



Date: April 1, 2010

To: CGI Executive Committee Members

From: Mike Broshous

Subject: April 1, 2010 Executive Committee Meeting Minutes

On April 1, 2010 at 9:30 AM, the CGI Executive Committee held a meeting.

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	Dave	Hraha	Iowa Association of Municipal Utilities
Web Site Coordinator	Pete	Vielhaber	Qwest Communications

Committee members not in attendance include:

Marketing Director	Sally	Fossum	Alliance Pipeline
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Agenda items discussed include:

Social Media

On behalf of CGI, Pete Vielhaber has implemented the following social media accounts:

- Facebook
- Twitter
- LinkedIn
- Wordpress
- MySpace
- YouTube
- Digg

To view the CGI Twitter feed and to join a conversation members are encourage to view the CGI website → News page.

Pete Vielhaber will work with Sally Fossum to create a canned news release CGI could distribute to the media when a serious underground damage takes place.

DVD/Video Project

Vendor Presentations:

The following businesses presented and provided proposals for creating the CGI education for damage prevention DVD.

- Hanser & Associates with Screenscape Studios, 4401 W Parkway #212, West Des Moines IA
- Dhg Communications, 1925 High St, Des Moines IA

A vote was held following the presentations; CGI will award the contract to Hanser & Associates with Screenscape Studios. Mike Broshous will send the thank you letter to dhg and notice of intent to award letter to Hanser & Associates.

A copy of the SDP grant will be submitted to Hanser & Associates and request they deliver a contract/agreement for review and execution complying with the scope of the project set forth in the grant. Per member discussion a deliverable item within the contract shall be a document to address the grant measurement requirement.

IUB Engineering & Safety Staff Monthly Progress Report:

A monthly progress report to the IUB Engineering and Safety Staff shall be submitted by the DVD / Video Committee chairperson, Cynthia Munyon, on 15th day of each month during the grant period of March 1 – December 31, 2010. The first report due date is April 15th.

2010 CGI Committees

DVD Video Committee

Chairperson: Cynthia Munyon
Josh Doughan
Pete Vielhaber

2nd Annual CGI Excavation Safety Summit

Chairperson: Dave Hraha
Mike Broshous
John Barber

LuAnn Allar and Sally Fossum to float per committee activity.

2nd Annual CGI Excavation Safety Summit

Mike Broshous will send an e-mail to the entire CGI recipient list soliciting for their involvement in the Excavation Safety Summit.

Dave, John and Mike plan to schedule a committee meeting to formalize the agenda. This will allow notification mailings to begin in mid-May.

IRS Tax Exempt Status Report

On 03-08-10 the IRS sent CGI a favorable letter. A refund check for \$450. was received from the IRS. The filing fee was based on projected income for the past two years. However, CGI did not reach that threshold so the IRS determined the fee should be reduced. The check will be deposited into the CGI checking account.

Sponsorship

John Barber volunteered to work with Mike Broshous to develop and mail the 2010 CGI sponsorship solicitation letters. They plan to send the 2010 sponsorship letter to the executive team for review and editing. The sponsorship letter will encompass 2009 CGI accomplishments and proposed 2010 activities (video, summit)

CGA 811 Pirate Video:

Discussion was held on the 811 Pirate video and the proposal to distribute the video to 450+ school districts in Iowa. An 811 Pirate Video committee was formed to oversee the activities. Members volunteering to serve are: Cynthia Munyon, Dave Hraha and Mike Broshous. Cynthia Munyon will strive to obtain a mailing list of the Iowa School Boards and superintendents. Once the quantity of schools is known the committee will research the costs associated with ordering and mailing. A membership vote will follow; allowing members for consideration and approval of the expense.

Damage Prevention Promotional Ideas:

Damage prevention promotional ideas discussed include:

- Signage: Contacting fire departments / cities to request their community signage display support during the month of April for National Safe Digging Month. The idea was tabled and will be reviewed again as a 2011 CGI promotional idea.
- CGI business cards: Mike Broshous will contact AiA to obtain a product artwork template and price quote.

2010 CGI Calendar of Events:

May	
June	
3	CGI General Membership Meeting
22 - 24	TSI Conference
July	
1	CGI Executive Team Meeting
August	
11	CGA - Call Before You Dig Day
11	CGI Excavation Safety Summit / Damage Prevention Summit
12	Iowa State Fair
31	Farm Progress Show
September	
2	CGI General Membership Meeting
October	
6 - 8	IAMU Conference
7	CGI Executive Team Meeting
November	
December	
2	CGI General Membership Annual Meeting

Future CGI Meetings

General Membership

Our next general membership meeting will be held on:

Date: Thursday, June 3, 2009

Time: 10:00 a.m. – 1:00 p.m.

Location: West Des Moines Learning Center
3550 Mills Civic Parkway
West Des Moines, IA

Executive Committee

Our next executive committee meeting will be held on:

Date: Wednesday, May 12, 2010

Time: 10:00 AM – 1:00 PM

Location: Snyder & Associates (south conference room)
Ankeny IA

Adjournment

The meeting adjourned at 3:30 p.m.

Review of Task Assignments

Topic	Action / Task Assignment	Person Responsible
Social Media – News release	Create a canned news release CGI could distribute to the media when a serious underground damage takes place.	Pete Vielhaber Sally Fossum
DVD / Video Project	Send Thank you and letter of intent to presenters.	Mike Broshous
DVD / Video Project	Begin contract/agreement development, review and execution process. <ul style="list-style-type: none"> ▪ A deliverable item within the contract shall be a document to address the grant measurement requirement. 	Mike Broshous Pete Vielhaber Cynthia Munyon
CGI Excavation Safety Summit	Solicit CGI recipient list for their involvement. Schedule a committee meeting to formalize the agenda	Mike Broshous Dave Hraha John Barber
Sponsorship	Develop and mail letters.	Mike Broshous John Barber
CGA 811 Pirate Video	<ul style="list-style-type: none"> ▪ Obtain a mailing list of the Iowa School Boards and superintendents ▪ Research the costs associated with ordering and mailing 	Mike Broshous Cynthia Munyon Dave Hraha
CGI business card	Contact AiA to obtain a CGI business card product artwork template and price quote.	Mike Broshous