



**APWA-MN Executive Committee Officers  
Conference Call Minutes  
Friday, Feb.8, 2019**

**Attendees**

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

**Absent:** Lee Gustafson, Deputy Treasurer

Conference call convened at 8:31 a.m.

**1. Jan. 4, 2019 Officers Conference Call Minutes (Grothaus)**

Jeannine has some minor suggested edits to the Jan. 4, 2019 conference call minutes.

**ACTION:** Jeannine will forward the changes to Pat.

**2. Financial Statements (Engum/Gustafson)**

- a. Account Details
- b. Financial Statements
- c. Merrill Lynch

<b>For months ending:</b>	<b>Dec. 31, 2018</b>	<b>Jan. 31, 2019</b>
Chapter Financial Statements	(\$39,395.00)	(\$40,146.00)
Merrill Lynch	\$142,974.99	\$150,004.96

The officers discussed how to strategically approach investing the chapter's fund balance back into the chapter (such as applying for a PWX, Snow Conference, scholarships, STEM initiatives, set up an endowment fund, etc.) and consider what is an appropriate fund balance to maintain. Questions to consider include what investment in future activities and growth looks like for the chapter, what kind of support is given to its committees and creating a future fund investment strategy.

The officers agreed investing in the Raise Our Grade campaign is a good place to start. Amy suggested the officers hold a retreat or special meeting to discuss options. The officers agreed to a special meeting and then add to a future Executive Committee meeting for discussion.

**ACTION:** The officers agreed to a breakfast meeting on March 1 from 7 to 9:30 am at Holman's Table. Pat will make the reservation.

**ACTION:** The March 8 officers conference call will be held as scheduled.

**ACTION:** Each officer will think of top three ideas related to finances to discuss at the meeting.

**3. Credit Cards (Grothaus)**

Amy is still working with US Bank in providing them with additional supporting documentation so the credit cards can be issued. One of the issues is the MN Chapter does not have its own Articles of Incorporation and Amy has been working with APWA Chapter Accountant Meera Patel to gather the information needed by US Bank. APWA indicated they are willing to talk to US Bank directly if necessary.

**ACTION:** Amy will keep the officers updated as the process progresses.

#### 4. Accounting Subcommittee Update (Grothaus)

- a. DiMeo Schneider (new investment firm option). At the recent leadership training, APWA introduced a new investment firm they are finalizing documentation with and plan to offer to chapters if they chose. APWA will host a webinar in April to introduce the firm to the chapters. Amy asked if it makes sense to ask Audit Committee Chair Heidi Hamilton to look into this option. Russ will talk to Heidi to see if she is able to help out and look into the possibility of the chapter switching to DiMeo.

**ACTION:** Pat will forward information learned at the training to Russ so he can forward it to Heidi.

- b. QBO Schedule. At the leadership training, Amy learned the chapter has been pushed to February on the QBO schedule. Pat talked with Meera Patel after the financial training session and learned Meera is still entering Minnesota's financial data into the program and anticipates completing the data entry by mid-February.

#### 5. Chapter Leadership Training Follow-up (Grothaus)

The leadership training was informative and all who attended agreed it was worthwhile. Amy said one of the sessions she attended was regarding "the health of your board" and enhancing the strategic plan related to membership. One of the things mentioned is the plan should focus on the future and getting younger people interested in public works and engaging new members – statistically 65% who volunteer continue to be a member of the organization. Also, of interest is developing a foundation and how to improve upon scholarships, developing a program matrix that looks at the benefit of the programs offered and consider "sunsetting" some of those programs no longer useful to the organization.

Russ shared his notes with the officers and developed a "To Do" list for consideration and discussion about how we can improve our service and enhance our chapter. Kristin added one of the ideas she learned about member engagement was polling committee chairs/executive committee to define why we exist and what is the impact we want to make and wondered if a survey of those folks would be beneficial. Creating the volunteer coordinator position was the chapter's attempt at member engagement but other than having a point of contact, the chapter does not have a group to help manage member involvement. Beth added when she was volunteer coordinator, people would express an interest and except for short-term or long-term committee opportunities, her biggest roadblock was the middle ground where she didn't have a contact identified to help place people in specific opportunities. Beth recommended setting priorities and going back to the committees' missions and look at why they were established and what do the members want.

Jeannine recalled the chapter did a survey and recommends the officers look at who originated the survey (i.e., Membership or Conference Planning) and look over what questions were asked before launching another survey. Russ liked the idea of a survey and added the original missions for some of the committees may be different from what they are now doing and may need to change so they are focused on the initiatives of the strategic plan.

In addition to asking what members want personally to get out of APWA, ask them what they want professionally to get from APWA that supports their roles in the profession.

**ACTION:** The officers agreed the above discussion should be focused in the Strategic Plan and grow from there and consider assigning an Executive Committee member to champion each strategic initiative.

#### 6. National Committee Nominations (Clancy)

The deadline to submit nominations for APWA's national committees is March 22. The officers discussed who to reach out to and nominate for the committee openings. Bev Farragher submitted an email indicating her interest in continuing on the Diversity and Inclusion Committee. Currently, the chapter has Kevin Schlangen, Fleet Services member; Mark Ray, Emergency Management member; Dave Hutton, Engineering & Technology Committee liaison; Tyler McLeete, Center for Sustainability (C4S) liaison; Eric Seaburg, Young Professionals Committee liaison.

**ACTION:** Jeannine will find out if the above members/liaisons are up for renewal and, and if interested in continuing on the committee, a letter of support will be provided.

**ACTION:** Jeannine will find out where additional committee members are needed and then come back to the officers to brainstorm suggested nominations for the open APWA committees.

**ACTION:** Amy will prepare a letter of support for Bev Farraher to continue on the Diversity and Inclusive Committee.

**ACTION:** Pat will forward the article on how to be involved in a national committee that was included in December 2018 year-end meeting to the officers.

**POST-MEETING NOTE:** Chris LaBounty is now the liaison for the APWA Young Professionals Committee.

#### 7. **Raise Our Grade Contract – Phase 2 (Asher)**

Scott Barsuhn submitted a Phase 2 contract in the amount of \$19,350 and \$199/month for website hosting, maintenance and support. The bid's website development costs include \$1,800 in labor to create a site that meets AA Accessibility Compliance. The first contract was for \$17,500 and about \$4,000 remains and Barsuhn expects to use that amount.

The website launch is about 5 to 6 weeks out. There is photo art direction and photography that may be an additional cost to the scope. Scott is hoping to use stock photos. The Phase 2 contract will provide training for website maintenance and also provide the training on video for future use.

The Executive Committee approved up to an additional \$30,000 at the Dec. 6, 2018 meeting. The Officers agreed with the amended budget amount of \$25,000.

**ACTION:** The Phase 2 proposal will be added to the Feb. 20 Executive Committee meeting agenda and Kristin will recommend amending the budget amount approved at the Dec. 6, 2018 meeting to \$25,000.

**ACTION:** Kristin will let Scott Barsuhn know the officers approve the Phase 2 contract and to move forward.

#### 8. **Life Memberships (Grothaus)**

APWA National sent notices to life members to see if they are still interested in receiving information from APWA. If the life member did not respond, their life membership status was dropped. Pat requested a list of the dropped MN members from APWA. The officers agreed it would be good to attempt contacting the dropped members to see if they want to be reinstated.

**ACTION:** Pat will contact the life members on the dropped list to confirm they received the APWA's emails and if they want to be dropped or reinstated.

**ACTION:** Pat will update APWA with life members who want to continue their life membership status.

#### 9. **Region VI Director Chuck Williams recognition (Clancy)**

Chuck Williams and Tammy Bennett, APWA Director of Membership & Engagement, will be attending the Spring Conference. This will be the last MN conference Chuck will attend before retiring as Regional Director and Jeannine suggested purchasing a token gift for his support of the chapter. The officers agreed with the gesture.

**ACTION:** Jeannine will purchase a \$100 gift card at the restaurant in Kansas City along with a card signed by the Executive Committee.

**ACTION:** Jeannine will reach out to Tammy to see if she is interested in speaking for a few minutes at the spring conference and will let Matt Saam know she will be attending and if she needs some time on the agenda to speak.

#### 10. **Review Task List (Grothaus)\***

##### a. February

- 1) Public Works Week Proclamation: contact Governor's office to request (Amy)  
Note: Chapter Assistant will forward form, proclamation, and letter to President to forward to Governor's administrative contact and copy April Crockett, MnDOT, on email.  
Newly elected Governor Walz does not have information about how to request and submit proclamations on his website yet. Pat filled out a contact form requesting additional information from his staff, but has not received a reply yet.  
**ACTION:** Jeannine offered to help get the proclamation through to the governor's office if needed.
- 2) Chapter dinner locations (Matthys)
- 3) YP stipend to PWX (Matthys)-POSTED ON WEBSITE
- 4) Audit Committee meeting to review previous years records (Gustafson)

- 5) Chapter sponsorship levels; add to February or March EC meeting (Pat)  
 For tax purposes, the preference is to keep the Platinum level below \$1,000. Kristin asked about recognizing sponsors at chapter events. She doesn't recall doing a formal recognition at the chapter dinner when she was president. Jason Sprague used to have a presentation board with the sponsors names and logos at chapter dinners and he takes care of sponsor recognition at conferences. The officers agreed it is important to have a recognition board posted at chapter dinners. Amy added if the chapter dinner is a sit-down dinner, placements can be made up with sponsors names and logos printed on them.  
**ACTION:** Pat will be the point person in getting a presentation board printed and assign someone to pick it up to display at PWX chapter dinners.  
**ACTION:** Add to Pat's contract list of services provided to the chapter.  
**ACTION:** Add this task to the task list for future reference.  
**ACTION:** Pat will forward the draft 2019 sponsorship levels to Jason Sprague and Nick Egger to review and confirm they have no objection to adding it to the Feb. 20 agenda.  
**ACTION:** The 2019 sponsorship levels will be included on the Feb. 20 agenda.
  - 6) Attend Council of Chapters semi-annual meeting (Clancy/Asher)-COMPLETED
- b. March
- 1) National award submittals – due March 4 (Pat/Awards Committee)
  - 2) PO Box renewal due March 31 (\$214) (Pat)
  - 3) Solicit committees for budget needed for upcoming budget cycle (Engum/Gustafson)
  - 4) Review bylaws for chapter compliance (Engum)
  - 5) Annual report - summary of chapter accomplishments; direct members to website (Engum)

**11. Next Executive Committee Meeting: Feb. 20, 2019 (Grothaus)**

- a. 2019 Sponsorship Levels (Membership Committee item)

**12. Upcoming Website Articles\***

a. February

- 1) President's Message (Grothaus)
- 2) Advertise Earth Day event (Michael Thompson)
- 3) Committee/Director report – Communications (Lydia Ener/Mark Rehder)
- 4) Committee report – MN2050 (Greg Stonehouse)
- 5) Advertise Feed My Starving Children event (Membership Committee)

b. March

- 1) Tech Tour recap-COMPLETED
- 2) Feed My Starving Children recap (Membership Committee)
- 3) Where are they now? (History Committee)-COMPLETED
- 4) Student Chapter article (Joe Dunlap, President)
- 5) Member spotlight (new board members) (Pat)-COMPLETED
- 6) YP spotlight or article (Eric Seaburg)-COMPLETED

Social Media

Send social media content to Lydia Ener at [socialmedia@apwa-mn.org](mailto:socialmedia@apwa-mn.org) email.

**13. Other**

**14. Adjourn**

The conference call adjourned at 9:41 a.m.