



**APWA-MN Executive Committee Officers
Conference Call Minutes
Friday, Oct. 5, 2018**

Attendees

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

Conference call convened at 8:31 a.m.

1. Sept. 7, 2018 Officers Conference Call Minutes (Asher)

Russ made one correction to the minutes prior to the conference call. The Sept. 7, 2018 conference call minutes were accepted with the noted correction.

2. Accounting Subcommittee Update (Grothaus)

Amy set up the online banking, so Pat can access the US Bank account.

Pat is in the process of setting up a new PayPal account linked to the US Bank account. Once that is completed, she will request the old PayPal account to issue a final check to close out the account.

3. Financial Statements (Matthys/Gustafson)

a. Account Details
 No account details were received.

b. Financial Statements

For months ending:	Aug. 31, 2018	Sept. 28, 2019
Chapter Financial Statements	\$23,041.00	Not available
Merrill Lynch		\$153,366.96

Lee recommends 2 to 3 people be assigned the task of reviewing the Merrill Lynch investments at the first of the year. Investment selections can be done by local chapters. Jeannine recommended the Audit Committee take on this task.

ACTION: The officers will discuss again at a later date, possibly at the year-end meeting.

4. Fall Conference

- a. Finalize the Fall Conference business meeting agenda
- Jason Staebell will discuss the ASCE report card. October 9 is when the grade will be announced.
 - Kristin would like to introduce the Chapter's Raise our Grade advocacy communications plan to the members.

- Zach Johnson has agreed to chair the Government Affairs Committee. The officers agreed that Kristin should give a brief update recognizing Zach as the chair of the committee and the committee's work plan moving forward (item under the President's Report).
ACTION: Ask Zach to share a more detailed update at the Spring Conference.
 - Add Region VI Director Chuck Williams to the installation ceremony.
- b. Past Presidents
- For the past few years, Past Presidents were invited to join the conference on opening day to introduce them to the attendees. Kristin wonders if this needs to be an annual thing. Officers agreed introducing them on a 5-year cycle is sufficient.
ACTION: Kristin will get a consensus from some of the Past Presidents to see if they want to be recognized. If not, she will not introduce the Past Presidents at this Fall Conference's general session.
ACTION: Pat will add the 5-year cycle to the task list.
- c. Mark Burch recognition
- Mark indicated he will register for the Fall Conference and is willing to be recognized at the conference for his time chairing the Audit Committee. Jeannine suggested the Chapter donate \$100 to the White Bear Lake Rotary on Mark's behalf.
ACTION: Write a check to the White Bear Lake Rotary for \$100 and give to Mark at the recognition ceremony.
ACTION: Lee will give the remarks and present Mark with the check during the recognition.

5. Venue for dinner with APWA leadership on Nov. 14, 2018 (Clancy)

Jeannine made a dinner reservation at The Freehouse Minneapolis for 10 people.

ACTION: Jeannine will send the information to Pat for her to send out the reservation to everyone.

6. Review Task List (Asher)*

a. October/November

1. Prepare communication to members regarding online ballot (Pat)-COMPLETED
2. Work with Awards Committee in preparing certificates to deliver to Broadway Awards (Pat)
ACTION: Pat will attend the Awards Committee meeting on Oct. 9 and prepare appropriate certificates after the meeting.
3. Prepare certificates for Past President & outgoing directors to deliver to Broadway Awards (Pat)
4. Prepare Public Works Certificates for graduated students for presentation at Fall Conference (Pat)-COMPLETED
5. Review and update Past Presidents contact list (Kristin/Pat)-COMPLETED
6. Coordinate sending invitations for Past Presidents Breakfast with Chapter Assistant (Kristin/Pat)-COMPLETED
ACTION: A few RSVPs have been received. Pat will resend the email invitation.
7. Confer with E&T Committee Chair to confirm status of Fall Workshop agenda (Amy)-COMPLETED
8. Chair Tellers Committee to review and validate all election ballots (Chris)
Elections close on Oct. 30.
ACTION: Pat will forward results to Chris and he will convene the Tellers Committee to validate the ballots.

b. November

- a. Inform officers of election results (Chris)
- b. Coordinate notification of election results to all candidates to ensure attendance at the swearing-in ceremony (Chris)
- c. Attend Fall Conference
 - i. Awards Ceremony and recognize all nominees (by Awards Committee).
ACTION: Congratulate each award winner during photo shoot. (Kristin)
 - ii. Present Presidential Gavel and Plaque to newly elected president (Kristin)
 - iii. Present Past President's plaque to outgoing Past President (Kristin)
 - iv. Student Chapter Officers: send congratulatory email to new officers inviting them to Fall Conference swearing in ceremony and lunch (Kristin)
ACTION: Pat will contact current Student Chapter President Lauren Hagen to find out when the election is for new officers.
POST MEETING NOTE: The Student Chapter holds their election in December. Lauren will notify Pat when new officers are elected.
 - v. Preside over Past Presidents' breakfast. Provide chapter update to the group. (Kristin)
 - vi. Provide libations for Past Presidents' breakfast (Kristin)
 - vii. Coordinate recording business meeting minutes and present financial report at the General Membership Business Meeting (Russ)
 - viii. Present new budget to general membership during business meeting (Lee)
ACTION: The proposed budget was presented at the Spring Conference. Officers agreed there was not a need to present the budget again.
- d. Coordinate New Members Meet and Greet with Beth Engum (Russ)
ACTION: Russ and Beth are working to schedule the meet and greet.

7. **Next Executive Committee Meeting: Oct. 10, 2018**

- a. Scott Barsuhn will give a shorter presentation of the advocacy communications plan.
ACTION: Scott will have about 30 to 45 minutes to present and answer questions.
- b. Emerging Leaders Academy Update
Paul Rugar was not accepted into the Emerging Leaders Academy. His application was not competitive with the other applications. Kristin suggested revising the Chapter's requirements in the submitted letters of interest. The officers discussed the following suggestions:
 - Request application to describe their involvement in the Chapter. Applicant needs to be engaged in the Chapter.
 - Include a letter of recommendation from one of the Chapter leaders.
 - Ask the Executive Committee to identify a group of people that the officers can nominate and ask the Young Professionals Committee to figure out who from that recommended group would be the competitive person.
 - Ask the applicant to submit the application for review before it is submitted to APWA.**ACTION:** Next year, Amy will revisit the ELA advertisement and discuss again with the officers prior to promoting to the members.
- c. Developing a guide for response to public works workplace tragedies.

8. **Upcoming Website Articles***

- a. October
 - 1) Outstate report (Wronski/Olson) - COMPLETED
 - 2) Chapter Awards (Lloyd/McCoy)

b. November

- 1) Nominating Committee report (Petree)
- 2) New EC members spotlight (Howley)
- 3) YP spotlight (Seaburg)

Social Media

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

9. Other

- The officers discussed the recent fatal accident of a WSB & Associates' employee, Vern Hedquist, working on a job site. A GoFundMe site has been set up for the family. The officers discussed having a protocol or guide in place to follow when situations like work-related injuries or a death occur. Russ suggested the Chapter make a big deal about this to emphasize the message of safety in work zones. This is the 13th work zone accident in 2018 which is double the average. This is an initiative to work on with our members. Russ suggested working with the Toward Zero Death campaign. Jeannine recalled Bev Farragher was working on putting together a memorial for public works employees.
ACTION: Jeannine will follow up with Bev on what she was working on and if she is still involved.
ACTION: The officers agreed to donate \$100 on the GoFundMe site for the family. Pat will take care of making the donation.
ACTION: Lee will ask WSB communications staff to write the content for an email for Pat to send out to the Chapter members notifying them of the incident and include the GoFundMe link for members to donate if they choose to.
ACTION: Kristin will bring up the topic of developing a guide at the Executive Committee meeting.
ACTION: Consider asking Bev Farragher if she is interested in participating in the development of the guide.
ACTION: The officers agreed to work with the Toward Zero Death, State Patrol and MnDOT in reinforcing work zone safety through education.
ACTION: The guide will include sending an email to Chapter members informing them when a tragedy happens and forward donation information if available.

10. Adjourn

The conference call adjourned at 9:29 a.m.