



Date: 06-18-08

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

From: Mike Broshous

Subject: June 5, 2008 Meeting Minutes

On June 5, 2008 the CGI Meeting was held at the Cedar Rapids Area Chamber of Commerce, 424 First Ave NE, Cedar Rapids, IA. At 10:10 AM, Mike Broshous called the CGI meeting to order. Those in attendance include:

Allar	LuAnn	Alliant Energy
Barber	John	Snyder and Associates, Inc.
Blanco	Eloy	MidAmerican Energy
Broshous	Mike	Consolidated Utility Services, Inc.
Hanna	Brian	Consolidated Utility Services, Inc.
Hannagan	Jon	Northern Natural Gas
Munyon	Cynthia	Iowa Utilities Board
Newburg	Cate	Iowa Soybean Association
Royer	Tim	City of Waukee
Saffell	Don	Communication Data Link
Sublett	Richard	Alliant Energy
Schneider	Ted	Gaylord Construction
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:

Mike Broshous provided all in attendance the Cedar Rapids Area Chamber of Commerce safety and housekeeping guidelines.

Common Ground Iowa Mission Statement:

Mike Broshous read the Common Ground Iowa Mission Statement, ***“The mission of CGI is to promote public safety through damage prevention and shared responsibility, while utilizing the Common Ground Alliance’s Best Practices for advancing Underground Utility Safety in the State of Iowa”.***

April 10, 2008 Meeting Minutes:

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

Committee Reports:

To view each committee's, goals, objectives and members, visit the CGI website at: www.commongroundiowa.com

Best Practices:

Pete Vielhaber provided the Best Practice Committee report. This committee plans to analyze existing data sources to determine where to best focus the committee efforts.

Program:

Mike Broshous provided the Program Committee report. This committee plans to focus on coordination of guest speakers who will convey interesting and informative presentations on damage prevention related issues.

Education:

Mike Broshous provided the Education Committee report. This committee plans to look at existing damage prevention education programs to identify opportunities where CGI can have significant impact in furthering the reach and effectiveness of those programs.

Marketing:

The Marketing Committee did not have the opportunity to meet and had no activity to report.

Membership:

The Membership Committee is working on the creation of a stakeholder database. This will assist CGI in sharing information and perspectives on all aspects of damage prevention issues. Mike Broshous made the motion that; the membership committee be allotted funding for the purchase of stakeholder lists and that a formal request be made to Iowa One Call for a listing of excavators. John Barber seconded the motion and all CGI members present voted in favor of the motion.

Breakout into Committee Groups:

During the breakout session attendees had the opportunity to ask questions, make comments and engage in discussions with the committee chairperson and members. For information and minutes on any particular breakout session please refer to www.commongroundiowa.com.

Guest Speaker – Ted Schneider, Gaylord Construction

Ted Schneider, Safety-Loss Prevention Director for Gaylord Construction reviewed the Safe Digging Policy presented to new employees during orientation. The eight step process takes into consideration a variety of digging practices and work activities employees will follow. Leading edge safety technologies as well as the strong company commitment to an injury and illness free workplace were evident in the Safe Digging Policy. Discussion followed the presentation.

Guest Speaker – Jon Nietzel – Alliant Energy

Jon Nietzel, Lead Safety Consultant for Alliant Energy, led the group in a “Stretching for Safety” break, while identifying the targeted muscles and explaining the benefits of the exercise. A presentation followed on the zero injury culture Alliant Energy is striving to develop using SafeStart technologies. The purpose of the course is to teach employees that the four states Rushing, Frustration, Fatigue and Complacency can cause or contribute to the following critical errors, which increase the risk of injury; Eyes not on task, Mind not on task, Line-of-Fire, Balance / Traction / Grip. Discussion followed the presentation.

CGI On Going Calendar

The six year meeting business plan established by the CGI Executive Team was distributed to attendees. This is a living document and will be updated as we become aware of education and outreach programs.

2008 Education and Outreach Programs

Farm Progress Show:

CGI is registered to participate in the Farm Progress show. The show will be held in Boone, Iowa on August 26 – 28. CGI will have a display booth in the Damage Prevention tent.

Iowa State Fair Parade:

CGI is registered to participate in the Iowa State Fair Parade. The “811” Bud-Lite character will be promoting call before you dig.

Iowa State Fair:

CGI members volunteered to assist in staffing of the Iowa One Call booth at the Iowa State Fair. Once the sign up sheet is released from IOC, it will be shared with CGI members to solicit volunteers.

TSI Conference:

CGI will be a presenter in the Damage Prevention session and will register to have a vendor display booth. The Iowa Pipeline Safety Conference will be held in West Des Moines on August 19 -21.

2009 Iowa Excavation Safety Summit:

Organizational activities are underway for the first Iowa Excavation Safety Summit. The summit is planned to be held in the fall of 2009.

New Business

Common Ground Iowa Constitution and Bylaws:

Cynthia Munyon proposed the following non-profit and dissolution clauses be incorporated into the existing Common Ground Iowa Constitution and Bylaws to meet IRS requirements.

Non-profit clause

The assets and income of the CGI shall be applied solely in furtherance of its above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the organization except as bona fide compensation for services rendered or expenses incurred on behalf of the organization.

Dissolution clause

In the event of the organization being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to the Common Ground Alliance or another organization with similar purposes which is not carried on for the profit or gain of its individual members. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

Discussion occurred. Cynthia Munyon made a motion to add the two new articles to the existing Common Ground Iowa Constitution and Bylaws. LuAnn Allar seconded the motion and all CGI members present voted in favor of the motion.

Purchase of Promotional Items

The Membership Committee plans to work with the Marketing Committee to identify marketing techniques for the upcoming Education and Outreach Programs. Discussion occurred on the type of promotional items CGI should consider purchasing. A motion was made by LuAnn Allar to approve the allocation of \$1,500.00 in funds for the purchase of the promotional items. John Barber seconded the motion and all CGI members present voted in favor of the motion.

Open Member Forum

No discussion.

Next Meeting Date & Time

Our next meeting will be held on Thursday, August 7, 2008 at the West Des Moines Learning Center, 3550 Mills Civic Parkway, West Des Moines, IA. The meeting will begin at 10:00 AM and is scheduled to adjourn at 1:00 PM.

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

Adjournment

A motion was made to adjourn the meeting by John Barber with a second by Ted Schneider. Meeting adjourned at 1:15 PM.

Review of Task Assignments

Topic	Action / Task Assignment	Person Responsible
Committee Reports - Membership	Purchase stakeholder list	John Barber & Cynthia Munyon
Committee Reports - Membership	Write formal request to IOC for a listing of excavators	Mike Broshous
CGI Constitution & Bylaws	Incorporate Non-profit and Dissolution clause into the CGI Constitution & Bylaws.	Mike Broshous
Marketing Committee	Work with Membership Committee to identify & purchase promotional items.	Cate Newburg
August Agenda Items	Send items for the August agenda to Mike Broshous at mike.broshous@cusinc.com	All

Future Meeting Details

Date: Thursday, August 7, 2008

Location: West Des Moines Community School District
Learning Center – Community Education
3550 Mills Civic Parkway
West Des Moines, IA 50265
(515) 633-5015

Meeting Start Time: 9:00 AM (Time changed)