



Date: June 3, 2010

To: CGI Executive Committee Members

From: Mike Broshous

Subject: June 3, 2010 Executive Committee Meeting Minutes

On June 3, 2010 at 1:30 PM, 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.
Marketing Director	Sally	Fossum	Alliance Pipeline
Program/Meeting Director	Dave	Hraha	Iowa Association of Municipal Utilities
Web Site Coordinator	Pete	Vielhaber	Qwest Communications

Committee members not in attendance include:

Membership Director	John	Barber	Snyder & Associates, Inc.
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Agenda items discussed include:

Educational & General Membership Meetings

New individuals were in attendance at the June 3, 2010 meeting. Mike Broshous incorporated the AGC Manual e-mail addresses into the CGI database and the last e-mail blast regarding the meeting was sent to this audience. It was suggested that online surveys be sent to: 1) attendees identifying why they attended and 2) non-attendees identifying why they did not attend. Cynthia Munyon will develop the survey questions.

2010 PHMSA SDP Grant – 2nd Summit

Discussion was held regarding marketing of the summit event. Sally Fossum will contact Hanser & Associates to request they provide CGI a marketing sales proposal. A Friday, June 11, 2010 conference call will be held to review the sales proposal and identifying the course CGI will follow for marketing of the summit.

In regards to the issues raised by Iowa One Call as to why they are not on the summit agenda; Mike Broshous will draft a letter to the Iowa One Call board of directors providing them the opportunity to accept or decline an invitation for the panel discussion presentation. In addition, IOC will be informed of the opportunity to participate in summit via the vendor booth area, free of charge.

Discussion was held on the summit logo. Mike Broshous will request edits be incorporated and sent to the executive team for review and approval.

Iowa Utility Board: Iowa Pipeline Safety Education Conference

CGI will present at the conference; Mike Broshous and Pete Vielhaber plan to conduct the presentation. Discussion was held on the benefits/purpose of CGI participating in the vendor booth display. Executive members voted to have a vendor booth containing a membership / survey registration form. The winner will receive a \$50. gift card.

CGI Envelopes

Discussion was held on the benefits and needs of CGI envelopes. Sally Fossum will obtain prices for CGI envelopes.

Adjournment

The meeting adjourned at 2:45 PM.

Review of Task Assignments

Topic	Action / Task Assignment	Person Responsible
Survey Questions	Develop the survey questions.	Cynthia Munyon
CGI Summit: Marketing Proposal	Contact Hanser & Associates to request they provide CGI a marketing sales proposal.	Sally Fossum
CGI Summit: Iowa One Call	Draft a letter to the Iowa One Call board of directors	Mike Broshous
CGI Summit: Logo	Request edits be incorporated into summit logo	Mike Broshous
IUB: Iowa Pipeline Safety Education Conference	Create Presentation Register for vendor booth & print the membership / survey registration form	Mike Broshous Pete Vielhaber
CGI envelopes	Obtain prices.	Sally Fossum

Next Meeting:

Friday, June 11, 2010: Conference call at 3:00 PM.