



Date: December 12, 2007

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

From: Mike Broshous

Subject: December 12, 2007 Meeting Minutes

On December 12, 2007 at 10:00 AM, Cynthia Munyon made a motion to call the CGI meeting to order. John Barber seconded the motion. Those in attendance include:

Allar	LuAnn	Alliant Energy
Ball	Monty	EMC Insurance
Barber	John	Snyder & Associates, Inc.
Booth	Ben	Iowa One Call
Broshous	Mike	Consolidated Utility Services, Inc.
Eaton	Dean	Kinder Morgan Natural Gas
Hraha	David	Iowa Association of Municipal Utilities
Klocko	Jeff	Iowa Network Services
Meyer	Billy	Kinder Morgan Natural Gas
Munyon	Cynthia	IUB
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 safety guidelines and rules of WDM Learning Center.

October 23, 2007 Meeting Minutes

There was no discussion regarding the October 23, 2007 meeting minutes. A motion was made by John Barber to approve the July 31, 2007 meeting minutes. Cynthia Munyon seconded the motion and all CGI Steering Team members voted in favor of the motion.

National CGA Updates

Mike Broshous attended the 2007 Damage Prevention Conference and Expo in Las Vegas and provided an overview of the conference and the educational sessions he attended.

Ron Peterson provided an update on the CGA Regional Partners Meeting. Subjects of discussion included:

- PHMSA damage prevention grant monies
- EDPI update
- New regional members: Kentucky and Louisiana
- 2008 Meeting format: 2 Regional Meetings & 4 Conference Call Meetings. The next meeting will be the annual meeting in Las Vegas on March 25, 2008.
- Guidelines are being created for new members
- Due to the increase in regional partners, CGA is considering the development of area regions

Additional discussion was held on the PHMSA damage prevention grant monies. Members asked Cynthia Munyon to explore the grant guidelines and provide an update at the next CGI meeting.

The 2008 CGA Excavation Safety Conference and Annual Meeting will be held in Las Vegas, Nevada (March 25 – 27). The event will include:

- Education conference sessions and workshops
- Industry summits for discussion and problem solving
- Indoor / Outdoor exhibits and demonstrations
- Networking activities
- CGA Annual Meeting and Breakfast
- Registration: <http://www.cgaconference.com/register.html>

CGI Membership Pledge Forms

Pete Vielhaber displayed the website model office version of the online CGI membership pledge form. Additional fields added to the online form version include: Notation of required entry fields, Agree to pledge statement, Release of personal information to fellow members statement, and the Stakeholder identification selection.

Members identified additional recommendations, discussion was as followed:

- The membership pledge form shall be directed to the Membership Director.
- The Membership Director shall become responsible for updating the CGI membership database/spreadsheet.
- For online membership applications an automatic reply e-mail shall be created, notifying the perspective member of the membership application receipt.
- The CGI web account will allow fourteen e-mail addresses.
- Bylaws require bi-annual registration. E-mail applications will be date stamped. A date field should be added to the hardcopy membership form. Mike Broshous will update the hardcopy membership form to display a date field.
- The website home page should contain a link to the membership pledge form, possibly in the Major Benefits section.

Mike Broshous tabled the discussion and requested the Membership Director and Web Site Coordinator to identify the manner in which to address the CGI Steering Team recommendations and present their joint efforts at the February Meeting.

CGI Website

Members requested the following website updates be made:

- Homepage: Update the next meeting date and location.
- Homepage: Add URLs for contacting the webmaster.
- Member Area: Remove 2007 CGI Steering Committee link.
- Member Area: A recommendation was made to update the Contact Us page on the website to display the Executive Committees contact information. Mike Broshous made the motion; once officer positions are selected they shall be responsible for determining the Contact Us web page design. Cynthia Munyon seconded the motion and all CGI Steering Team members voted in favor of the motion.
- CG News: Remove the IPA Summit link and DPC Conference link. Members are encouraged to send any "EVENT" information and URLs to Pete Vielhaber.

Non-Profit Status Report

Members received an update on non-profit findings from Cynthia Munyon:

- The National CGA maintains a 501 C3 tax status.
- To apply for a 501 C3 federal identification number you must have an EIN (employee identification number).
- To apply for the EIN you must have a board.
- As board members change you are not required to update the EIN documentation.
- Tax filings shall become the responsibility of the CGI Treasurer position.

Additional discussion was held by members. Mike Broshous made the motion; following the election of officers, on behalf of CGI, Cynthia Munyon shall apply for an employee identification number. Upon receipt of the employee identification number, CGI shall apply for the 501 C3 federal identification number. LuAnn Allar seconded the motion and CGI Steering Team members voted in favor of the motion.

CGI Recruitment

Possible recruitment/promotion activities and/or events identified by members included:

- Create CGI handout materials
- Identify stakeholder meetings and request agenda time
- Purchase a CGI display booth to setup at stakeholder meetings or conferences
- Purchase of CGI trinkets

Mike Broshous tabled the discussion and requested the Executive Team form a CGI recruitment strategy and present their recommendations at the February Meeting.

Bylaws and Constitution

On October 23, 2007, the definition page and the definition of quorum were added to the CGI Bylaws and Constitution creating version 2.0. The updated document was placed on the website by Pete Vielhaber.

IPA (Iowa Pipeline Association)

Pipeline Summit: LuAnn Allar provided an overview of the IPA Summit. Ben Booth manned the CGI booth and had several individuals make inquiries.

CGI Logo: Members approved the placement of the CGI logo on the IPA Emergency Responder Guides. Mike Broshous will obtain a high resolution version of the logo and e-mail it to Craig Weber, Administrator for the IPA.

2008 Executive Team Election

Mike Broshous presented the 2008 Executive Team Election Nominations. There were no write in candidates. LuAnn Allar made a motion to approve the Election Ballot with a second by Dave Hraha. All members approved the motion. Individuals seeking positions addressed the general membership. The election was held. Ben Booth tallied the votes. Official results were unanimous with:

- Mike Broshous accepting the Chairperson position.
- Cynthia Munyon accepting the Vice Chairperson position.
- LuAnn Allar accepting the Secretary position.
- Josh Doughan accepting the Treasurer position.
- John Barber accepting the Membership Director position.
- Sally Fossum accepting the Program / Meeting Director position.
- Pete Vielhaber accepting the Web Site Coordinator position.

Open Forum

John Barber will provide CGI members information at the February meeting on the Subsurface Utility Engineering (SUE) course Snyder & Associates will be holding in 2008. This course supports CGA best practice 2-14.

Creation of a "Calendar of Events" listing on the CGI website was discussed. CGI Web Site Coordinator, Pete Vielhaber stated this was an item which could be developed. Members will be responsible for sending upcoming meeting information to Pete for posting on CGI Calendar of Events page. Assignments for obtaining current meeting dates and locations are as follows:

Meeting/Conference Title	Responsibility
Iowa One Call Damage Prevention Meetings	Ben Booth
Iowa Pipeline Association Emergency Responder Educational Meetings	LuAnn Allar
TSI	Cynthia Munyon
CGA Annual Meeting	Mike Broshous
Additional meeting/conferences not identified above	All Members

Discussion was held regarding the possibility of CGI holding a mini damage prevention meeting/summit in Iowa. Educational conference topics/sessions identified included; one Call, Engineering, Communications, Design ticket, Directional Drilling, Vendor Booths. Summit themes identified included; Dirt Days or It's Just Dirt. The discussion was tabled and will be addressed during the Executive Committee Meeting.

Next Meeting Date & Time

Discussion was held regarding the next meeting location and time. Our next meeting will be held at Snyder and Associates, 2727 SW Snyder Blvd, Ankeny IA, on Thursday, February 7, 2008. The meeting will begin at 10:00 a.m. and is scheduled to adjourn at 1:00.

Tele-Conferencing via a conference bridge will be instituted for future meetings. This service is being provided to CGI on behalf of Qwest Communications. The tele-conference bridge number is 877-260-8255 and the conference identification number is 609-0447.

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

February 7, 2008 Agenda Items

CGI focus for 2008 will be "Digging Up New Members". To assist us in identifying membership marketing techniques, Cate Newberg, Senior marketing Advisor for the ISA (Iowa Soybean Association) has agreed to do a presentation for our group at the February 7th meeting. At ISA, Cate develops and implements marketing strategies to meet the needs of Policy, Market and Resource clients. She also provides marketing design, materials development and media budget development for external project outreach. In addition, Cate tracks audience read and evaluates marketing program effectiveness.

Dissolution of CGI Steering Team

LuAnn Allar made a motion the CGI Steering Team be dissolved. Pete Vielhaber seconded the motion and all CGI Steering Team members voted in favor of the motion.

Adjournment

A motion was made to adjourn the meeting by Cynthia Munyon with a second by Dave Hraha. Meeting adjourned at 1:10 p.m.

Review of Task Assignments

Topic	Action / Task Assignment	Person Responsible
PHMSA Damage Prevention Grant Monies	Explore grant guidelines and provide an update at the next CGI meeting	Cynthia Munyon
CGI Membership Form	Add date field to the hardcopy membership form	Mike Broshous
CGI Membership Form	Review CGI Steering Committee recommendations and present joint efforts at the February Meeting	Pete Vielhaber John Barber
CGI Website	Complete following website updates: <ul style="list-style-type: none"> • Homepage: Change the next meeting date & location. Add "Contact the Webmaster" at the bottom. • Members Area: Remove 2007 CGI Steering Committee link. • Contact Page: Add contact info for all the officers. • CG News: Remove IPA Summit link and DPC Conference link. 	Pete Vielhaber
Non-Profit Status Report	Apply for employee identification number and 501 C3 identification number	Cynthia Munyon
CGI Recruitment	Form a CGI recruitment strategy and present recommendations at the February Meeting	Executive Team
CGI Recruitment	All members are to promote CGI and invite prospective members to future meetings	All
CGI Logo	Obtain a high resolution version of the CGI logo and e-mail it to Craig Weber, Administrator for the IPA	Mike Broshous
SUE Course	Provide update	John Barber
CGI Webpage - Calendar of Events	Create a calendar of events/activities web page. The webpage will contain information about upcoming damage prevention events/activities.	Pete Vielhaber
IOC Damage Prevention Meetings	E-mail Pete.Vielhaber@qwest.com the following: Meeting description/purpose Meeting date, time, location URLs visitor can access to obtain additional information	Ben Booth
IPA Emergency Responder Educational Meetings	E-mail Pete.Vielhaber@qwest.com the following: Meeting description/purpose Meeting date, time, location URLs visitor can access to obtain additional information	LuAnn Allar
TSI Conference	E-mail Pete.Vielhaber@qwest.com the following: Meeting description/purpose Meeting date, time, location	Cynthia Munyon

	URLs visitor can access to obtain additional information	
CGA Annual Meeting	E-mail Pete.Vielhaber@qwest.com the following: Meeting description/purpose Meeting date, time, location URLs visitor can access to obtain additional information	Mike Broshous
Additional meeting/conferences not identified above	E-mail Pete.Vielhaber@qwest.com the following: Meeting description/purpose Meeting date, time, location URLs visitor can access to obtain additional information	All Members
CGI Damage Prevention Summit	Present recommendations at the February Meeting	Executive Team
February Agenda Items	Send items for the February agenda to Mike Broshous at mike.broshous@cusinc.com	All

Future Meeting Details

Date: February 7, 2009

Location: Snyder and Associates
2727 W Snyder Blvd
Ankeny, IA 50023

Meeting Start Time: 10:00 a.m.

Directions to Snyder and Associates: Traveling on I-35 take exit 90. Travel west on IA- 160W/ SE Oralabor Rd for approximately 1.6 miles. Turn left onto SW Snyder Blvd. End at 2727 SW Snyder Blvd.