



**Date:** July 31, 2007

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

**From:** Mike Broshous

**Subject:** July 31, 2007 Meeting Minutes

On July 31, 2007 at 10:05 AM, a motion to call the CGI meeting to order was made by Pete Vielhaber. The motion was seconded by Joel Yanda. Those in attendance include:

Allar	LuAnn	Alliant Energy
Barber	John	Snyder & Associates, Inc.
Booth	Ben	Iowa One Call
Broshous	Mike	Consolidated Utility Services, Inc.
Cadien	Blaine	ELM Locating
Doughan	Josh	Snyder & Associates, Inc
Fossum	Sally	Alliance Pipeline
Hannagan	Jon	Northern Natural Gas
Hraha	David	Iowa Association of Municipal Utilities
Miller	David	Northern Natural Gas
Munyon	Cynthia	IUB
Olson	Shon	ELM Locating
Panzer	Louis	IRTH Solutions
Peterson	Ron	PMI
Styer	Troy	NuStar Energy L.P.
Vielhaber	Pete	Qwest Communications
Winnie	Harold	US DOT
Yanda	Joel	Maquoketa Municipal Electric Utility

### **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.

### **CGA Material**

Mike Broshous distributed the CGA Best Practices – Version 4.0 manual to all meeting participants.

### **CGA Best Practices Update**

Louis Panzer, representing the CGA Best Practice Committee presented “CGA Best Practices Overview and Update”. The presentation covered review of new best practices and the process associated with publishing of a best practice; from inception to approval.

### **Common Ground Iowa Constitution and Bylaws**

John Barber provided documentation on the meaning of “quorums” according to Roberts Rule of Order. Discussion followed with Steering Team members requesting; a definition page be added to the CGI Constitution and Bylaws and that John Barber write a definition for quorum and present the recommendation at the October meeting for review and approval.

Cynthia Munyon, reviewed the bylaw adoption statement.

***On this first day of May, 2007 the Steering Committee met and adopted this preceding Constitution and Bylaws of CGI.***

Mike Broshous made a motion to approve the bylaw adoption statement. Pete Vielhaber seconded the motion and all CGI Steering Team members in attendance voted in favor of the motion.

Discussion was held on the need to document changes to the CGI Constitution and Bylaws. Mike Broshous made a motion of; A revision history page will be placed at the end of the CGI Constitution and Bylaws to document all changes. Pete Vielhaber seconded the motion. During discussion, Steering Team members expressed the desire for the CGI Constitution and Bylaws to reference versions instead of revisions. John Barber requested the motion on the floor be amended to; A version history page will be placed at the end of the CGI Constitution and Bylaws to document all changes. Mike Broshous seconded the motion and all CGI Steering Team members in attendance voted in favor of the motion.

### **Regional CGA Application**

Mike Broshous completed and mailed the CGI petition of membership. Mike has received no written documentation from Common Ground Alliance. Ron Peterson from the CGA Regional Partner Committee, was present and stated our application was received and a recommendation will be presented at the Regional CGA Meeting on August 7, 2007 to approve the CGI membership request. Mike Broshous asked Ron to request the CGA website regional map be reviewed and updated to reflect the CGI formation and that Ron represent CGI, on our behalf, at the Regional CGA Meeting. LuAnn Allar will create a version page and present the document at the October Meeting.

### **CGI Contact Information**

The physical address for CGI is:

Common Ground Iowa  
2200 NW 159<sup>th</sup> St  
Suite 400 PMB: 262  
Clive IA 50325

The web address for CGI is:

[www.commongroundiowa.com](http://www.commongroundiowa.com)

The e-mail address for CGI is:

[info@commongroundiowa.com](mailto:info@commongroundiowa.com)

The CGI web page was viewed; discussion was held on the appearance and content. A motion was made by Ron Peterson to establish a Website Development team. John Barber seconded the motion and all CGI Steering Team members voted in favor of the motion.

Website Development team:

Team Chair: Pete Vielhaber

Team Members: John Barber  
Sally Fossum  
Ben Booth

Pete Vielhaber will schedule a meeting for the Website Development Team and will present their recommendations at the October 23<sup>rd</sup> meeting.

### **Member Company CGA Status**

CGA membership was discussed.

### **CGI Membership Pledges**

The purpose of the CGI Membership Pledge was discussed. Mike Broshous distributed copies of the Nebraska CGA membership pledge form. After reviewing the form, a motion was made by Mike Broshous that he would create a CGI pledge form listing the stakeholders as identified in the CGI constitution and bylaws. LuAnn Allar seconded the motion and all CGI Steering Team members in attendance voted in favor of the motion. The form will be available for review and approval at the October meeting.

### **CGI Recruitment**

Discussion was held regarding recruitment activities. Ideas discussed included; placement of links on websites (Iowa One Call, Iowa Pipeline Association, etc), placement of an article in the Iowa One Call quarterly news letter and incorporation into the 2008 Iowa One Call Excavator meetings. Steering Team members are to send LuAnn Allar ([luannallar@alliantenergy.com](mailto:luannallar@alliantenergy.com)) the names of individuals, companies or organizations which may be able to help in communicating our message. A membership drive will begin following the October meeting.

A motion was made by Dave Hraha to establish a Membership Committee to identify avenues to promote and disseminate the CGI message. LuAnn Allar seconded the motion and all CGI Steering Team members voted in favor of the motion.

Membership Committee:

Committee Chair: Dave Hraha

Committee Members: Ron Peterson  
LuAnn Allar  
Cynthia Munyon

Dave Hraha will schedule a meeting for the Membership Committee and will present their recommendations at the October 23<sup>rd</sup> meeting.

### **Next Meeting Date & Time**

Discussion was held regarding the next meeting location and time. Our next meeting will be held on Tuesday, October 23, 2007. Mike Broshous will seek out a meeting location and notify the CGI Steering Committee once the meeting location is reserved.

The meeting will begin at 10:00 a.m. and is scheduled to adjourn at 12:00. An agenda for the October meeting will follow. Please send any items for the October agenda to Mike Brohous at [mike.broshous@cusinc.com](mailto:mike.broshous@cusinc.com).

### **Review of Task Assignments**

Meeting task assignments were reviewed.

<b>Topic</b>	<b>Action / Task Assignment</b>	<b>Person Responsible</b>
Quorum definition	Write definition for quorum	John Barber
Version Page	Create version history page for the CGI constitution and bylaws document.	LuAnn Allar
Regional CGA Mtg	Regional CGA Meeting: Request CGA website be updated to reflect CGI membership approval and represent CGI on our behalf.	Ron Peterson
Website Development	Develop/Identify options for CGI website	Pete Vielhaber
CGI Membership Pledge form	Create a CGI membership pledge form	Mike Broushous
Membership Recruitment	Send names of individuals, companies or organizations which we can target for our membership drive communication to LuAnn Allar at <a href="mailto:luannallar@alliantenergy.com">luannallar@alliantenergy.com</a> .	All
Membership Committee Mtg/C-call	Identify membership recruitment activities	Dave Hraha
Meeting Location	Reserve facilities for Oct. 23 <sup>rd</sup> meeting and notify CGI Steering Committee	Mike Broshous
October Agenda	Send items for the October agenda to Mike Broshous at <a href="mailto:mike.broshous@cusinc.com">mike.broshous@cusinc.com</a> .	All

### **Adjourn**

A motion was made to adjourn the meeting by Cynthia Munyon with a second by Troy Styer. Meeting adjourned at 12:15.