

CSPMA Minutes
Plant Manager's Meeting
April 13, 2005

Introductions by Pete Hall – 18 Members in attendance

We currently have 105 members listed on our current roster.

- Pete initiated the review of the CSPMA By Laws
 - Affiliation with other organization such as CASBO and CASDEM was discussed
 - Defining the roles and responsibilities of officers and regional directors is needed.
 - Terms of office are ok.
 - Vendor sponsorship also needs defining
 - Voluntary dues to assist in web site costs were discussed. This year Poudre School district sponsored the web site at a cost of \$2545.00
- Strategic Plan
 - Item C: The term Best Practices or Best MANAGEMENT PRACTICES was discussed. Educational staff is more familiar with Best Practices as opposed to facilities staff are more familiar with Best Management Practices.
 - More work needs to be done on benchmarking. What should we be measuring and develop units of measurement. Select a committee to work on benchmarking.
- Further Web Page Discussion
 - Opportunities on the web page. Some options would be sponsors page, links to other organizations such as CASDEM and other school district web sites and a board member page. Home page should present strategic plan and by laws.
 - How can we best maximize our pages?
 - A suggestion was made to change pictures monthly on the home page and possibly focus on the host district for the monthly CSPMA meeting.
 - Possible link to vendor web sites was discussed with potential for revenue stream to the organization.
 - Document Library containing presentations, professional development information and sample technical specifications and LEED specification was reviewed.
 - Job Opportunities or links to school districts which have job posting information on their web site was suggested.
- Other topics of discussion
 - The board will discuss the 501C Articles of Incorporation
 - Do we need to copy-write our LOGO?
 - Professional Growth Committee reviewed the chart designed last year and will send it out to the group.

- A committee was selected to work on the benchmarking and data standards. Committee consists of Jim Willis, Bill Moffatt, Mike Maloney and Wayne Blazik. A quick review of those topics were program positions, level of service, best practices, facility indexing, defining job descriptions and expectations. AS&U, School Dude and other entities such as Home Depot could be used as a starting point to develop the survey.