



## EXECUTIVE COMMITTEE YEAR-END AND ORIENTATION MEETING

Dec. 6, 2018

### MINUTES

**In attendance:** Kristin Asher, Amy Grothaus, Russ Matthys, Beth Engum, Chris Petree, Jeannine Clancy, Lee Gustafson, Nick Egger, Lydia Ener, Eric Fosmo, Heidi Hamilton, Monica Heil, Matt Huggins, Dave Hutton, Zach Johnson, Alex Jordan, Chris LaBounty, Emily Lueth, Richard McCoy, John Olson, Tim Plath, Mark Rehder, Matt Saam, Chris Sagsveen, Chuck Schwartz, Michael Thompson, Joe Wiita, Jon Haukaas, and Reid Wronski

**Guests:** Kevin Schlangen, Dakota County, and Bev Farraher, City of St. Paul

Pat Schutrop, Chapter Assistant and Recorder

#### 1. CALL TO ORDER, WELCOME AND INTRODUCTIONS

President Asher called the meeting to order at 11:33 a.m.

#### 2. CHAPTER HOUSEKEEPING ORIENTATION ITEMS

A. Chapter Assistant Pat Schutrop

President Asher introduced Pat to the Executive Committee and reviewed her chapter duties.

B. Executive Committee Templates

Templates will be updated and forwarded to the 2019 Executive Committee for their use.

C. Directors' Articles

The Directors are encouraged to submit articles on topics of interest to the membership at least once a year for the website.

D. Committee Expectations

Committee chairs are encouraged to submit articles to keep the members informed of what their committees are working on; manage committee meeting schedules, prepare agendas and meeting minutes and forward to the Chapter Assistant for posting on the website; assist the chapter in implementing and supporting the strategic plan; and provide updates to the Executive Committee at its scheduled meetings.

E. Meeting Attendance

Committee chairs have an open invitation to attend all Executive Committee meetings. Directors are encouraged to attend all meetings and to notify the Chapter President and Chapter Assistant if unable to attend any of the meetings. The Executive Committee 2019 meeting schedule is set; however, the meeting location is yet to be determined. The schedule will be sent out to as soon as possible and meeting appointments will be sent out for committee members' calendars.

F. Chapter Bylaws

The Chapter is governed by bylaws which were recently amended. The role of the Secretary/Treasurer is to review the bylaws for compliance. The bylaws are posted on the website.

G. 2019 Organization Chart and Director/Committee Liaison Assignments

The draft organization chart was briefly discussed. One of the roles of the directors is to be a liaison for a committee and asked to attend those committee meetings when possible. President Asher asked committee chairs and directors to look it over and send corrections to the Chapter Assistant.

H. Strategic Plan (Beth Engum)

The Chapter developed a strategic plan (2018-2020) at the 2018 year-end meeting that is intended to guide the Chapter and committees over the next three years. The plan's main goals are consistent with APWA's national strategic plan. Engum noted the plan is a living document and the purpose for today's discussion is to update the document with additions or changes. The following highlights were reported.

Goal #1 – Value of Public Works

- Promote civil engineering education track at the University of St. Thomas. Jake Guzik has been actively involved in a working group to provide guidance for the program that includes a public works track. This is an ongoing initiative.
- Promote asset management in university curriculum. Brad Henry and the MN2050 have been proponent of this initiative. More specific conversation is needed to determine what this looks like and how to continue moving it forward.
- Offer internships promoting public works. The Public Awareness Committee (PAC) has had discussions centered around internships with member organizations and tying it into asset management.
- Outreach tools. Various tools are available, but need to be organized in one location so accessible to members to utilize for education purposes, career fairs, etc.

Goal #2 – Voice of Public Works

- A Government Affairs Committee has been established to be the voice of public works to government leaders and media.
- Actively advocate for Public Works.
  - How can the chapter use the State Auditor tool and add to this initiative?
- Raise Our Grade campaign kicked off in the Fall 2018 and will be based on a website that is outward focused to general public. Work is ongoing as the website is developed and content is created.

Goal #3 – Education

- Continue to provide value through conferences and education opportunities already in place.
- What more can the Chapter do to pursue specific education opportunities? One topic identified was offering a work zone safety refresher course.

Goal #4 – Membership

- Reinvest financial reserves back into the chapter. Looking for areas the chapter can invest in that would impact the membership.
- Develop a new student chapter at the University of St. Thomas – goal to have active by 2020.
- Assist in development and encourage information sharing/networking amongst public works community. More specific conversations needed to determine how to get the ideas presented off the ground.
- Host national conferences every 5-6 years, alternating the Snow Conference and PWX.

**3. APWA-MN CHAPTER MEETING MINUTES (Russ Matthys)**

A. Minutes from Oct. 5 and Nov. 2, 2018 Officers Conference Calls

The Oct. 5 and Nov. 2, 2018 officers conference call minutes were presented for information purposes.

B. Minutes from Oct. 10, 2018 Executive Committee Meeting

**MOVED by Chris Petree and seconded by Amy Grothaus to approve the minutes of the Oct. 10, 2018 as presented. Motion carried.**

**4. FINANCIAL REPORT (Russ Matthys/Lee Gustafson)**

A. Account Details

No account details were received for discussion.

B. Financial Statements and Merrill Lynch Report (Lee Gustafson)

<b>For months ending:</b>	<b>Oct. 31, 2018</b>	<b>Nov. 30, 2018</b>
Financial Statements	(\$10,210.00	(\$29,619.00)
Merrill Lynch	NA	\$147,945.07

Gustafson stated the negative balances shown are largely do to the change in the budget cycle the chapter made to mirror APWA national's budget cycle and the Chapter's conference revenue cycles and sponsor payments do not coincide. He reassured everyone that will balance out in the months ahead as the Fall Conference revenues are received and recorded. This the first year the Chapter has worked with the new budget cycle.

**MOVED by Jeannine Clancy and seconded by Nick Egger to approve the Financial Statements for month ending Oct. 31, 2018. Motion carried.**

**MOVED by Jeannine Clancy and seconded by Nick Egger to approve the Financial Statements for month ending Nov. 30, 2018. Motion carried.**

C. US Bank Account - Officers Signatories

The Executive Committee is required to approve the incoming Secretary/Treasurer as an added signatory to the US Bank account.

**MOVED by Russ Matthys and seconded by Jeannine Clancy to approve adding Secretary/Treasurer-elect Beth Engum's signature as an additional signer on the account, remove President Kristin Asher, and maintain President-elect Amy Grothaus and Vice President-elect Russ Matthys as signers on the US Bank account. Motion carried.**

**5. 2018-19 BUDGET REVIEW (Matthys/Gustafson)**

A. July 1, 2018 – June 30, 2019 Budget

Annually, committee chairs provide input in the budget preparation process. Gustafson pointed out the budget document is a guide and the Statement of Activities gives an up-to-date accounting of where the chapter is financially on a monthly basis. At this time, APWA carries out the chapter's financial duties and does not include an item on the Statement of Activities until an expenditure has been made or revenue received. Matthys encouraged committee chairs to review the Statement of Activities to see the status of their budgets. Budget for a few of the committees (History, etc.) is combined under a Food & Beverage General & Administrative line item. The 2019 budget preparation will begin in April for the budget starting July 1, 2019.

Chuck Schwartz asked if the Internship Program was included in the budget. Matthys added not enough data was available at the time the budget was prepared and it is something to discuss again during the 2019 budget cycle. Committees that have initiatives to pursue, but not in the budget, can bring up for discussion at an Executive Committee meeting for consideration.

B. Credit Card Use and Reimbursement

Currently, the chapter has two credit cards held by President Asher and Past President Petree for committees to use for committee expenses. A PDF copy of the receipts are to be forwarded to the Chapter Assistant with a copy to Gustafson with the address included where the reimbursement check should be mailed. Contact the Chapter Assistant for credit card information.

**MOVED by Kristin Asher and seconded by Russ Matthys to request credit cards from APWA for President-elect Amy Grothaus, Vice President-elect Russ Matthys and Secretary/Treasurer-elect Beth Engum and once the cards arrive, Past President Petree will destroy his card. Motion carried.**

**6. VICE PRESIDENT'S REPORT (Amy Grothaus)**

A. Chapter's Accounting Outlook

APWA National currently does the chapter's financial accounting. At Minnesota's request, the chapter asked National to perform these duties, and what started as a pilot program for other chapters, did not materialize and Minnesota has been the only chapter they perform these duties for. National is also in the process of rolling out a new accounting system in QuickBooks that all chapters will be required to use. They anticipate that will occur by the end of the year. When the switchover happens, the chapter will be part of the new accounting system and in 2019, MN anticipates taking over the financial duties again and the Chapter Assistant will do the majority of the chapter's accounting. APWA will provide the QuickBooks training. When the chapter takes on the accounting duties again, credit cards will be acquired through the chapter's bank, US Bank. There is also a PayPal account set up that is linked to the US Bank.

B. 2019 Annual Golf Contract (July 11, 2019)

The Summer Golf Classic is scheduled for July 11, 2019. An agreement was received from Bunker Hills Event Center and requires a \$1,000 deposit to hold the hospitality space for the event. No formal approval is necessary.

**7. RAISE OUR GRADE, MN (Kristin Asher)**

A. Barsuhn Contract

A site map and content worksheet for the new advocacy website is included in the packet for discussion. President Asher informed the members this effort will take a lot of work and people to volunteer to get the plan off the ground and keep it moving. Barsuhn recommended dividing the state's regions by eight congressional districts. The home page will allow visitors to select their region, read the region's story, contact state and federal representatives, sign up for alerts and reports back, and receive a session summary. Identifying people from each region to write stories to add to the website is next in developing the site. Content decisions and the Digging Deeper items will be ongoing. President Asher has contact names for some of the districts (District 1-Chris Petree; Pete Moulton, St. Peter area; and Craig Gray, Bemidji area), but will need help identifying people for the other districts. The goal is to have the website up and running in January 2019 at the beginning of the legislative session.

Barsuhn is coming to the end of his initial contract. His scope was to come up with a plan and site map and he is in the middle of preparing his contract for the next stage which is web development. Asher expects to receive a proposal from Barsuhn and is looking for preapproval of an amount in order to keep things moving. When the proposal is received, Asher will forward to the officers to review. The Chapter initially budgeted \$25,000 for the campaign.

After the website and tools are in place, the MN2050 partners may be approached to fund and utilize some of the deliverables and help get the word out.

**MOVED by Heidi Hamilton and seconded by Jeannine Clancy to authorize President Asher and President-elect Grothaus to negotiate and execute a contract with Barsuhn not to exceed \$30,000 (based on remaining budget from the first contract), contingent upon review of the contract by the Executive Committee officers, and to consider forming a committee to move the effort forward. Motion carried.**

Heidi Hamilton volunteered to be on the Raise Our Grade committee.

Lapel pins. Carolyn Fackler, GAC member, approached Asher at the Fall Conference and suggested having lapel pins available with the Raise Our Grade branding to help generate conversations. Barsuhn created a number of pin options for consideration. Asher said the lapel pins would be a resource for members to order. The committee liked the idea of offering different pin options. Another suggestion was to have the Raise Our Grade logo available to put on t-shirts.

Jon Haukaas received some negative feedback about the logo saying, "Improving Our 'State's' Infrastructure" and suggested striking "State's" and having it say, "Raise Our Grade, Minnesota – Improving Our Infrastructure." Asher agreed.

**8. COUNCIL OF CHAPTERS REPORT (Jeannine Clancy)**

Clancy gave a brief update of the selection process for chapter delegates and assigned duties. The chapter bylaws state delegates are to be appointed by the Executive Committee and must have served as a Past President to be considered. Current Past Presidents serve as Alternate Delegates. Delegates serve two 3-year terms and Clancy is in her second 3-year term expiring in 2021. As delegate, Clancy's role is to work with APWA on issues that come up between the national organization and the chapter. Minnesota is highly revered by APWA as having one of the best chapters offering education and training opportunities and strong committee involvement. However, Minnesota does not have a significant presence at the national level. APWA is interested in more Minnesota members participating on national committees. Clancy requested APWA to put together a summary of how to get involved on a national committee. The APWA President-elect appoints members to the national committees. Interested members can contact Teresa Hon, APWA's Senior Board Operations and Governance Manager, for more information. Many members of the board of directors come from the national committees unless they have been a regional director. People can self-nominate. If individuals decide to self-nominate, Clancy recommended they include a letter of support from the chapter's officers.

## A. National Committee Introductions

Clancy introduced the three representatives currently on APWA national committees.

- **Fleet Services – Kevin Schlangen, Committee Member**  
Mr. Schlangen is in his 4<sup>th</sup> year as a member of the Fleet Services Committee and the committee is currently at capacity. One of APWA's goals is to make training relevant and continue to bring value back to the chapters through national committees. Currently, Fleet Services is working on:
  - Pushing toward greater program involvement at the local level in offering education opportunities such as the Fleet Certificate Program.
    - It is a one-day certificate program that can be used by chapters to provide a full certificate program (not certification program) with eight different sections of fleet management.
    - The pilot program will start out as a 4-hour continuing education program at PWX in Seattle. The committee will be looking for feedback from that event to finetune the program before offering to chapters. Ultimately, the program will be 6 to 8 hours in length.
    - The committee is building a knowledge team of experts who will be available to present the Fleet Certificate Program regionally to the local chapters.
    - The committee also is updating three textbooks this coming year.
  
- **Diversity and Inclusion – Beverly Farraher, Committee Member**  
Ms. Farraher is in her second year on the Diversity and Inclusion Committee. The committee is always interested in suggestions from what chapter members want to see as well as looking for content and products that bring value to the membership. The committee consists of mostly public works folks from public agencies and are not HR-trained, but are passionate about making things better and appreciate and feel strongly that diversity and inclusive skills are needed for future success. Below is a progress report to date:
  - Established a charter.
  - Increased the committee size and have openings for new members.
  - Requested a budget to accomplish some goals such as adding speaking, training modules, etc.
  - Updating the Diversity page on the APWA website. A structured template has been created and the committee will start populating in 2019. Ms. Farraher said now is the ideal time to send her recommendations or suggestions and she will forward to the committee for consideration. The web page will include:
    - Basic contact information.
    - A demographic of the APWA membership showing who the organization is and eventually provide some targets or measures to bring training, understanding and awareness.
    - A cultural calendar identifying religious observations for agencies to use as a resource that includes links to go deeper for a more specific description.
    - A reliable resource for people to get data on race ethnicity, gender, disability, cultural competition, generational issues, socioeconomic status, religious issues, etc. to make available for education and tools on how to interact and communicate.
  - Developing tools (for example, PPTs) that chapters can share with other chapters.
  - The committee is putting together an ongoing slate of speakers.
  - Will have a booth on the PWX show floor for the first time this year.
  - Written a variety of articles and are looking for topics of interest to members.
  - Enlisting the APWA board into taking the Intercultural Development Index to learn about themselves and measure their intercultural sensitivity.
  - Trying to connect with regional directors.
  - Will have a presence at the chapter leadership training in 2019.
  
- **Emergency Management – Mark Ray, Committee Chair**  
Mr. Ray provided an update included in the agenda packet.

## 9. COMMITTEE REPORTS (Amy Grothaus)

Vice President Grothaus asked committees to give an update on their mission, committee members, past successes and goals for 2019 related to the strategic plan. Committees are reminded to look over their committee page on the chapter website to confirm the member list is up-to-date and forward changes to the Chapter Assistant.

### A. Committees

- *Audit (Heidi Hamilton, Chair)*
  - The committee meets once a year to review the chapter financials and audit report before submitted to APWA.
  - As new chair, Hamilton is in the process of learning the duties of the Audit Committee.
- *Awards (Sarah Lloyd, Chair; Richard McCoy, Vice Chair)*
  - The committee meets a minimum of twice a year to review local and national award nominations.
  - In 2018, the chapter received eight national awards and locally, awarded five personnel awards and one Project of the Year and two honorable mentions for Projects of the Year.
  - Committee members are willing to present personnel awards at city council meetings or other organizational meetings if requested.
  - The committee received recommendations to the local personnel categories and added maintenance or operations and engineering technician or field personnel.
  - The committee will meet in January 2019 to develop recommendations for APWA's national award program. National award nominations are due March 4, 2019.
  - The committee is looking for additional members.
- *Communications (Lydia Ener, Chair)*
  - The committee is looking for new members.
  - Posting monthly articles from committees, directors, sponsors and members is ongoing goal of the committee.
  - Communicating relevant chapter information using social media tools such as Twitter, Instagram and LinkedIn.
  - In 2019, the committee will support the new advocacy campaign as directed by the Executive Committee.
  - The committee meets every other month with the first meeting of 2019 in February.
- *Conference Planning (Jupe Hale, outgoing Co-chair; Matt Saam, incoming Co-chair)*
  - Matt Saam is the new co-chair along with the Vice President-elect Russ Matthys.
  - The committee has 22 members with a good mix from public and private industry.
  - Annually, the committee plans the spring and fall conferences for the chapter.
  - The 2019 initiative is to continue to provide top level conferences and looking at how to create sessions and booths emphasizing chapter strategic initiatives.
- *Diversity (Alyson Fauske, outgoing Chair; Marcus Thomas, incoming Chair)-not represented*
  - The committee update is included in the meeting packet.
  - The committee had the APWA Diversity Pledge at the Fall Conference and part of the diversity challenge is to have a session or breakout session at the Spring Conference.
  - Bev Farraher has been in contact with the committee and will work and share with them what is happening at the national level.
- *Education & Training (E&T) (Monica Heil, Chair; Tim Plath, Vice Chair)*
  - The committee meets about four times a year.
  - The Public Works Certificate Program moved to the University of Minnesota in 2018.
  - A subcommittee, chaired by Steve Groen, has been established to review and update the UUCIS program for the 2019-20 school year.
  - The committee is responsible for the Fall Workshop and with Kevin Schlangen on the E&T Committee, they will be looking at opportunities to offer the Fleet Services Certificate Program as well as traffic safety sessions at future workshops.

- *Environment & Sustainability (E&S) (Michael Thompson, Chair; Sherri Buss, outgoing Vice Chair; Matt Huggins, incoming Vice Chair)*
  - The committee continues to grow in spite of three members retiring in 2018 (Sherri Buss, former Vice Chair, Klay Eckles and Joel Schilling).
  - Tyler McLeete has replaced Sherri Buss as the chapter liaison on APWA's Center for Sustainability (C4S) Committee.
  - The committee met three times in 2018.
  - The Adopt-a-Highway program. The committee recommitted to another two-term of service in 2019 with MnDOT. Each event has had about 15 volunteers.
  - Laura Millberg, MPCA, attended a meeting to discuss climate adoption and resilience.
  - The committee had a number of discussions on technical topics such as the MS4 Construction Stormwater Permit.
  - Regarding advocacy, the committee recommended supporting the Smart Salting Initiative and discussed how it could coordinate with the Government Affairs Committee in getting the message out, and two E&S members are coordinating with the Minnesota Cities Stormwater Coalition on a range of topics.
  - In 2019, the committee will continue to be the voice of public works and work with the Government Affairs Committee.
  
- *Government Affairs (GAC) (Zach Johnson, Chair)*
  - The committee established a mission statement which is to be the voice of public works and presence at the state capitol and with senate representatives and media.
  - Initially, the GAC will begin developing relationships with the legislators in the summer of 2019.
  - Have set up some meetings and presentations in early January with various legislative committees (such as Transportation, etc.).
  - Also want to be a communication source for the chapter's outstate representatives.
  - Main push in 2019 will be to introduce themselves, and work with partners with LMC and MN2050 .
  
- *History (Dave Hutton, Chair)*
  - The purpose of the committee is to uncover historical facts regarding the chapter, write articles for the website, and continue to look for ideas.
  - At the 2018 Fall Conference, the committee put together a board of fun facts about the chapter's first member, George Shepherd. President Asher recommended Hutton follow up with an article for the website to benefit members who were unable to attend the conference.
  - The committee would like to be more visible at the chapter conferences.
  - The committee is always looking for historical projects of interest that members want to highlight.
  - People interested in history can contact Chair Hutton to get on the committee. Another suggestion was to try and recruit people from Minneapolis and St. Paul to help generate content for the committee.
  
- *Membership (Jason Sprague and Nick Egger, Co-chairs)*
  - The purpose of the committee is to grow the membership through offering social activities such as the annual summer golf event, technical tours and sponsorships.
  - The U of M Student Chapter concept came out of the Membership Committee and has been handed off to the Young Professionals Committee to help the Student Chapter grow to the next level.
  - This year, the committee organized the social event at Topgolf after the Fall Conference and are looking to repeat that event next year.
  - Two technical tours are planned at the Treasure Island Center and Allianz Field. The committee welcomes ideas for technical tours.
  
- *Outstate (Reid Wronski, outgoing Chair; Chris Petree, incoming Chair)*
  - The committee has eight members and have met three times via phone conference calls.
  - Provide opportunities for smaller communities to network with the committee.
  - Outstate does overlap with some of the committees (such as Education & Training, Membership and Public Relations).

- Strategic goal aligns under membership, information sharing and networking.
- The committee divided the state into regions and is working on a topic sheet to share with public works professionals.
- *Public Awareness (PAC) (Chuck Schwartz, Chair; April Crockett, Vice Chair)*
  - Works to raise awareness and advocacy around public works issues. 2018 activities included:
    - Increased chapter's presence with STEM by participating in a number of STEM activities.
    - Participated in the Science Museum's 2018 Civil Engineering Day and will volunteer again in 2019.
    - Science Fest (St. Cloud University) and Science Rocks (St. John's University).
    - Future Cities judging events.
  - Provide resources such as toolkits and presentations for members to utilize.
  - Encourage experienced volunteers to recruit younger volunteers to help staff the outreaches so they can catch the vision to bring awareness of public works industry to young people. Experienced volunteers always attend to train new volunteers at the outreaches.
  - Goals for 2019 include working on raising awareness of public safety in the work zone, determine a good way to realize internships, utilize other organizations' toolkits and chapter toolkits, and how to help with the Raise Our Grade campaign. The Metropolitan Council has a model for stormwater and is also developing interactive tools for construction of wastewater systems that Clancy will make available to the PAC when ready.
  - The PAC will write an article notifying the membership when the toolkits are available and accessible on the website.
  - Chapter committees are invited to attend a PAC meeting for assistance with any of their outreach and educational goals.
- *Young Professionals (YPs) (Alex Jordan and Chris LaBounty, Co-chairs)*
  - The purpose of committee is to reach out to young professionals and provide networking opportunities. In 2018, the committee hosted:
    - Technical tours.
    - Fall Conference ambassadorship program where new conference attendees partnered with experienced public works professionals.
  - The YPs also oversee the Student Chapter which has been primarily focused at the University of Minnesota and have identified a champion to promote a student chapter at the University of St. Thomas.
  - Goals for 2019 include:
    - Continue building the civil engineering program to include public works track at the University of St. Thomas.
    - Identify a champion at Minnesota State University-Mankato.
    - Identify opportunity for the YPs to volunteer as a group.
    - Support other committees by providing younger staff as volunteers with their efforts either through coordination by YP Committee or by adding a YP to the committee.
- *MN2050 (Greg Stonehouse, Chair)*
  - Four additional members were added in 2018.
  - Coordinated support with the chapter's communication plan.
  - Conducted asset management presentations at the U of M by Brad Henry.
  - Goals for 2019 include:
    - Supporting ASCE report card launch and use it to promote MN2050 and the chapter's infrastructure message .
    - Partner with GAC and PAC in areas of promoting advocacy strategy at the State Capitol.
    - Continue support of the Raise Our Grade campaign.
    - Expand asset management program.
    - Continue to support Thriving by Design's Equity Blueprint initiative to drive economic vitality across Minnesota.
    - Alex Jordan volunteered to be on the committee to move forward the Raise Our Grade campaign.

B. Volunteer Coordinator (Beth Engum, outgoing; Eric Fosmo, incoming)

Committee chairs are encouraged to contact new Volunteer Coordinator Eric Fosmo with volunteer requests.

**10. 2019 STRATEGIC INITIATIVES REVIEW (Beth Engum)**

See above discussion.

**11. RECOGNITION OF OFFICERS LEAVING BOARD (Kristin Asher)**

President Asher thanked the outgoing directors Heidi Hamilton, Tim Plath, Dan Curley and outgoing Past President Chris Petree for their service on the Executive Committee and to the chapter.

**12. CEREMONIAL PASSING OF THE BRIEFCASE (Russ Matthys)**

At each year-end meeting the outgoing Secretary/Treasurer delivers the chapter briefcase to the incoming Secretary/Treasurer. The briefcase was in one of the boxes of materials passed along to Lee Gustafson when he was Secretary/Treasurer. Lee scanned numerous chapter documents so they could be stored electronically and started the briefcase tradition of passing it on to the next Secretary/Treasurer. The briefcase contains a number of historical documents dating back to 1954, and each year, the outgoing Secretary/Treasurer adds something of significance from the year in the briefcase. Matthys added the bingo card from the final Fall Conference carnival and a copy of the first PowerPoint packet introducing the Raise Our Grade campaign signifying the importance of the advocacy effort the chapter is about to implement.

**13. ADJOURN/NETWORKING OPPORTUNITY**

President Asher adjourned the meeting at 2:12 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: Feb. 20 , 2019

Respectfully submitted,

Beth Engum  
APWA-MN Chapter Secretary/Treasurer