



**Date:** January 3, 2007

**To:** CGI Executive Committee

**From:** Mike Broshous

**Subject:** January 3, 2008 Executive Committee Meeting Minutes

On January 3, 2008 at 11:00 AM, the CGI Executive Committee held a conference call (800-379-4339, access code 999-687-3911). Committee members in attendance include:

Chairperson	Mike	Broshous	Consolidated Utility Services, Inc.
Secretary	LuAnn	Allar	Alliant Energy
Treasurer	Josh	Doughan	Snyder & Associates, Inc.
Membership Director	John	Barber	Snyder & Associates, Inc.
Program / Meeting Director	Sally	Fossum	Alliance Pipeline
Web Site Coordinator	Pete	Vielhaber	Qwest Communications

Committee members absent include:

Vice Chairperson	Cynthia	Munyon	Iowa Utility Board
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Agenda items discussed include:

**I. Non-Profit Status Report**

Josh Doughan provided a report on behalf of Cynthia Munyon.

Employee Identification number: Cynthia is in receipt of the CGI employee identification number.

501 C 3 Application: There is a financial obligation with applying for non profit status with the IRS. Cynthia will fill out the application once CGI is able to secure funding.

Discussion was held regarding the 501 C 3 application - Part XI User Fee.

You must include a user fee payment with this application. It will not be processed without your paid user fee. If you average annual gross receipts have exceeded or will exceed \$10,000 annually over a 4-year period, you must submit payment of \$750. If your gross receipts have not exceeded or will not exceed \$10,000 annually over a 4-year period, the required user fee payment is \$300. See instructions for Part XI, for a definition of gross receipts over a 4-year period. Your check or money order must be made payment to the United States Treasury. User fees are subject to change. Check our website at [www.irs.gov](http://www.irs.gov) and type "User Fee" in the keyword box, or call Customer Account Services at 1-877-829-5500 for current information.

It was determined the CGI fee would be \$750. Committee members asked Josh to research the definition of gross receipts and identify if the fee is a one time or a re-occurring expense.

Discussion was held on how CGI would finance the \$750. user fee. Mike Broshous made the motion; CGI shall establish a sponsorship and membership fee. A \$100. donation shall be considered a gold sponsor. The gold sponsor shall receive membership and have their company logo placed on the CGI website. A \$50. donation shall be considered a silver sponsor. The silver sponsor shall receive membership and have their company name listed on the CGI website. The CGI membership fee shall be \$25. John Barber seconded the motion and the CGI Executive Team members present voted in favor of the motion.

## **II. CGI material:**

Pete Vielhaber created the CGI "Who We Are" document (refer to CGI Who We Are 1-3-08). The document is promoting CGI membership and will be used as a handout at meetings and conferences. Plans for distribution are:

LICA (Land Improvement Contractors of America) - Alliance Pipeline

IPA Meetings (Iowa Pipeline Association) - Alliant Energy

Operators will not hand out CGI material at the Iowa One Call Meetings.

Pete will update the document format and place the CGI high resolution logo on the document.

## **III. MAEC response letter**

Mike is in the process of creating a response to the Iowa One Call Board. The Executive Committee is encouraged to provide comments to Mike. Mike will hand deliver the response at the January 2008 Iowa One Call Board Meeting.

## **IV. Other**

### **A. IPA Website:**

The CGI website link was placed on the IPA website.

### **B. Membership**

John Barber provided an update on the development of the membership database. The database will hold two types of records; member and potential member. In addition to contact information on each member there will also be information in reference to: Regional location, CGA Membership, CGI sponsorship, and Identification of the primary and secondary stakeholder categories.

Mike Broshous and John Barber will work together to create a notification informing CGI members and prospective members about the CGI sponsorship and membership fee prior to the February 7, 2008 meeting.

### **C. Checking Account**

Discussion was held regarding the need for a CGI checking account. Mike Broshous made the motion; CGI shall establish a checking account for expenditure purposes. Pete Vielhaber seconded the motion. Additional discussion was held by members.

- Dual signature requirement
- Bank location (Community State Bank in Ankeny)

Mike Broshous amended the motion to be; CGI shall establish a checking account for expenditure purposes. The CGI President and Treasurer's will be on the respective signature card at the bank where the account is maintained. For check issuance a dual signature requirement will be required. Josh Doughan seconded the motion and the CGI Executive Team members present voted in favor of the motion.

### **V. Next Meeting Date & Time**

#### **Feb 6 @ 3:00 PM – CGI Executive Committee Tele-conference**

Our next CGI Executive Committee Meeting will be held via a tele-conference on Wednesday, February 6, 2008. The tele-conference will begin at 3:00 PM and is scheduled to adjourn at 4:00 PM. The teleconference bridge number is 800-379-4339 and the conference identification number is 999-687-3911.

#### **February 7 @ 10:00 AM – CGI General Membership Meeting**

Our next CGI General Membership 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 AM. and is scheduled to adjourn at 1:00 PM. A tele-conference bridge number is being instituted for those unable to attend the face to face meeting. The tele-conference bridge number is 877-260-8255 and the conference identification number is 609-0447.

### **VI. Adjournment**

A motion was made to adjourn the meeting by Mike Broshous with a second by Sally Fossum and the CGI Executive Team members present voted in favor of the motion. Meeting adjourned at 11:50 AM.

**VII. Review of Task Assignments**

<b>Topic</b>	<b>Action / Task Assignment</b>	<b>Person Responsible</b>
501 C 3	Complete the 501 C 3 application once CGI is able to secure funding	Cynthia Munyon
501 C 3	Research the definition of gross receipts and identify if the fee is a one time or a re-occurring expense	Josh Doughan
CGI "Who We Are" document	Update the document format and place the CGI high resolution logo on the document	Pete Vielhaber
MAEC Response	Provide comments to Mike	All CGI Exec Commit Members
MAEC Response	Hand deliver the CGI response at the January 2008 Iowa One Call Board Meeting	Mike Broshous
Membership	Create a notification informing CGI members and prospective members about the CGI sponsorship and membership fee prior to the February 7, 2008 meeting	John Barber & Mike Broshous
CGI Checking Account	Establish a CGI checking account	Josh Doughan
CGI Executive Committee Tele-conference	Feb 6 @ 3:00 PM – CGI Executive Committee Tele-conference	All CGI Exec Commit Members
CGI General Membership Meeting	February 7 @ 10:00 AM – CGI General Membership Meeting	All CGI Members

**Attachments:**

- CGI Who We Are