EXECUTIVE COMMITTEE MEETING
June 14, 2017

MINUTES

In attendance: Chris Petree, Kristin Asher, Sue Mason, Jeannine Clancy, Lee Gustafson, Steve Albrecht, Dan Curley, Alyson Fauske, Monica Heil, Dave Hutton, Alex Jordan, Richard McCoy, Bridget Rief, and Michael Thompson

Pat Schutrop, Chapter Assistant and Recorder

1. CALL TO ORDER
President Petree called the meeting to order at 11:49 a.m.

2. PRESIDENT’S REPORT (Chris Petree)
   A. 2017 PWX Update
      • Registration is open for the 2017 PWX in Orlando, Florida. Register by July 7 to save $100 on registration cost.
      • Deadline to sign up for the Chapter Dinner is August 18.
      • APWA National is hosting its first annual PWX Roadeo on Tuesday, August 29, during the PWX. National is encouraging chapters to have two members participate. The Chapter will cover the $65 registration fee which includes participation in roadeo, roadeo t-shirt, lunch voucher, access to the exhibit floor and two operations and maintenance education sessions. Interested participants can contact President Petree. No specific licensure is required.

3. SECRETARY/TREASURER’S REPORT (Amy Grothaus, Secretary/Treasurer; Lee Gustafson, Deputy Treasurer)
   A. Minutes of April 12, 2017 Executive Committee Meeting
      The minutes of the April 12, 2017 Executive Committee were presented.

      MOVED by Steve Albrecht and seconded by Dan Curley to approve the minutes of the April 12, 2017 Executive Committee meeting as presented. Motion carried.

   B. Minutes of April 24, 2017 Officers Conference Call
      The April 24, 2017 officer’s conference call minutes are presented for comment and information only.

   C. Financial Report
      • Account Details. For information purposes. In the future, the Secretary/Treasurer will review and give comment on the account details to the Executive Committee.

      • Financial Reports

      | For months ending: | May 31, 2017 |
      |-------------------|-------------|
      | Financial Position| $12,521.00  |
      | Merrill Lynch     | $145,083.38 |

      MOVED by Jeannine Clancy and seconded by Dan Curley to approve the APWA-MN Chapter Financial Statements for months ending May 31, 2017. Motion carried.
D. **Review 2017-18 Budget**

The 2017-18 budget includes the previously discussed amount of $5,000 for review of the NHCC curriculum by the University of Minnesota staff. The budget was presented to the general membership during the Spring Conference business meeting and no comments were received. The new budget cycle (July 1, 2017 – June 30, 2018) enables APWA National to deposit its revenues from the PWX and enables them to be fiscally responsible through the year. However, the Chapter’s budget will be in the red for several months because of the new budget cycle.

In addition, year-end reports for the 6-month budget will need to be prepared which means the Audit Committee will need to meet again sometime in August/September to audit the report.

**MOVED by Jeannine Clancy and seconded by Sue Mason to approve the 2017-18 budget. Motion carried.**

4. **VICE PRESIDENT’S REPORT (Kristin Asher)**

   A. **2017 PWX Young Professional (YP) Stipend**

   Two letters of interest were received for the 2017 PWX YP Stipend; Mark Ray, City of Crystal, and Alexandra Miller, WSB & Associates. The officers discussed the two letters during the June 9 conference call and decided to award the stipend to Mark Ray who is also APWA National’s Myron Calkins Young Leaders award winner. The budget amount is $1,750; however, Mark does receive $500 as part of the award and will only need up to $1,000 of the stipend. Petree added it was unanimous to support Mark in recognition of the Young Leader award by giving him the stipend; however, in the future, it is recommended that consideration be given to a YP who might not have the means to attend a national conference.

   In addition to the YP stipend, Petree added he will not be using the President’s stipend and Lee Gustafson will not be using the Hugo G Erickson (HGE) stipend, therefore allowing those funds to be used by Beth Engum to attend as a PWX presenter and allow the Chapter Assistant to attend as a Chapter representative.

   **MOVED by Bridget Rief and seconded by Dan Curley to approve awarding the YP stipend to Mark Ray and using the President’s and HGE stipends to support PWX attendance of Beth Engum and the Chapter Assistant. Motion carried.**

   B. **Chapter Dinner**

   Asher encouraged people to sign up for the dinner. The officers will discuss requests that might be received from other chapters to join the MN Chapter Dinner. If such a request is received, the charge for them will be the full cost of $70 per person.

5. **PAST PRESIDENT’S REPORT (Sue Mason)**

   Nominations for open positions on the Executive Committee are due by August 1. Information will be posted on the Chapter website and an email will be sent out to the members. The Nominating Committee meeting will be scheduled for early August to discuss nominations.

6. **COUNCIL OF CHAPTERS (Jeannine Clancy)**

   A. **Delegate’s Report**

   - Beth Engum and Jeannine Clancy will be presenting on chapter volunteerism at the PWX.
   - Gustafson, Clancy and Angela Popenhagen represented the Chapter by attending the APWA Iowa Chapter’s presentation of the Top Ten Leaders award given to former APWA President and former Regional Delegate Larry Stevens.

   B. **History Committee: Dave Hutton, Chair**

   - Due to some changes occurring with the History Museum, the committee will not be doing a session at the Fall Conference regarding the History Museum.

7. **DIRECTOR/COMMITTEE CHAIR REPORTS**

   A. **Regional/County/State Director: Bridget Rief**

      i. Membership & Special Events Committee - Jason Sprague/Mark Kasma, Co-Chairs

      a. **Committee Report**

      - The golf outing is set for July 13 and registration is about two-thirds full.
• The committee is evaluating the overall sponsorships for the year and wondering if they are meeting the expectations of the Executive Committee. Currently, about $20,000 has been raised in sponsorships. Gustafson added the average over the last 7 to 8 years (excluding 2016) has been between $18,000 to $21,000 and considers what has been raised to date as normal.

B. Outstate Director: Reid Wronski
   i. Outstate Committee – Reid Wronski, Chair – No report
      a. Committee Report
   ii. Awards Committee – Sarah Lloyd, Chair; Richard McCoy, Vice Chair
      a. Committee Report
      • The PACE Award nomination was submitted on June 1. No word has been received yet if the Chapter won the award.
      • The Post-Award Reception is in the planning stage for the PWX in Orlando, Florida.

C. Vendor/Contractor Director: Heidi Hamilton – No report
   i. Communications Committee – Charlie Wild, Chair; Lydia Ener, Co-chair
      a. Committee Report

D. Superintendent Director: Dan Curley
   i. Environment and Sustainability (E&S) Committee – Michael Thompson, Chair; Sherri Buss, Vice Chair
      a. Committee Report
      • The next meeting is set for June 28. The agenda will include an update on the stormwater reuse (looking at legislation passed and looking to hear something from the MDH about treatment standards). Also will discuss lobbying the MDH staff on this topic. Woodbury does have some staff effort watching and participating in discussions.
      • Targeting July to submit an article on legislative recap of stormwater and environmental initiatives.
      • Adopt-a-Highway event took place in May with a number of people volunteering.

E. Manager/Engineer Director: Tim Plath
   i. Education & Training (E&T) Committee – Monica Heil, Chair; Tim Plath, Vice Chair
      a. Committee Report
      • The committee will meet on June 15 to discuss scholarship recommendations to present to the Executive Committee for approval at its August 16, 2017 meeting.
      • The 2017-2018 educational offering will be:
         ➢ Leadership Academy (Hamline)
         ➢ Advanced Human Resources for Public Works (Hamline)
         ➢ Public Works Certificate Program (NHCC)
         ➢ UUCIS (Bloomington and Hutchinson)
      • The Iowa Chapter expressed interest in the UUCIS course and the committee is working on broadcasting logistics to an Iowa location.
      • Finalizing details for the Fall Conference Workshop with APWA National.

F. Consultant Director: Andy Brotzler
   i. Diversity Committee – Alyson Fauske, Chair
      a. Committee Report
      • The Diversity Committee produced a Diversity Grant and application for the Executive Committee to review.
         ➢ Deputy Treasurer Gustafson submitted comments to the committee for consideration and incorporation into the grant document. Fauske will review the comments and discuss with Gustafson to confirm National’s procedures are in place in the Chapter’s document.
➢ Operating procedures need to be written and the Diversity Committee is looking for guidance on which committee will administer the grant. Monica Heil added it would get greater exposure by placing it with the E&T Committee so all of the Chapter’s grants and scholarship information is one place.

G. City Engineer/DPW Director: Steve Albrecht
   i. Public Awareness Committee (PAC) – Russ Matthys, Chair
      a. Committee Report
         • The committee will be looking for direction regarding charity options the Chapter will want to offer at the Fall Conference.

H. Conference Planning: Jupe Hale/Kristin Asher, Co-Chairs
   i. Committee Report
      • The committee is considering the following for the Thursday evening Carnival event:
         ➢ Will use the bingo card – similar to last year.
         ➢ Have the end time at 6:30 pm and the raffle at 6:15 pm.
         ➢ Ask for a suggested donation to purchase the bingo card to raise money for the charity.
         ➢ Use the booth price increase ($30) to fund door prizes again this year.
         ➢ The committee will look at a list of different charities, such as something local, i.e., food shelf, Salvation Army, Red Cross, donating to a nonprofit related to clean water, etc. The committee will discuss options at the next Conference Planning Committee meeting and bring final recommendations for discussion to the Executive Committee meeting in August.

I. Young Professionals (Alex Jordan, Chris LaBounty, Emily Lueth, and Eric Seaburg, Co-Chairs)
   i. Committee Report
      • Hosted 2nd annual Graduation and Welcome Party with about 15 attendees, including 7 to 8 graduates. The committee is planning to repeat this event next year; however, looking for feedback on the date (currently held in mid-June) and how to reach out to increase attendance (such as new hires, etc.). The purpose for this event is to increase membership and to provide a social setting to introduce non-members to Chapter members and serve as a resource to them. Suggestions can be sent to the YP co-chairs.
      • Planning the mini-golf outing and the Canterbury networking event.
      • Looking to offer professional development opportunities for young professionals specifically. Considering workshop options on how to move from EIT roles into more senior roles in organizations. Possibly pairing with the Fall Conference to have a breakout session with young professionals and mentors to share knowledge. Petree added this year’s conference schedule is set, but possibly could invite the graduates and Young Professional co-chairs to attend the New Members Breakfast.
         Another option is to lower the registration cost and partner them up with someone to attend the general session and attend the New Members Breakfast, etc. Consider an “Adopt-a-Grad” to pair up a mentor with a graduate or young professional. Petree suggested one or more of the YP co-chairs attend the next Conference Planning Committee to further discuss how to incorporate the new graduates and young professionals in the conference.
   
   ii. Student Chapter – (see notes mentioned under Young Professionals Committee report)

J. Volunteer Coordinator Report: Beth Engum – No report

8. OLD BUSINESS
   No old business.

9. NEW BUSINESS
   No new business.
10. ADJOURNMENT
President Petree adjourned the meeting at 12:51 p.m.

APWA-MN Chapter’s Mission: To advance the theory and practice of the design, construction, maintenance, administration, and operation of public works facilities and services.

Dated: August 16, 2017

Respectfully submitted,

Amy Grothaus
APWA-MN Chapter Secretary/Treasurer