



**Executive Committee Meeting and Orientation
Dec. 6, 2018 – 11:00 am – 2:30 pm**

**Eagan Community Center (Oasis Room)
(<https://www.cityofeagan.com/eagan-community-center>)
1501 Central Parkway, Eagan, MN 55121**

AGENDA

11:00 - 11:30 am Lunch Served

1. Call to Order, Welcome and Introductions
2. Chapter Housekeeping Orientation Items
 - a. Chapter Assistant Pat Schutrop
 - b. Executive Committee templates
 - c. Directors articles
 - d. Committee expectations
 - e. Meeting attendance
 - f. Chapter [bylaws](#)
 - g. Review of 2019 Organizational Chart and Director/Committee Liaison assignments (**attached**)
 - h. Strategic Plan (**attached**)
3. APWA-MN Chapter Meeting Minutes (Matthys)
 - a. Executive Committee Officers Conference Calls – Oct. 5 and Nov. 2, 2018 (**attached**)
 - b. Executive Committee Meeting – Oct. 10, 2018 (**attached**)
4. Financial Statements (Matthys) (**attached**)
 - a. Account Details
 - b. Chapter Financial Report
 - c. Merrill Lynch Report
 - d. US Bank Officers Signatories
5. 2018-19 Budget Review (Matthys/Gustafson)
 - a. July 1, 2018 – June 30, 2019 Budget (**attached**)
 - b. Credit card use and reimbursement

6. Vice President's Report (Grothaus)
 - a. Chapter Accounting Outlook
 - b. 2019 Annual Golf Contract (July 11, 2019) **(attached)**
7. Raise Our Grade, MN (Asher) **(attached)**
 - a. Barsuhn Contract
8. Delegate's Report (Clancy)
 - a. National Committee Introductions
 - i. Diversity and Inclusion - Beverly Farraher, Member
 - ii. Emergency Management - Mark Ray, Chair **(attached)**
 - iii. Fleet Services - Kevin Schlangen, Member
9. Committee Reports (Grothaus)
 - Introduce 2019 Chair(s), Director/Liaison and note committee members
 - Note Committees' mission
 - Celebrate Committee and Chapter Successes
 - Identify 2019 Strategic Initiatives
 - a. Committees:
 - i. Audit (Heidi Hamilton, Chair)
 - ii. Awards (Sarah Lloyd, Chair; Richard McCoy, Vice Chair)
 - iii. Communications (Lydia Ener, Chair)
 - iv. Conference Planning (Jupe Hale, Outgoing Chair; Matt Saam, Incoming Chair)
 - v. Diversity (Alyson Fauske, Outgoing Chair; Marcus Thomas, Incoming Chair) **(attached)**
 - vi. Education & Training (Monica Heil, Chair; Tim Plath, Vice Chair) **(attached)**
 - vii. Environment & Sustainability (Michael Thompson, Chair; Sherri Buss, Outgoing Vice Chair; Matt Huggins, Incoming Vice Chair) **(attached)**
 - viii. Government Affairs (Zach Johnson, Chair) **(attached)**
 - ix. History (David Hutton, Chair) **(attached)**
 - x. Membership (Jason Sprague, Co-chair; Nick Egger, Co-chair) **(attached)**
 - Special Events
 - xi. Outstate (Reid Wronski, Outgoing Chair; Chris Petree, Incoming Chair)
 - xii. Public Awareness (Chuck Schwartz, Chair; April Crockett, Vice Chair)
 - xiii. Young Professionals (Alex Jordan, Co-chair; Chris LaBounty, Co-chair) **(attached)**
 - Student Chapter
 - xiv. MN2050 (Greg Stonehouse, Chair) **(attached)**
 - b. Volunteer Coordinator (Beth Engum, Outgoing; Eric Fosmo, Incoming Volunteer Coordinator)
10. 2019 Strategic Initiatives Review (Beth Engum)
11. Recognition of Officers Leaving Board (Asher)
12. Ceremonial Passing of the Briefcase (Matthys)
13. Adjourn/Networking Opportunity

Granite City Food & Brewery
3330 Pilot Knob Rd, Eagan, MN 55121