



2/15/17 Meeting Minutes

Attendees:

Crystal Gorres (Centerpoint)
Keith Novy (Centerpoint)
Jay Clinkscales (MERC)
Mike Mendiola (MNOPs)
Thomas Coffman (MNOPs)
Estelle Richard (GSOC)
Nick Nicholson (Enterprise)
Betty Jo Kiesow (Dakota Electric Assn)
Kathy Reed (BP) (phone)
Dan Huebl (Northern Natural Gas) (phone)
Bill Johnson (Xcel) (phone)

Business:

Minutes were approved.

Financial Update:

- Previous balance \$23,302.69
- 4imprint light phone charger \$8,519.25 (\$3834.00 to other UCC Troy Block)
- Carlson Printing Co \$3,277.87
- Jay Clinkscales \$411.32 (4 Food Saver Grand Prize)
- Dues Deposits \$1,000.00 each total \$6,000.00 (CPE, NNG, MERC, Xcel, DEC, and Enterprise)
- Current balance \$17,094.25

GSOC & MNOPS Updates:

- Estelle and Mike reviewed their presentations for the DP meetings.

2017 DP Meetings:

- 3-2-17 Canterbury, Shakopee, **Jay to do a site visit on 2/23/17 at 3:00 PM to review space set-up.**
 - **Enterprise to print and bring handouts, including sign-in sheets for guests and sponsors, quizzes, and evaluation forms.**
 - **Jay will print the agenda.**
- 3-9-17 Holiday Inn Lakeville
 - **DEA to print and bring handouts, including sign-in sheets for guests and sponsors, quizzes, agendas and evaluation forms.**
 - **Jay will print the agenda.**
- 3-23-17 Brooklyn Park Community Center
 - **Centerpoint to print and bring handouts, including sign-in sheets for guests and sponsors, quizzes, and evaluation forms.**
 - **Jay will print the agenda.**
- 3-30-17 Oakdale, Prom Center

- **Centerpoint to print and bring handouts, including sign-in sheets for guests and sponsors, crossword, quizzes, and evaluation forms.**
- **Jay will print the agenda.**
- Coordinate the caterers/meeting locations
- Meetings are on CGA web site
 - Registered as of 2/14/17 1:00 PM
 - Shakopee 169
 - Lakeville 39
 - Brooklyn Park 62
 - Oakdale 79
- Giveaways
 - The giveaways are a flashlight/power bank and water bottles. The flashlight/power bank were ordered with a scheduled delivery 2/22/17.
- Grand prize
 - The FoodSaver V3240 Vacuum Sealer \$102.83 each after tax and has a scheduled delivery 2/14/17.
- Invitation Post Cards
 - 7097 postcards were mailed 2/6/17. This compares with 6855 invitations that were mailed in 2016.
 - **Estelle will be sending e-mail invitations this week.**
- Membership Invoices:
 - Invoices for Dues have been sent and Jay has received payment from Enterprise Products, Center Point, Northern Natural Gas, Minnesota Energy Resources, Xcel Energy, Dakota Electric, and NuStar Energy Thank you. **If your company is not listed please work with your accounts payable to expedite payment.**
 - Vendor sponsor invoices will be mailed next week
 - Badger Daylighting 4 meetings
 - USIC 4 Meetings
 - United Locating Services 3 meetings (Shakopee, Lakeville, Brooklyn Park)
 - VannGuard Utility Partners 2 meetings (Shakopee, Brooklyn Park)

Round Table/Excavator Issues:

- **Centerpoint's contract locators created powerpoint to connect locators and excavators. Keith will fine-tune it and send to Jay to see if this is something we want at the meetings.**

Action Items:

- **Jay to do a site visit to Shakopee on 2/23/17 at 3:00 PM to review space set-up.**
- **The following will be responsible to print out the bring handouts to the meetings, including sign-in sheets for guests and sponsors, quizzes, and evaluation forms.**
 - 3/2/17 - Shakopee - Enterprise
 - 3/9/17 - Lakeville - DEA
 - 3/23/17 – Brooklyn Park - Centerpoint
 - 3/30/17 – Oakdale – Centerpoint
- **Centerpoint will bring the blue question forms for all meetings and send out the numbers and handouts the week before the meetings.**
- **Jay will print the agenda for all meetings.**
- **Estelle will be sending e-mail invitations this week.**
- Invoices for Dues have been sent and Jay has received payment from Enterprise Products, Center Point, Northern Natural Gas, Minnesota Energy Resources, Xcel

Energy, Dakota Electric, and NuStar Energy Thank you. **If your company is not listed please work with your accounts payable to expedite payment.**

- **Centerpoint's contract locators created powerpoint to connect locators and excavators. Keith will fine-tune it and send to Jay to see if this is something we want at the meetings.**

Next meeting:

- March 15, 2017