



**Date:** November 6, 2008

**To:** CGI Executive Committee

**From:** Mike Broshous

**Subject:** November 6, 2008 Executive Committee Meeting Minutes

On November 6, 2008 at 1:00PM, the CGI Executive Committee held a meeting.

Committee members in attendance include:

Chairperson	Mike	Broshous	Consolidated Utility Services, Inc.
Secretary	LuAnn	Allar	Alliant Energy
Treasurer	Josh	Doughan	Snyder & Associates, Inc.

Committee members absent include:

Vice Chairperson	Cynthia	Munyon	Iowa Utilities Board
Membership Director	John	Barber	Snyder & Associates, Inc.
Program / Meeting Director	Sally	Fossum	Alliance Pipeline
Web Site Coordinator	Pete	Vielhaber	Qwest Communications

Agenda items discussed include:

**State Damage Prevention Grant (2010)**

Discussion was held on whether CGI will pursue the State Damage Prevention Grant Calendar Year 2009. Closing date is December 1, 2008. Discussion was held on underground damage prevention activities/programs CGI would like to pursue in 2010 providing grant monies become available. Activities/programs identified:

- Organize and host a 2010 Damage Prevention Summit. Cost associated for this activity is estimated at \$15,000. and would cover some of the expenses associated with hosting of this event. Additional funding would be sought from vendors. The educational damage prevention event will consist of demonstrations on safety, directional boring, vacuum excavation, locating practices and include a lunch.
- Mailing of an underground damage prevention CGI brochure/pamphlet. This activity would entail purchasing of stakeholder mailing lists, development of the mailer, printing, postage and enclosure of a promotional item promoting CGI & call before you dig. Approximate cost is calculated at \$80,000.
- Participating in conferences and activities throughout the state of Iowa promoting damage prevention. Cost associated for this activity is estimated at \$5,000 and would cover the vendor booth registration fees and allow for purchase of promotional items. Conference and show activities we plan to participate in: Farm Safety Just 4 Kids Events, Farm Progress Show, IUB-TSI Conference, Iowa State Fair, LICA Convention, IPA Summit, and AGC Conference.

The Iowa Project – State Damage Prevention Grant title: A program to help Iowa establish collaborative stakeholder efforts, implement more effective stakeholder communications and target appropriate 811 awareness, education and training programs.

It was determined the Executive Committee will work together and strive to meet the December 1, 2008 grant deadline. CGI members will be requested to vote on submitting of the grant request.

### **2009 CGI Program/Activities**

Discussion was held on the program/activities CGI will pursue in 2009. Programs and activities identified include:

- Hold four general membership meetings (all on first Thursday of that month):
  - March 5, 2009
  - June 4, 2009
  - September 3, 2009
  - December 3, 2009
- Hold a CGA Region 5 Regional Partners Meeting in Iowa on September 3-4, 2009. Common Ground Alliance associations in the CGA Region 5 area are:
  - Iowa
  - Kansas
  - Minnesota
  - Missouri
  - Nebraska
  - North Dakota
  - South Dakota
- Organize and host a 2009 Damage Prevention Summit. This educational damage prevention event will be CGI member and vendor sponsored and will include a small scale demonstration setup for safety, directional boring, vacuum excavation, locating practices and include a lunch. The event will be held on September 3-4, 2009 at the Iowa Association of Municipal Utilities (IAMU) facility. LuAnn Allar will contact AEGIS to identify if they will be able to present a damage education program.

### **2008 Annual Meeting:**

The CGI Annual Meeting will be held on December 4, 2008 at the Iowa Utilities Board (IUB) building. The special guest speaker will be Kris Young, President/CEO of Miller the Driller, Inc., who also serves as the Roadbuilder delegate to the Board of Directors for the national CGA. Invitations will be extended to the Governor, Lt. Governor and the Attorney General.

The Golden Shovel Award has been ordered and will be presented to this year's recipient.

Discussion was held on preparing for the 2009 Annual Meeting and identifying possible speakers, the Executive Team will follow through on this activity following the 2008 Annual Meeting. Possible speakers include; Khrysanne Kerr and Bob Kipp.

## **Stakeholder Lists**

The proposal from Paradigm was reviewed. Paradigm was contacted to answer questions and provide clarity associated with the proposal. Paradigm will submit a new proposal to CGI for the purchase of an excavator stakeholder list which can be used four times. CGI plans to provide the list to Iowa One Call (IOC) allowing them the ability to update their newsletter mailing list. CGI will make a request to the IOC Board for the consideration of CGI submitting damage prevention articles in their newsletters.

## **CGI Education Opportunities**

**CTRE/Iowa LTAP Excavation Safety Workshop:** Mike Broshous will research and provide his findings to members at the December 4, 2008 meeting.

**Iowa Pipeline Association (IPA) Summit:** LuAnn Allar will contact the IPA Guidance Team to identify if CGI can have a vendor booth at the December 2, 2008 IPA Summit.

## **Promotional Opportunities:**

Mike Broshous has secured information on how to submit news releases to the Des Moines Register.

## **Website:**

Pete Vielhaber has placed the Lands' End CGI apparel link on the website.

## **Future CGI Meetings**

### **General Membership**

Our next general membership/annual meeting will be held on:

**Date:** Thursday, December 4, 2008

**Time:** 10:00PM – 2:00PM

**Location:** Iowa Utilities Board Office  
350 Maple Street  
Des Moines, IA 50319

### **Executive Committee**

Our next executive committee meeting will be held on:

**Date:** Thursday, February 5, 2009

**Time:** 1:00PM – 5:00PM

**Location:** West Des Moines, IA (location TBD)

## **Adjournment**

The meeting adjourned at 5:00PM.

## Review of Task Assignments

<b>Topic</b>	<b>Action / Task Assignment</b>	<b>Person Responsible</b>
State Damage Prevention Grant	Complete grant paperwork.	Executive Committee
State Damage Prevention Grant	Request member approval for grant submission.	Executive Committee
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 <sup>th</sup> 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	LuAnn Allar
2008 Annual Meeting	Identify Annual Meeting presenters: Chris Young confirmed.	Mike Broshous
2008 Annual Meeting	Mail invite to Governor, Lt. Governor and the Attorney General	Mike Broshous
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.	Mike Broshous
CTRE/Iowa LTAP Excavation Safety Workshop	Research possibility of CGI participating.	Mike Broshous
IPA Summit	Research possibility of CGI participating.	LuAnn Allar
TSI Conference	Create holiday greeting card	Sally Fossum
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"> <li>▪ Number of members</li> <li>▪ Number of non-members in database by stakeholder audience classification</li> </ul>	John Barber
Membership - Website	Submit updated membership report to Pete Vielhaber <ul style="list-style-type: none"> <li>▪ Member name</li> <li>▪ Company</li> <li>▪ Stakeholder audience classification</li> </ul>	John Barber