



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

**Attendees**

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

Conference call convened at 8:34 a.m.

**1. Feb. 8, 2019 Officers Conference Call Minutes (Grothaus)**

The Feb. 8, 2019 Officers conference call minutes were received as presented.

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

- a. Account Details (not available)
- b. Financial Statements (not available)
- c. Merrill Lynch

<b>For months ending:</b>	<b>Feb. 28, 2019</b>
Merrill Lynch	\$151,968.56

**3. Credit Cards (Grothaus)**

Chapter Accountant Meera Patel suggested the chapter try to obtain credit cards through a different organization and not through the bank. The US Bank's concerns are the chapter does not have its own tax ID number or articles of incorporation independent to APWA. The reason the chapter looked at establishing an account with US Bank is because other APWA chapters have accounts with them. Jeannine suggested asking APWA to help set up a US Bank account out of the Kansas City branch office and do chapter banking out of Minnesota.

**ACTION:** Amy will go back to the US Bank and see if she can talk to someone with more authority to help out. If Amy is able to talk to the right person at US Bank, she will connect that person with Mary Knollmeyer and Meera Patel.

**ACTION:** Amy will ask Meera what other chapters use US Bank and reach out to those chapters to see if they have credit cards through US Bank.

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

APWA Director of Finance Mary Knollmeyer and Chapter Accountant Meera Patel were going to do the final reconciliation of the chapter's account this week and will let her know what the transfer balance will be. APWA will then cut a check from Commerce Bank and send to the chapter. Lee asked about doing a wire transfer versus sending a check.

**ACTION:** Amy will talk to Meera to see if a wire transfer is possible to the US Bank account. If unable to wire transfer, Amy will request the check be sent secured overnight.

**ACTION:** Amy will request documentation as to how APWA arrived at the final number, so the chapter has written documentation for recordkeeping.

Pat was able to link the US Bank account to Quickbooks Online (QBO) and will go through the QBO training on Thursday, March 14, with Meera Patel.

## 5. Scheduling Officers Strategic Planning Meeting (Grothaus)

A doodle poll was sent out and a tentative date for the meeting is April 5; however, Kristin is not available, and Amy would like all of the officers to attend. Another doodle poll will be sent out with new dates later in April.

**ACTION:** The mid-point check-in of the strategic plan will be presented at the June 19 Executive Committee meeting.

## 6. Update on National Committee Nominations (Grothaus)

The following update was provided:

- Jeannine talked to Heidi Hamilton about the Leadership and Management nomination and has not heard back from her.
- Jeannine found out the national nominating process for replacing the director for Facilities and Fleet has been closed and therefore did not reach out to Kevin Schlagen.
- Jeannine talked to Heidi about Tyler McLeete's nomination to the Center for Sustainability. Tyler McLeete works for Heidi. She has not heard back from Heidi.
- Beth is waiting to hear back from Pat McCoy, Ramsey County, about the open position on the Fleet Services Committee.
- Tim Plath accepted the nomination for the Professional Development Committee. A letter of recommendation was provided to Monica Heil to include with Tim's application.
- Amy notified APWA's Government Affairs Manager Sean Garcia that Zach Johnson will be the chapter's advocacy ambassador.
- Russ will check in with APWA about openings not included on the list of openings, especially for the Asset Management Committee.

**POST-MEETING NOTE:** Heidi Hamilton accepted the nomination to the Leadership and Management Committee and Tyler McLeete accepted the nomination for the Center for Sustainability (C4S) Committee. Jeannine will request them to put together the information online on the APWA website and Amy will prepare letters of recommendations for each of them.

## 7. Follow-up with Mark Kasma (Grothaus)

Monica Heil communicated the decision of the Executive Committee to Mark Kasma regarding the Kasma family's 10-year offer to donate \$2,500 every year for the Dewey Kasma Scholarship. She told him the chapter is working to establish a process with language to guide future donations from private and public entities. The Dewey Kasma scholarship is currently advertised for the 2019 scholarship program in the amount of \$2,500. Monica provided a draft policy language for the officers to review and comment. The Education & Training (E&T) Committee recommends waiting to accept the donation from the Kasma Family until 2020. The E&T will present a final draft of the policy to the Executive Committee at its April 17, 2019 meeting.

**ACTION:** The officers approved the process described by the E&T Committee and the draft policy language.

**ACTION:** Add to the task list: Anytime the chapter receives donations in excess of \$1,000 an acknowledge letter must be sent to the donor.

## 8. Agency Sponsorship Draft (Grothaus)

Amy created the agency sponsor promotional flyer for the officers to review. Suggestions:

- Recognition at the Fall Conference is sufficient.
- Describe what the financial sponsorship is used for – keeping conference costs down for attendees, AV costs, and enhance level of speakers.
- Have the minimum fee for agency financial sponsorship at \$2,500.
- Inform the U of M of the agency sponsor program, but have agency sponsor payments be returned to Pat and not through the U of M.

**ACTION:** Amy will work the suggested changes into the flyer and communicate with the officers via email who should receive the flyer.

**ACTION:** Beth will find out when the Membership Committee is intending to send out the chapter sponsorship campaign and let them know about the agency sponsorship program.

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

### a. March

- 1) National award submittals – due March 4 (Pat/Awards Committee)-COMPLETED
- 2) PO Box renewal due March 31 (\$234) (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)
- b. April
- 1) Officers meet with Deputy Treasurer to prepare budget for Executive Committee to review at June 19, 2019 meeting
  - 2) Work with Eric Fosmo to organize new members meet and greet (Beth)

**10. Next Executive Committee Meeting: March 27, 2019 (Grothaus)**

a.

**11. Upcoming Website Articles\***

a. 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

b. April

- 1) Sponsor article (Nate Will/Mark Rehder)-COMPLETED
- 2) Member Spotlight (Charlie Howley)-COMPLETED
- 3) Public Works Article/Photo (Paul Coone)

Social Media

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

**12. Other**

- Public Works Proclamation update: Pat forwarded the letter and proclamation language to a contact at Governor Walz's office.  
**ACTION:** Jeannine offered to help if the proclamation is not received in a reasonable amount of time.
- Jeannine participated in the Region VI Nominating Committee as chair of the committee. Two well qualified candidates are being considered. The final recommendation will be made in two weeks.
- Today, Jeannine is participating on the APWA National Committee for President-elect and the vacant APWA Board positions.

**13. Adjourn**

The conference call adjourned at 9:06 a.m.