



Date: July 15, 2009

To: CGI Executive Committee

From: Mike Broshous

Subject: July 15, 2009 Executive Committee Meeting Minutes

On July 15, 2009 at 8:40 AM, 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.
Marketing Director	Sally	Fossum	Alliance Pipeline
Membership Director	John	Barber	Snyder & Associates, Inc.
Web Site Coordinator	Pete	Vielhaber	Qwest Communications

Agenda items discussed include:

Finance Report:

2008 taxes: Small Business Resources (Craig Brandt) was secured to complete the 2008 tax filing. The estimated tax return payout is \$500; this is due to incomplete standing on the 501(c) (3) status. Upon receipt of the 501(c) (3) declaration CGI will be able to file a tax amendment. John Barber and Josh Doughan are scheduled to meet with the Small Business Resources within the next two weeks to complete the tax return filings and discuss future association activities and options.

501(c) (3): Josh Doughan will contact the Department of the Treasury Internal Revenue Service to obtain an update on the 501(c) (3) filing.

Website Report:

The damage prevention summit banner was placed on the front page of the CGI website. The automated internet registration process is established allowing individuals to register online. A registration receipt reply will occur notifying registrants the registration process was successful. This will also verify the registrants e-mail address.

Research is underway on activating a CGI "blog" site. A blog is a type of [website](#), usually maintained by an individual with regular entries of commentary, descriptions of events, or other material such as graphics or video. Entries are commonly displayed in reverse-chronological order. Many blogs provide commentary or news on a particular subject. A typical blog combines text, images, and links to other blogs, [Web pages](#), and other media related to its topic. The ability for readers to leave comments in an interactive format is an important part of many blogs..

CGA Newsletter Article Request:

Sally Fossum has written several CGI articles. The articles will be available for future publication requests. Sally will contact CGA to obtain additional clarification on the article request and based on there needs she submit an article on behalf of CGI.

State Damage Prevention Grants:

The Grant Application Committee is comprised of Cynthia Munyon, Pete Vielhaber, John Barber and Josh Doughan. Committee members provided the following update. PHMSA plans to release the solicitation for calendar year 2010 State Damage Prevention grants in mid-July 2009. The grant documentation has not been released. Once released CGI the solicitation will be open for a minimum of 45 days. Cynthia Munyon plans to contact the governor informing them of CGI's intentions and obtain the necessary approval. The grant committee members are comfortable with the DVD documentation content. The summit grant timeline documentation is good but additional detail on the summit purpose and identification of exhibit activities needs to be expanded. Discussion was held on the 2010 summit agenda items. Agreement occurred that 2010 specific agenda items will be determined in the future and based on the 2009 summit evaluation findings. Mike Broshous will work on refining the summit timeline document.

Summit Committee:

The Summit Committee is comprised of Mike Broshous, Sally Fossum, Dave Hraha, Deanne Popp and LuAnn Allar. Meeting minutes capture activities, responsibility and completion. A timeline document was created to assist in the grant writing. An email was sent to notify stakeholders of sponsorship opportunities. Invitations will be sent to stakeholders next week via email and US mail. Email reminders will be sent on 7-27, 8-10 and 8-24. As sponsorship intentions are received an invoice will be mailed to the sponsor.

Education:

CGI received a thank you for participating in the June 15, 2009, Farm Safety Education day held at the Muscatine Ag Learning Center. The hands-on "Call Before You Dig" demonstration was well received and emphasized the importance of calling 811.

An email was sent to CGI members encouraging them to sign up to work of a shift at the Iowa One Call State Fair booth. When CGI executive team members work the booth the CGI banner and brochures will be distributed.

Trademark Update:

Josh Doughan will contact the US Patent and Trademark Office to obtain an update on the CGI logo trademark request.

Future Executive Meeting Details:

Date: Friday, August 14, 2009

Location: Iowa Association of Municipal Utilities
1735 NE 70th Ave
Ankeny, IA

Meeting Time: 9:00 AM – 1:00 PM

Adjournment:

Meeting adjourned at 11:00 AM.