



**APWA-MN Executive Committee Officers
Conference Call Minutes
Friday, August 10, 2018**

Attendees

Kristin Asher, President
 Amy Grothaus, Vice President
 Russ Matthys, Secretary/Treasurer
 Chris Petree, Past President
 Jeannine Clancy, Delegate
 Pat Schutrop, Chapter Assistant

Absent: Lee Gustafson, Deputy Treasurer

Conference call convened at 8:31 a.m.

1. July 13, 2018 Officers Conference Call Minutes (Asher)

No comments. Conference call minutes were accepted as presented.

2. Accounting Subcommittee Update (Grothaus)

Scott Grayson is trying to connect with the local US Bank to provide the information needed for the account to be opened. Meanwhile, Hiway Bank closed the Chapter's account and submitted a check to the Chapter in the amount of \$20,357. Unfortunately, Hiway closed the account before the Bunker Hills check for the golf outing could be processed even though they were notified of the transaction prior to them closing the account and issuing the check to the Chapter. Jason Sprague contacted Bunker Hills and was told the check was not submitted to its accounting department yet. In order to get Bunker Hills paid, Sprague used his personal account to pay for the event in the amount of \$19,270. This transaction adds a level of urgency in getting the US Bank account opened.

3. Financial Statements (Matthys/Gustafson)

a. Account Details
 No account details were received.

b. Financial Statements

For months ending:	July 31, 2018
Chapter Financial Statements	\$13,749.00
Merrill Lynch	\$154,557.54

4. Communications Plan (Asher)

The Executive Committee approved the proposal received from Scott Barsuhn up to \$17,000. Kristin contacted Scott and asked for a contract for National to review. Once the contract is reviewed with National, the next step will be to have another meeting with Scott. Jason Staebell, Hennepin County, who has been working on the ASCE report card and Beth Engum will be invited along with all previous attendees.

ACTION: Pat will check with National for a suggestion of a contract Scott can use.

5. Review Task List (Asher)*

a. August

1. Prepare transmittal letters and send with checks to scholarship recipients (Pat) - COMPLETED
2. Line2 auto-renewal (\$149.50 due Aug. 17, 2018) (Pat) - COMPLETED
3. Attend Awards reception and provide welcoming comments (Asher)
The food order has been placed at the Flying Saucer at a cost of about \$272. The officers discussed having an open tab to a certain amount or drink tickets. Chris said last year's tab came to about \$1,750 (included food).
ACTION: There will be an open tab for drinks in an amount up to \$1,750. This amount includes food.
4. Preside over Chapter Dinner (Grothaus)
5. Host and chair Nominating Committee meeting (Petree) - COMPLETED
6. Attend Nominating Committee meeting (Officers) - COMPLETED
7. Coordinate with Chapter Assistant to complete the election process. Adopt a slate of candidates for the fall election ballot. Coordinate contacts for all nominees to ensure acceptance of nomination and verify current membership in APWA. Submit final slate of candidates to Executive Committee by September 1st for formal ratification (Petree/Pat)
8. Financial reporting package and fiscal year 2019 budget due (Gustafson/Matthys) – COMPLETED
9. Attend Council of Chapters semi-annual meeting (Clancy/Petree)
The August Talking Points talked about the PWX Ambassador Program and National is looking for volunteers to participate and welcome international visitors.
ACTION: Add information about the Ambassador Program in the next communication about the 2018 PWX to PWX registrants.

b. September

1. Local Awards submittals. Coordinate with Awards Committee (Pat)
The Awards Committee is preparing for solicitation for local award nominations. They are considering expanding the personnel awards to include technicians as part of the maintenance category. Nominations will be due September 28.
2. Coordinate E-vote process (Pat)
ACTION: Pat will notify the candidates and request bios and photos for the 2018 election.

6. Next Executive Committee Meeting: September 12, 2018 (Asher)

- a. The E-vote timeline

7. Upcoming Website Articles*

a. August

- 1) Summer golf event recap (Chad Isakson)
- 2) Announce PACE award (Sarah Lloyd)
- 3) Sponsor article (coordinated by Heidi Hamilton)

b. September

- 1) President's Message (Asher) - COMPLETED
- 2) PWX Recap (Chad Isakson)
- 3) Fall Conference announcement (Chad Isakson)
- 4) Delegate's Report (Clancy)
- 5) YP Spotlight

Social Media

Send social media content to Lydia Ener at socialmedia@apwa-mn.org email.

8. Other

- APWA Executive Director Scott Grayson and President-elect Dave Lawry will be attending the Fall Conference. Lawry will do the installation of officers.
- Russ submitted a draft resolution the City of Eagan is proposing regarding opposition to proposed FCC action in Dockets #17-84 (Wireless Infrastructure) and #7-79 (Wireless Infrastructure) urging LMC, NLC, NATOA, and the Public Works Association to file comments in opposition. The resolution is calling out the Public Works Association. Chris said the Executive Committee did talk about it sometime ago but relied on the City Engineers Association to be more vocal. The Government Affairs Committee is not ready to discuss until they meet in September.

Kristin asked why the City Engineers Association was not called out in the resolution. Eagan's communication person included the Public Works Association because he knows Russ is involved in APWA. Russ can request removing the Public Works Association until the Chapter decides what it wants to do. In the meantime, making the members aware of the FCC action may be a next step.

ACTION: Kristin sent it to Richfield's city attorney.

ACTION: Discuss again in the future after more is learned about the legislation and if the Chapter wants to make a formal statement as an organization.

- The officers discussed how to recognize Mark Burch for his years of volunteering as chair of the Audit Committee for over 20 years. The officers agree to recognize Mark at the Fall Conference. Amy added he is also retiring in September and not sure he will be attending the Fall Conference. The officers will invite him to attend and recognize him during the Awards Ceremony on Friday (10:45 to 11:45 am) and pay for his lunch. Alternatively, if he cannot attend the Fall Conference, the officers could attend whatever event the City of White Bear Lake may be planning for his retirement and ask if the Chapter can make a special presentation.

ACTION: Prepare a presentation certificate (similar to what was done for Gary Brown when he retired as one of the Public Works Certificate Program instructors), recognizing him before his peers (either at the Fall Conference or workplace), and pay for his lunch at the conference.

ACTION: Kristin will contact Mark to see if he is available. Sarah Lloyd and Monica Heil will also need to be contacted to let them know the Chapter may be recognizing Mark as part of Awards/Scholarships portion of the program.

9. Adjourn

The conference call adjourned at 9:12 a.m.