



Date: January 8, 2009

To: CGI Executive Committee

From: Mike Broshous

Subject: January 8, 2009 Executive Committee Meeting Minutes

On January 8, 2009 at 1:00 PM, the CGI Executive Committee held a meeting at Snyder & Associates.

Committee members in attendance include:

Chairperson	Mike	Broshous	Consolidated Utility Services, Inc.
Vice Chairperson	Cynthia	Munyon	Iowa Utility Board
Secretary	LuAnn	Allar	Alliant Energy
Treasurer	Josh	Doughan	Snyder & Associates, Inc.
Membership Director	John	Barber	Snyder & Associates, Inc.
Web Site Coordinator	Pete	Vielhaber	Qwest Communications
Guest	Deanne	Popp	Iowa Dept of Transportation

Committee members absent include:

Program / Meeting Director	Sally	Fossum	Alliance Pipeline
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Agenda items discussed include:

CGA Excavation Safety Conference & Expo

The fourth annual CGA Excavation Safety Conference and Expo will be held February 17 – 19, 2009 at the Caribe Royale Hotel in Orlando Florida. The workshop brochure will be scanned and placed on the website. Mike Broshous will e-mail the workshop brochure link to CGI members.

CGI Education Opportunities

2009 Koel Agri – Expo and Home Show

The 2009 Koel Agri – Expo and Home Show will be held January 30 – 31, 2009 at Upper Iowa University in Fayette, Iowa. Vendor booth registration is \$450. CGI executive members determined CGI will not pursue attendance in 2009 due to budget constraints. Mike Broshous will check with Iowa One Call (IOC) to see if they will be participating at the event, if IOC is participating we will ask if CGI can place brochures at the IOC booth.

Iowa DOT Annual Utility Meetings

The Iowa DOT will hold its annual utility meeting in each of the six Iowa districts. The meeting primary focus is the release of the DOT 5 year plan. There may be space available on agendas to allow CGI to present. Mike Broshous will send out an e-mail to members requesting assistance in speaker commitments.

State Damage Prevention Grant (2010)

Discussion was held on underground damage prevention activities/programs CGI would like to pursue in 2010 providing grant monies become available. The grant application must meet the 9 elements of a Damage Prevention Program. This 9 elements of a Damage Prevention Program document will be placed as a downloadable pdf file on the CGI website.

Damage prevention activity ideas discussed:

- 1) Develop, distribute and make available, a professionally designed damage prevention DVD/CD/Video - Would demonstrate and illustrate effective damage prevention practices.
- 2) Develop and distribute a professionally designed newsletter - Would cover and include all utility types.
- 3) Develop and implement an interactive educational website, based on damage prevention.
- 4) Develop and make available a self-study damage prevention training module.
- 5) On-going and possible annual Iowa excavation safety summit.
- 6) Table-top display and kiosk center for CGI/CGA material

Timetable: A timetable was established identifying the schedule of activities we plan to follow.

- 2008 and December 2008 - Announce plans to seek grant monies.
- January 8, 2009 - CGI Executive Team to meet and go over possible CGI activities.
- January 14, 2009 - Solicit input and ideas from General Membership.
- February 5, 2009 - CGI Executive Team to meet and refine idea list and continue to work on grant application.
- March 5, 2009 - Discuss and seek approval and direction for grant ideas at General Membership meeting in Clear Lake.
- April 2, 2009 - CGI Executive Team to meet and continue to work on grant application.
- May 7, 2009 - CGI Executive Team to meet and continue to work on grant application.
- June 4, 2009 - Present final grant application to all at CGI General Membership meeting at Lake Rathbun.
- July 1, 2009 - Complete grant application due back to PHMSA.

Mike Broshous will send members an e-mail requesting they submit additional ideas.

On February 5, 2009 from 1:00 – 3:00 a CGI Vision and Planning session will held, all interested members are invited to attend.

2009 CGI Damage Prevention Summit

Discussion was held on the 2009 CGI Damage Prevention Summit. This educational damage prevention event will be CGI member and vendor sponsored. The event will be held on September 3, 2009 at the Iowa Association of Municipal Utilities (IAMU) facility.

Possible activity ideas discussed

- Work zone safety training
- DOT permit workshop
- Iowa One Call locate request

- ANSI
- Directional boring
- Vacuum excavation
- Locating practices
- AEGIS - Cynthia Munyon will contact AEGIS to identify if they will be able to present a damage education program.
- Videotaping of workshops or working exhibits

Timetable: A timetable was established identifying the schedule of activities we plan to follow.

- January: Seek ideas / input from members via e-mail.
- February: Vision & Planning Committee review list and begin researching cost associated with ideas.
- March: General Membership vote; CGI members will be requested to approve the committee's recommendations.
- April & May: Begin contact and implement the marketing plan.
- June: Update / Report out provided to members at the General Membership Meeting.
- July & August: Project / activity follow through.

Mike Broshous will send members an e-mail requesting they submit additional ideas.

On February 5, 2009 from 3:00 – 5:00 a CGI Vision and Planning session will held, all interested members are invited to attend.

2008 Annual Meeting:

Discussion was held on the 2008 Annual Meeting.

Copyright of CGI logo and tag line

Cost to secure a copyright is \$45. Executive members confirmed the CGI logo and tag line shall be submitted. Cynthia Munyon will submit the application on behalf of CGI. Mike Broshous will e-mail the CGI logo and tag line vector file to Cynthia.

501(c)(3)

The Internal Revenue Service has not received the CGI 501(c)(3) application. The CGI check has not been cashed. Cynthia Munyon will continue to check into the issue and keep the Executive Committee informed on her findings.

CGI will need to complete a Form 990 (Return of Organization Exempt Form Income Tax) for calendar year 2008. John Barber will research and advise the Executive Committee of his findings.

Stakeholder Lists

Discussion was held on purchasing of an excavator stakeholder list. Mike Broshous will discuss this with IOC Board Members at their January 9 meeting.

LuAnn Allar and Mike Broshous will research and advise the Executive Committee of there findings at the February 26, 2009 Executive Committee Meeting.

Marketing Director

The following members plan to seek nomination for the Marketing Director position at the March 2009 meeting:

- Sally Fossum Alliance Pipeline
- Deanne Popp Iowa DOT
- Don Saffel Communication Data Link

Future CGI Meetings

Vision & Planning Sessions

Our first Vision & Planning Session meeting will be held on:

Date: Thursday, February 5, 2009

Time: 1:00 PM – 5:00 PM

Location: Snyder & Associates
Ankeny IA

Executive Committee

Our next executive committee meeting will be held on:

Date: Thursday, February 26, 2009

Time: 1:00 PM – 5:00 PM

Location: Snyder & Associates
Ankeny IA

General Membership

Our next general membership meeting will be held on:

Date: Thursday, March 5, 2009

Time: 10:00 a.m. – 1:00 p.m.

Location: Clear Lake Public Library
200 N 4th St
Clear Lake IA

Adjournment

The meeting adjourned at 4:30 p.m.

Incomplete Assignments:

Items contained in this section may be carry-over agenda /task assignment items which are incomplete and were not discussed at the January 8, 2009 meeting.

- Regional Partner Meeting CGN (Common Ground Nebraska): Discussion was held on holding a joint Regional Partner meeting. Due to time constraints the Executive Committee volunteered to research the possibility and bring the recommendation to the next CGI General Membership Meeting

Items in this section contain carry-over task assignment from the November 6, 2008 meeting. Items containing an * were not discussed or remain as an outstanding task to be completed.

Review of Task Assignments

Topic	Action / Task Assignment	Person Responsible
* Website	Post 2009 Meeting dates & locations on website.	Pete Vielhaber
* Website	Create page for committee reports	Pete Vielhaber
* Regional Partner Meeting	Create Invitation for September 4 th Meeting	Executive Committee
* 2009 Damage Prevention Summit	Create series of events /timeline document identifying activities which need to be completed. (Invites, presenters, vendors, speakers, etc.)	'Executive Committee
* 2009 Damage Prevention Summit	Contact AEGIS for September 3,2009	Munyon
* 2009 Annual Meeting	Contact Khrysanne Kerr and Bob Kipp to see if they will speak.	Executive Committee
* Excavator List	Contact IOC: Present concept & then issue formal written request to IOC Board. Begin RFP process.	Mike Broshous
* CTRE/Iowa LTAP Excavation Safety Workshop	Research possibility of CGI participating.	Mike Broshous
* Promotional Opportunities	Contact Alliance Pipelines public relations firm to identify cost for distributing CGI news releases	Sally Fossum
* Membership Committee	Submit the Membership Committee purpose / goal / role document to Mike Broshous	Membership Committee Chairpersons
* Program Committee	Re-create certificate of appreciation and mail to Marilyn Adams	Sally Fossum
* Marketing Committee	Purchase CGI table banner w/grommets	Josh Doughan
* CGI Power Point	Create a power point template to display upper and lower case lettering	Mike Broshous
* Membership Database	Create a membership report for communication at future meetings <ul style="list-style-type: none"> ▪ Number of members ▪ Number of non-members in database by stakeholder audience classification 	John Barber
* Membership - Website	Submit updated membership report to Pete Vielhaber <ul style="list-style-type: none"> ▪ Member name ▪ Company ▪ Stakeholder audience classification 	John Barber
CGA Excavation Safety Conference & Expo	Scan brochure & send to Pete Vielhaber for posting to the website. Send e-mail containing link to CGI members.	Mike Broshous
CGA Excavation Safety Conference & Expo	Post scanned document to website	Pete Vielhaber
2009 Koel Agri-Expos & Home Show	Check with IOC to see if they will be participating, if so ask if CGI brochure be at their booth.	Mike Broshous
Iowa DOT Annual Utility Meetings	Send e-mail to CGI members asking for speaker assistance. Upon receipt of speaker commitments contact IDOT to request CGI agenda time consideration.	Mike Broshous
2010 State Damage Prevention Grant	Post 9 elements of a Damage Prevention Program as a pdf downloadable document on CGI website.	Broshous & Vielhaber
2010 State Damage Prevention Grant	Send e-mail to members requesting they submit additional ideas.	Broshous
2009 CGI Damage Prevention Summit	Send e-mail to members requesting they submit additional ideas	Broshous

Copyright	Obtain CGI logo & tag line copyright.	Munyon
501(c)(3)	Research lost application and advise CGI Exec Committee of findings.	Munyon