



Date: December 12, 2007

To: CGI Executive Committee

From: Mike Broshous

Subject: December 12, 2007 Executive Committee Meeting Minutes

On December 12, 2007 at 1:30 PM, the CGI Executive Committee held a meeting with 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.
Program / Meeting Director	Sally	Fossum	Alliance Pipeline
Web Site Coordinator	Pete	Vielhaber	Qwest Communications

Agenda items discussed include:

I. 2008 Primary Goal/Focus:

Discussion was held on what the CGI primary goal or focus would be for 2008. A decision was made by the Executive Team to place Increasing membership as the primary goal and focus for 2008. Discussion items on how to accomplish the goal included:

- Hold general membership meetings at various locations throughout the state of Iowa.
- Create a PowerPoint document executive committee members will use to present at various stakeholder audience meetings. For example; Road Builder Assoc Mtg
- News Release – regarding new board members. (Mike Broshous will create)
- Review 811 marketing presentation to identify marketing knowledge and opportunities.
- Cate Newburg (Iowa Soybean Association) may be able to assist is in identifying membership marketing techniques. Cynthia Munyon will contact Cate. .

II. Non-Profit Status Report:

Cynthia Munyon to pursue getting:

- Employee Identification Number
- Completing application for 501 C3
- Research filing with the Secretary of State:

Munyon response (12-14-07) A question was raised at the meeting regarding whether it would be necessary for CGI to file with the Secretary of State. CGI is an organization and NOT a corporation. Iowa Code Chapter 504 would only apply if CGI was a nonprofit corporation. Therefore, since CGI is an organization (and does not have articles of incorporation), it is not required to register with the State.

III. Website:

Discussion was held regarding updates to the CGI website. Discussion included: The Contact Us webpage will be updated as follows:

- For more information concerning the CGI organization, please use this link info@commongroundiowa.com or contact a CGI officer below.
- Following information will be listed for each of the officer positions:
Officer Title, Name, Company Name, Telephone, E-mail

IV. Membership:

John will develop a CGI membership database or spreadsheet to house membership information. A draft document will be available for members input at the February 2008 Meeting.

V. Meeting Dates:

Discussion was held regarding the creation of a static meeting date.

A. Executive Committee Meetings will be held:

- On the 1st Thursday of odd months at 10:00 AM an Executive Committee Meeting will be held via a tele-conference. (January, March, May, July, September, November)
- At 3:00 PM on the night before a General Membership Meeting a tele-conference call will be held.
- The CGI Executive Committee Meeting tele-conference is being provided to CGI on behalf of Consolidated Utility Services, Inc. The tele-conference bridge number is 800-379-4339 and the conference identification number is 999-687-3911.

B. General Membership Meetings will be held:

- On the 1st Thursday of even months at 10:00 AM CGI General Membership Meetings will be held. (February, April, June, August, October, December)
- The Executive Team will be present ½ hour prior to a meeting for setup and to greet members as they enter the meeting room.
- Tele-conference via a conference bridge will be instituted for future meetings. This service is being provided to CGI on behalf of Qwest Communications. The teleconference bridge numbers is 877-260-8255 and the conference identification number is 609-0447.
- Meetings will be scheduled for 2 – 3 hours and include:

- Formal meeting presentation = 1 hour
- Education presentation = 1 ½ hours
- Q & A = 15 minutes
- Lunch = ½ hour

VI. Educational Presentations:

Discussion was held regarding educational presentations. Topics identified include:

- Marking standards – 4.0 best practice (Ron Peterson Presenter)

The discussion was tabled pending Cynthia Munyon’s discussion with Kate Newburg.

VII. Next Meeting Date & Time:

January 3, 2008 at 10:00 AM

Our next CGI Executive Committee Meeting will be held via a tele-conference on January 3, 2008. The tele-conference will begin at 10:00 AM and is scheduled to adjourn at 11:00 AM. The tele-conference bridge number is 800-379-4339, access code 999-687-3911.

VIII. January 3rd Agenda Items:

A. User Fee for IRS Exemption Application (\$750.00) (12-28-07: Munyon e-mail)

IX. Review of Task Assignments

Topic	Action / Task Assignment	Person Responsible
News Release	Create a news release for distribution to Iowa newspapers regarding CGI election of officer positions.	Mike Broshous
Membership - Cate Newburg	Ask Cate if she will present at the 2-7-08 meeting to assist us in identifying membership marketing techniques.	Cynthia Munyon
Non-Profit Status Report	Apply for employee identification number and 501 C3 identification number. Research filling with the Secretary of State	Cynthia Munyon
CGI Website	Complete following website updates: <ul style="list-style-type: none"> ● Homepage: Add “Contact the Webmaster” at the bottom. ● Contact Page: Add contact info for all the officers. 	Pete Vielhaber
Membership	Develop a membership database	John Barber