



**APWA-MN Executive Committee Officers
Conference Call Minutes
Friday, Nov. 2, 2018**

Attendees

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

Absent: Chris Petree, Past President

Conference call convened at 8:36 a.m.

1. Oct. 5, 2018 Officers Conference Call Minutes (Asher)

The Oct. 5, 2018 conference call minutes were accepted as presented.

2. Accounting Subcommittee Update (Grothaus)

The new PayPal account is set up and active. Pat is working with Mark Ray to close out the old PayPal account.

3. Financial Statements (Matthys/Gustafson)

a. Account Details
 No account details were received.

b. Financial Statements

For months ending:	Sept.30, 2018
Chapter Financial Statements	(\$4,287.00)
Merrill Lynch	\$153,366.96

Lee noted he made a recent membership dues deposit of \$6,000.

4. December 6th – Transition Meeting (Asher)

The meeting will be held at the Eagan Community Center from 11 am to 2:30 pm. The officers discussed the agenda and what needs to be addressed. Because this meeting is an orientation for the new board members, some of the bookkeeping items need to be talked about so the new members will know what to expect at the first Executive Committee meeting in February.

Kristin will ask Beth Engum to give an update on the Strategic Plan. There also will be some discussion tying the advocacy campaign with the strategic plan. Kristin is waiting for a proof of the banners and a draft calendar for the new website from Scott Barsuhn.

Matt Saam has volunteered to chair the Conference Planning Committee, Sherri Buss is retiring and will no longer be the Vice Chair of the Environmental & Sustainability Committee, and a new Volunteer Coordinator will need to be named.

In the effort to engage folks on National committees, Jeannine asked if the members that are on national committees can attend the meeting to interact with the Executive Committee and give an update on the roles they play on the national committees, describe the goals and work done on behalf of the organization, and the value experienced on the national committee.

Russ would like to see the committees discuss how they will move the strategic plan initiatives forward in 2019. The Public Awareness Committee (PAC) spent significant time at its last meeting talking about how they can be more actively involved in that effort.

ACTION: Kristin will work with Pat on the agenda.

ACTION: Amy will reach out to the committee chairs to confirm committee status. She will also ask them to review the strategic plan and include how their committee will focus on it in 2019 during the committee updates.

ACTION: Add APWA National Committees update to the agenda and invite Kevin Schlangen (Fleet Services Committee), Mark Ray (Emergency Management Committee), and Bev Farraher (Diversity Committee)

5. Chapter Response Guide (Asher)

Chris Petree, Heidi Hamilton and Kristin developed a response guide detailing how the Chapter will respond to public works-related incidents involving chapter members, partners, or sponsors. The group decided the simpler, the better. As the last response in the guide, the incident will be referred to the PAC to determine if anything more needs to be done in the area of public awareness with the intent to reduce or prevent potential for future incidents. The New England Chapter has a more detailed and extensive program that the PAC might want to look at.

The officers agreed the framework of the guide is appropriate and will help the Chapter be consistent in its response to similar accidents in the future.

Russ asked if the Chapter can do a moment of silence on behalf of Vern Hedquist's death and other fallen public works workers during the Fall Conference. Bob Moberg is going to reach out to the Star Tribune to see if he could find out how many of the 13 work-zone-related fatalities were public works workers. Jeannine added the Chapter also lost an active Conference Planning committee member this year (Doug Trangsrud) and to be thoughtful of all the members. Amy suggested creating some type of poster recognizing Vern and promoting public safety. Russ added providing attendees with some safety training information and public responsibility related to folks working in work zones would be helpful.

Russ asked if the officers would want to continue to promote the GoFundMe collection for Vern's family or would that compete with the fundraising for the Success Beyond the Classroom charity.

ACTION: The officers agreed to keep the focus on the fundraising charity and appropriate to mention the GoFundMe page if Kristin wanted to mention it during the Moment of Silence.

ACTION: Russ will talk to Tim Plath about adding safety training as a topic for a future Fall Conference Workshop.

ACTION: Kristin will mention the guide in her next update to the Chapter notifying members that the Chapter does want to be a resource and relies on members to notify the officers when something happens.

ACTION: Pat will file the guide in Google Docs in the policies and procedures folder.

6. Co-sponsor Requests (Asher)

The Midwest Society of Trenchless Technology requested a co-sponsorship with APWA for a trenchless technology seminar. There would be no cost to the chapter. In return, they would use the Chapter's logo on advertising material for the seminar and chapter members would receive a discount rate to attend. Kristin believes the seminar serves the mission as far as anyone in the membership wanting to learn more about the technology.

ACTION: The officers agreed with co-sponsoring the event.

ACTION: Pat will add the event to the Chapter website and send out an email to the members.

7. Review Task List (Asher)*

a. November

1. Inform officers of election results (Chris)
Results are as follows: Beth Engum, Secretary/Treasurer; Jupe Hale, Director-Manager/Engineer; Joe Wiita, Director-Superintendent; Mark Rehder, Director-Vendor/Contractor; and the bylaws amendment passed.
2. Coordinate notification of election results to all candidates to ensure attendance at the swearing-in ceremony (Chris)
ACTION: Chris is in the process of notifying the candidates.
3. Attend Fall Conference
 - i. Awards Ceremony and recognize all nominees (by Awards Committee).
 - 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)
 - 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)
4. Coordinate New Members Meet and Greet with Beth Engum (Russ)-COMPLETED

b. December

1. Update National and website with new Executive Committee members (Pat)
2. Send Bylaws amendment to National for certification (Pat)
3. Year-end and Orientation meeting venue and agenda (Kristin/Officers/Pat)
 - i. Determine meeting time (Officers)
 - ii. Admin Services Contract Renewal/Review (Pat)
 - iii. Discuss filing procedures and retention policy (Pat)
 - iv. New Chapter templates (Pat)
4. Send minutes to US Bank stating new account signatories (Pat)
5. Meet with new President to set meeting schedule for 2019 (suggest 3rd or 4th week of month to accommodate National's financial cycle) (Amy/Pat)
6. Leadership Training (Jan. 31-Feb. 1, 2019)
Amy said the training conflicts with the annual CEAM Conference. Officers scheduled to attend the training include Amy, Russ, Beth, Jeannine and the Chapter Assistant. The budget has two \$500 stipends to put towards the officers' expenses. Jeannine's stipend is a separate amount.
ACTION: Discuss again at the Dec. 7 conference call.

8. Next Executive Committee Meeting: Dec. 6, 2018 Orientation & Year-end Meeting (Asher)

- a. Approve US Bank account signers for 2019 (Asher)
- b. Strategic Plan Update (Engum)
- c. Advocacy Campaign update (Asher)
- d. APWA National Committees Update (Clancy)
- e. Chapter Response Guide
ACTION: Remove from agenda. No additional discussion needed.
- f. Admin Services Contract Renewal/Review
ACTION: Move this item to the first Executive Committee meeting in 2019 which is in February. Include a motion to extend the contract.

9. Upcoming Website Articles*

- a. November
 - 1) Nominating Committee report (Petree)
 - 2) New EC members spotlight (Howley)
 - 3) YP spotlight (Seaburg)
- b. December
 - 1) Local Awards article (Sarah Lloyd)
 - 2) Directors/Committee article – PAC (Chris Sagsveen/Chuck Schwartz)
 - 3) Where are they now? (Dave Hutton)

Social Media

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

10. Other

- Pat recommends a meeting be scheduled to discuss the possibility of using a platform specifically for registering events versus using the Chapter's website. The Chapter's website is not efficient in gathering the different data necessary for some of the events. Charlie Wild should also be included in the conversation.
ACTION: Pat will document all the registration problems experienced.
ACTION: Pat will set up a meeting sometime in January that includes Amy, Russ, Beth, Lee, Charlie and Pat.
- Russ reported Success Beyond the Classroom will be the fundraising charity at the Fall Conference.
- Russ contacted the San Diego Chapter about their intern program and is waiting to receive information.
- Seven people attended the new members lunch. Some of the attendees were surprised that they were considered new members. One comment received was that his membership had lapse and he didn't recognize that it had. When he contacted APWA, he was told he had to pay for the gap of membership in order to renew.
ACTION: Pat will contact APWA to find out about the membership renewal policy.

11. Adjourn

The conference call adjourned at 9:31 a.m.