NE
3. Turn LEFT onto 7th St NE
4. Turn RIGHT onto 1st Ave NE / US – 151 BR / IA-922
5. End at 424 1st Ave NE Cedar Rapids, IA (This building is located between the US Cellular Center and Guaranty Bank)

Parking: Metered parking is available on the street or individuals can park in the US Cellular Center parking ramp.