



Executive Committee Meeting

March 27, 2019

Noon – 2:00 p.m.

Meeting Location:
Braun Intertec (Minnesota Room)
10900 Hampshire Avenue S.
Bloomington, MN 55438

Agenda

1. CALL TO ORDER – **Amy Grothaus**
2. PRESIDENT'S REPORT – **Amy Grothaus**
3. SECRETARY/TREASURER'S REPORT – **Beth Engum, Secretary-Treasurer/Lee Gustafson, Deputy Treasurer**
 - A. Minutes from Feb. 8, 2019 Officers Conference Call **(attached)**
 - B. Minutes from Feb. 27, 2019 Executive Committee Meeting **(attached)**
 - C. Financial Report (Gustafson) **(attached)**
 1. Chapter Financial Report
 2. US Bank Statement
 3. Merrill Lynch Report
 4. Claims Report
4. VICE PRESIDENT'S REPORT – **Russ Matthys**
 - A. Young Professionals Stipend to 2019 PWX
 - B. 2019 Chapter Dinner
5. PAST PRESIDENT'S REPORT – **Kristin Asher**
 - A. Raise Our Grade, Minnesota
 - B. Government Affairs Committee (GAC) (Zach Johnson, Chair) **(attached)**
6. COUNCIL OF CHAPTERS REPORT – **Jeannine Clancy**
 - A. Delegate's Report
 - B. History Committee (Dave Hutton, Chair)
7. DIRECTOR/COMMITTEE CHAIR REPORTS
 - A. Director of Public Works/City Engineer Director: Nick Egger
 1. Membership Committee (Jason Sprague and Nick Egger, Co-chairs)
 - a) Committee Report
 - B. Outstate Director: John Olson
 1. Outstate Committee (Chris Petree, Chair)
 - a) Committee Report **(attached)**
 2. Awards Committee (Sarah Lloyd, Chair; Richard McCoy, Vice Chair)
 - b) Committee Report

- C. Vendor/Contractor Director: Mark Rehder
 - 1. Communications Committee (Lydia Ener, Chair)
 - a) Committee Report

- D. Manager/Engineer Director: Jupe Hale
 - 1. Education & Training Committee (Monica Heil, Chair; Tim Plath, Vice Chair)
 - a) Committee Report **(attached)**

- E. Superintendent Director: Joe Wiita
 - 1. Environment & Sustainability Committee (Michael Thompson, Chair; Matt Huggins, Vice Chair)
 - a) Committee Report

- F. Consultant Director: Monica Heil
 - 1. Diversity Committee (Marcus Thomas, Chair)
 - a) Committee Report **(attached)**

- G. State/County/Regional Director: Chris Sagsveen
 - 1. Public Awareness Committee (PAC) (Chuck Schwartz, Chair; April Crockett, Vice Chair)
 - a) Committee Report

- H. Young Professionals Director: Emily Lueth
 - 1. Young Professionals Committee (Chris LaBounty and Alex Jordan, Co-chairs)
 - a) Committee Report
 - b) Student Chapter

- I. Conference Planning (Matt Saam and Russ Matthys, Co-chairs)

- J. Volunteer Coordinator Report (Eric Fosmo)

- K. MN2050 (Greg Stonehouse, Chair)

8. OLD BUSINESS

9. NEW BUSINESS

10. ADJOURNMENT



**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

For months ending:	Dec. 31, 2018	Jan. 31, 2019
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 Farragher 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 email.

13. Other

14. Adjourn

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



**EXECUTIVE COMMITTEE MEETING
Feb. 27, 2019**

MINUTES

In attendance: Kristin Asher, Nick Egger, Lydia Ener, Beth Engum, Eric Fosmo, Amy Grothaus, Lee Gustafson, Jupe Hale, Monica Heil, Matt Huggins, Zach Johnson, Chris LaBounty, Sarah Lloyd, Emily Lueth, Richard McCoy, Mark Rehder, and Matt Saam

Pat Schutrop, Chapter Assistant and Recorder

1. CALL TO ORDER

President Grothaus called the meeting to order at 12:11 p.m.

2. PRESIDENT'S REPORT (Amy Grothaus)

A. 2019 Organization Chart

- No comments or changes were discussed.

B. Designate two standing committees (Audit and Nominating)

- Audit Committee: Heidi Hamilton, Chair.
- Nominating Committee: Past President Kristin Asher, Chair.
- Government Affairs Committee: Zach Johnson, Chair

C. Reappoint/Appoint Committee Chairs

- The current list of chairs, vice chairs, and co-chairs have agreed to continue in their roles on respective committees. The following additions/changes are noted:
 - Conference Planning: Matt Saam, Co-chair, replacing Jupe Hale.
 - Diversity: Marcus Thomas, Chair, replacing Alyson Fauske.
 - Environment & Sustainability: Matt Huggins, Vice Chair, replacing Sherri Buss.
 - Outstate: Chris Petree, Chair, replacing Reid Wronski.

D. Admin Services Contract Renewal

- Removed from the agenda. The contract is not due for renewal until Dec. 31, 2019. With the financial duties transitioning to the Chapter Assistant, the contract will be reviewed by the officers and the Chapter Assistant to discuss any changes prior to bringing to the Executive Committee for renewal later this year.

E. Leadership Training Update

APWA hosts Council of Chapters meetings annually and offers Leadership Training every other year. About 150 attendees from 56 chapters attended. A variety of topics were offered including sessions on APWA's strategic plan, member retention and engagement, member communication, education and training, evaluating the health of chapter boards, outreach, membership tools and resources, and advocacy. Overall the sessions were valuable and informative. As a follow-up, the officers decided to meet as a small group to brainstorm some of the ideas brought up at the training that would benefit the operations of the chapter. The officers first meeting is on March 1. The intent will be to update the Executive Committee after that meeting. The officers discussed expanding attendance at the 2021 training by including some committee chairs.

F. Environmental Quality Board (EQB) Changes

In January 2019, Steve Bot, City of St. Michael, approached President Grothaus and CEAM President John Gorder regarding a response to the permit changes proposed by the EQB. The officers discussed the request and decided in the interests of the chapter's diverse membership, the chapter would not provide formal comment. The timing needed to provide a response also did not align with the Executive Committee's meeting schedule in order to have a full discussion with the chapter board. Future requests will be forwarded to the Government Affairs Committee (GAC) for discussion and presentation to the Executive Committee for discussion.

GAC Chair Johnson added a public hearing will be scheduled based on the number of responses received by the EQB and he will provide information with dates and times for the Chapter Assistant to email to the membership.

G. Accounting Subcommittee Update

Transition of the chapter finances from APWA is moving ahead. APWA is helping work with US Bank in getting chapter credit cards. Meanwhile, both Chris Petree and Kristin Asher's cards are being used. National has been converting the chapter's finances to QuickbooksOnline (QBO) for the period January 2018 through January 2019. QBO information and training materials have been received and the Chapter Assistant will be setting up training with APWA.

H. Region VI Director

Chuck Williams' term as Region VI Director will end soon and APWA is seeking a replacement director. APWA requires each regional chapter provide a representative on the National Nominating Committee. Jeannine Clancy has been appointed to the committee and a new director will be decided at the end of March. The new Region VI Director will take Director William's place at the Seattle PWX in September.

3. **SECRETARY/TREASURER'S REPORT (Beth Engum, Secretary/Treasurer; and Lee Gustafson, Deputy Treasurer)**

A. Minutes from Dec. 6, 2018 Year-End Meeting

MOVED by Emily Lueth and seconded by Nick Egger to approve the minutes of the Dec. 6, 2018 Executive Committee. Motion carried.

B. Minutes of Dec. 7, 2018 and Jan. 4, 2019 Officers Conference Calls

Provided for information purposes. No comments were received.

C. Financial Report (Gustafson)

i. Account Details and Financial Statements

Gustafson noted that accounting details have not been provided by APWA for several months. The financial reports were presented for months ending Dec. 31, 2018 and Jan. 31, 2019, and the US Bank statement for the month ending Jan. 31, 2019. A check was received from the University of Minnesota for the Fall Conference royalties in the amount of \$15,708.03 and \$7,600 was transferred from US Bank account to APWA to help reduce the deficit. The following fund balances are reported:

For months ending:	Dec. 31, 2018	Jan. 31, 2019
Financial Statements	(\$39,395.00)	(\$40,146.00)
Merrill Lynch	\$142,974.99	\$150,9004.96
US Bank		\$10,888.89

MOVED by Beth Engum and seconded by Monica Heil to approve the financial statements for months ending Dec. 31, 2018. Motion carried.

MOVED by Beth Engum and seconded by Monica Heil to approve the financial statements for months ending Jan. 31, 2019. Motion carried.

APWA now has a second investment option, DiMeo Schneider, available if the chapter choses to switch from Merrill Lynch. Vice President Matthys will talk to Audit Chair Hamilton about the investment option.

4. VICE PRESIDENT'S REPORT (Russ Matthys) In Matthys' absence, President Grothaus presented the update.

A. Science Museum "Civil Engineering Day" Sponsorship

The Science Museum asked if the chapter wanted to sponsor the "Civil Engineering Day" again this year. The event will be on March 30. Vice President Matthys recommended choosing the Supporting Sponsor at \$2,500 again if the Executive Committee agrees to sponsor the event. The event is a well-attended outreach in getting children interested in engineering and the public works industry. A supporting sponsor gets a booth, 25 attendee tickets and the chapter's logo will be on promotional materials. Public Awareness Committee Chair Chuck Schwartz will be the chapter contact for the event. Looking at the budget, there is not a line item assigned to the Science Museum event. This will likely come up as an ongoing event to support and will be considered in future budget cycles.

MOVED by Amy Grothaus and seconded by Kristin Asher to approve sponsoring the Science Museum's 2019 Civil Engineering Day at the Supporting Sponsor level amount of \$2,500 to be funded out of the chapter's reserves. Motion carried.

B. Young Professionals Stipend to 2019 PWX

The Chapter offers a \$1,750 stipend for a Young Professional to attend an upcoming PWX. Letters of interest are due May 31, 2019. Emily Lueth will push out the information to the young professionals' email list.

C. 2019 Chapter Dinner

No update provided.

5. PAST PRESIDENT'S REPORT (Kristin Asher)

A. Raise Our Grade Minnesota

Barsuhn submitted a contract for Phase 2 of the Raise Our Grade Minnesota campaign. The scope is for the website detail and building the site. The contract includes about \$1,800 to meet AA Accessibility Compliance. Additional changes after the initial build will be billed \$125/hour. After launch, there will be a hosting, maintenance and support fee of \$199/month. The hosting company is Fjorge. The annual hosting fee of \$2,388 will be an ongoing fee as long as the website is active. APWA has reviewed the contract and had no objections. To help get the website launched, Asher is looking for non-transportation projects (unfunded or partially funded) and project contacts. People can reach out to Asher with that information.

When the 2018-19 budget was prepared, \$25,000 was added to help cover initial costs for the Raise Our Grade campaign (item 670-200-150 Consultant/Subcontractor Fees (MN2050 documentary)). The Executive Committee approved a budget amount of \$17,000 on Aug. 8, 2018 for the first phase of the campaign and up to \$30,000 at the Dec. 6, 2018 meeting for Phase 2 of the project.

MOVED by Kristin Asher and seconded by Beth Engum to approve the Phase 2 contract with Barsuhn for the Raise Our Grade Minnesota campaign at a not-to-exceed amount of \$25,000 to cover website reiterations if needed at the hourly rate of \$125. Motion carried.

MOVED by Kristin Asher and seconded by Beth Engum to amend the Raise Our Grade Minnesota campaign amount approved by the Executive Committee on Dec. 6, 2018 from \$30,000 to \$25,000 for the Phase 2 contract, and amend the project total to \$42,000 for the Raise Our Grade campaign with the deficit budget amount funded from chapter reserves. Motion carried.

At the year-end meeting the Executive Committee suggested forming a subcommittee for the campaign. The Government Affairs Committee (GAC) has formed a group of about 30 people from across the state and Asher is the subcommittee chair and Zach Johnson is the GAC liaison to the subcommittee. If others want to participate, they can notify Asher.

B. Government Affairs Committee (GAC) (Zach Johnson)

• Legislative Update

- Chair Johnson and Past President Asher have been participating in a weekly call with the League of MN Cities, MN Transportation Alliance, Metro Cities and MnDOT and Johnson and Asher provide call updates to the GAC.
- There has not been much going on because legislators are waiting for the governor to release his budget.

- The GAC is watching a number of bills, including a consultants' bill where anytime a consultant is hired to help with applications, agencies have to go out for RFPs.
- Attending some house and senate committee hearings.
- GAC members continue to build relationships with legislators and committee chairs and find they are eager to learn and hear what the GAC has to say. They are aware of the Raise Our Grade Minnesota campaign and want to hear more once the website is launched.
- MN House of Representatives, Transportation Finance & Policy Division, is hosting field hearings across the state. Agenda information for each of the meetings is being sent out to the chapter membership.
- Challenges.
 - How to better inform public works folks. For example, Johnson attended the field hearing in St. Cloud City Hall and met the St. Cloud city engineer who was not aware the hearings were going to be at city hall.
 - Updated contact information. Johnson has been using the chapter's website member list as a resource and some of that information is not current. Members are responsible to contact APWA's national office of changes in contact information.
 - Being prepared to explain the data when asked to present to the legislators.
- Raise Our Grade Minnesota Campaign. Good news is everyone Johnson has talked to is aware of the campaign.
 - Biggest challenge is identifying more project content from the eight congressional districts for posting on the ROG website. Suggestions can be sent to Johnson.
 - Have about six individuals willing to be interviewed and videoed for the website.
 - Working on energy projects.
 - Projects are always welcome to continue to refresh the website.
 - Looking for regionally significant projects.
- APWA Advocacy Ambassador. APWA requested the chapter to appoint an advocacy ambassador. The ambassador role is to be a support between national's efforts to educate Minnesota's representatives. Johnson volunteered to serve as the MN Chapter advocacy ambassador with the long-term goal of identifying ambassadors from each congressional district within the state providing a greater benefit to APWA.

6. COUNCIL OF CHAPTERS REPORT (Jeannine Clancy)

A. Delegate's Report (On behalf of Clancy, President Grothaus gave update)

- *National Committees.* Nominations are open and the deadline to submit is March 22. Self-nominations are also accepted. Members interested in being nominated for a committee, can let President Grothaus know so that a letter of recommendation can be provided on behalf of the nominee. Examples of open positions include the Awards Committee, Center for Sustainability, Solid Waste, and Leadership and Management.
- *Advocacy Ambassadors.* An email was received from Region VI Director Chuck Williams with the request for the chapter to nominate an advocacy ambassador from the chapter. As noted above, Zach Johnson has volunteered for that role and will send an email to Director Williams notifying him of his interest.
- *Snow and PWX Conferences.* Historically, the chapter has been in favor of hosting snow and PWX conferences in Minnesota. At a recent conference call, the officers discussed assigning two people to be the champions for each of those efforts. More information to come later.

B. History Committee (Dave Hutton, Chair) – No report

7. DIRECTOR/COMMITTEE CHAIR REPORTS

a. Director of Public Works/City Engineer Director: Nick Egger

i. Membership & Special Events Committee (Jason Sprague and Nick Egger, Co-chairs)

- The Topgolf event following the 2018 Fall Conference was well received and will recommend repeating the event at the 2019 Fall Conference.
- Treasure Island Center (MN Wild Practice Facility) and Alliance Field (MN United FC Stadium) technical tours were held in December and January, respectively. Both tours were well attended.
- Getting ready to kick off the 2019 sponsorship campaign. The committee agreed with the current sponsor level amounts and are confident to leave it at those amounts. The goal is to have the sponsors renewed by the Spring Conference.

- One-time agency sponsorships. Met Council Environmental Services may be interested in contributing a one-time donation for certain chapter events. Other agencies may also be interested. Jupe Hale added the conferences do have a mechanism in place where agencies can collectively contribute to an aspect of the conference and receive meaningful benefit. For example, MnDOT has supplied AV assistance to the Fall Conference that has been a huge savings to the chapter.
- Upcoming events:
 - March 28 – Feed My Starving Children
 - April 11 – Split Rock Studio technical tour
 - July 11 – Summer Golf event
- The committee recently discussed non-traditional ways of raising funds for scholarships. Beth Engum shared information she learned at the Leadership Training regarding fundraising (such as beer & brats, Traveling Trophy, etc.). The M&E Committee is exploring some kind of fundraising idea to add to the July 11 golf outing. Members can let Engum know if they have fundraising ideas.

b. Outstate Director: John Olson

- i. Outstate Committee (Chris Petree, Chair)
 - The Outstate's first meeting is planned for March 15 in the City of Rochester.
- ii. Awards Committee (Sarah Lloyd, Chair; Richard McCoy, Vice Chair)
 - Currently, the Chapter has 16 submissions for National awards.
POST-MEETING NOTE: The chapter will not be submitting a nomination for the Professional Manager of the Year: Public Right of Way reducing the total submissions to 15.
 - Awards submittals are due March 4.
 - A goal of the committee is to work through the Environment & Sustainability (E&S) Committee to generate interest for the Environmental Stewardship Award. E&S Vice Chair Matt Huggins added they will be recruiting applicants for the nomination in the future.
 - The PACE award is due on June 3, 2019.

c. Vendor/Contractor Director: Mark Rehder

- i. Communications Committee (Lydia Ener, Chair)
 - The committee is focusing on the following:
 - Peer-to-Peer Resource collaboration to improve outstate involvement – website content.
 - Articles from Student Chapter, Young Professionals and Outstate.
 - Social media content and website, especially photos.
 - Assist with Raise Our Grade with reviewing content, etc.
 - Create short mini-videos for website and social media. Ideas such as getting real-time, spontaneous videos by approaching someone at a conference and ask if they are willing to participate and then post to social media; or after an Executive Committee meeting, ask one of the members why they are involved in the leadership of the chapter.
 - Reviewed committee members' roles and responsibilities for article and content creation.
 - The committee is looking for two to three members. Information is posted on the chapter's volunteer page on the website.
 - Asher brought up legislation that is coming forward regarding an increase in training required to meet CDL requirements. The legislation is scheduled to go into effect in February 2020 and could potentially be cost-prohibitive for cities. Because it is a national issue, Asher reached out to APWA's Director of Government Affairs Andrea Eales and Andrea had not heard anything about it. Asher said there is an exception the State of Minnesota can adopt that includes emergency response and snowplowing. She said the City of Richfield would want a full municipal exception. Asher is wondering if the Communications Committee can help find out what concerns other cities might have, and she also wonders how that can be done efficiently so that members learn about the issue and be a voice to legislators.

d. Manager/Engineer Director: Jupe Hale

i. Education & Training Committee (Monica Heil, Chair; Tim Plath, Vice Chair)

- The Midwest Regional Water Utility Management Institute asked if the chapter would want to contribute to the institute. The chapter has not contributed to them for a number of years; however, the chapter logo is on the institute's marketing materials. The institute would allocate a scholarship for the contribution. Any contribution would be considered as part of the chapter's 2020 budget considerations. The cost per student is \$635 to attend. The E&T will discuss and come back with a recommendation. If the committee recommends an amount, they will stipulate the contribution must be given to a public agency employee.
- 2019 Scholarships. The scholarship fund was increased to \$20,000 in 2018. The chapter is offering five \$2,500 college scholarships and three \$2,500 technical school scholarships.

For many years, the chapter offered a named Dewey Kasma Scholarship in the amount of \$2,500 (highest ranked scholarship) and \$2,000 for the remaining scholarships. The Kasma family has not donated to the Dewey Kasma Scholarship for a number of years. Recently, Mark Kasma said the Kasma Family would like to donate \$2,500 over the next 10 years to keep the named Dewey Kasma Scholarship active. A few years ago, the Executive Committee was approached by a consultant offering to donate to the scholarship fund on the condition it be awarded under the sponsor's name. At that time, the Executive Committee decided in fairness to its members, the consultant could donate the money; however, the scholarship would not be given out under the consultant's name. The E&T is looking for input from the Executive Committee if the chapter accept the money from the Kasma Family, how would the scholarship be structured. If accepted, it's possible a \$5,000 scholarship can be awarded indicating it is partially funded by the Kasma Family and may be more appealing for an individual to apply. The Kasma scholarship has a history and purpose to allocating it as a scholarship and that would need to be considered in establishing a protocol for accepting future donations.

At the Leadership Training, President Grothaus learned APWA has started a foundation and ask if the chapter would consider establishing a foundation. Personal gifts could then be deposited in the foundation. Engum said an APWA group is coming up with a white paper regarding fundraising ideas for scholarships and foundations.

After discussion, the E&T Committee will move ahead and advertise the 2019 scholarships and include the Dewey Kasma scholarship as one of the scholarships. The E&T will then develop protocol for accepting donations to future scholarship programs for the Executive Committee to approve.

Emily Lueth asked if the donating protocol could also cover fundraising efforts by the Membership Committee.

Chair Heil will follow up with Mark Kasma and relay the outcome of the meeting discussion concerning his request.

The E&T is proposing to modify the language on the technical scholarship application. Kevin Schlangen would like to modify the technical college to include fleet-related coursework as well as civil engineering technicians.

- Self-Assessment Accreditation Workshop. APWA will provide someone to come in and talk to agencies about what it takes to become accredited. The chapter hosted a workshop in 2011 and as a result, the City of St. Paul was the only agency that pursued accreditation. Cost is a barrier and also understanding what the benefits of accreditation are.

Kansas City is offering the workshop and Minnesota members could attend that workshop or consider offering it as a breakout or whole session at one of the chapter conferences. If the meeting space was donated, the cost would be about \$2,000 to have National come to Minnesota. The chapter may get better attendance if it was provided as part of a conference. The E&T would like to send a survey to poll the interest of the members.

President Grothaus added it cost \$5,000 to \$25,000 for an agency to get accredited over an 18-month period. She would favor polling members to determine level of interest.

- Leadership Academy. Instructor Wally Wysopal approached Tim Plath and Heil about some of the student types attending the academy. Master's degree credits can be earned in the academy. His observations of the students attending will not realize that benefit from the program. Many of the students come in with high school diplomas, associate degrees and very few have the intent to go on to earn a master's degree. He suggested looking at offering the program through the University of Minnesota as a better opportunity in a bachelor or associate credit-earning program. It would be a reduction in cost if offered as a non-credit earning program. Wally also teaches at Metro State and it has certificate programs that puts students on a course of earning a bachelor's degree.

The E&T would like to add this poll to the survey concerning the benefits offered by the Leadership Academy along with the Self-Assessment Workshop.

The survey would be short and include (1) are you interested in attending a self-assessment accreditation and, if offered, support attending at the Fall Workshop; and (2) feedback about the Leadership Academy.

The E&T will develop the survey and provide a link to the self-assessment workshop on APWA's website for members to understand what is involved in the accreditation program. They will also consider reaching out to the City of St. Paul for a local testimonial of the benefits they received from the program.

- e. Superintendent Director: Joe Wiita
 - i. Environment & Sustainability Committee (Michael Thompson, Chair, Matt Huggins, Vice Chair)
 - Adopt-a-Highway – May 2 (1 to 3:30 p.m.) and Oct. 10 (1 to 3:30 p.m.).
 - Discussed fluoride reduction strategies and other issues regarding maintenance.
 - MCES is analyzing low flow for snow melt from larger parking lot areas discharging into a sanitary system as opposed to stormwater system. Before reaching out to the MCES, the committee wanted feedback from the Executive Committee. More information will be shared at a future meeting.
 - Looking for potential nominees for the Environmental Stewardship Award to recommend to the Awards Committee.
- f. Consultant Director: Monica Heil
 - i. Diversity Committee (Marcus Thomas, Chair)
 - Attended the City of Maplewood's Wunderkammer Diversity-focused Job Fair.
- g. State/County/Regional Director: Chris Sagsveen
 - i. Public Awareness Committee (PAC) (Chuck Schwartz, Chair; April Crockett, Vice Chair)
 - The committee is helping to move the Public Works Proclamation through to Governor Walz's office for approval.
- h. Young Professions Director: Emily Lueth
 - i. Young Professionals Committee (Chris LaBounty and Alex Jordan, Co-chairs)
 - Ongoing student chapter efforts at University of Minnesota, University of St. Thomas and Minnesota State University (Mankato).
 - Brainstorming ideas how to bring the student chapters together. Looking to do tech-based activities. Ideas can be sent to the Lueth or YP chairs.
 - LaBounty learned from the recent National YP Committee conference call about the push to promote public works to groups outside of engineering such as GIS, Planning, Environmental Services, etc. The YPs will add these areas to their effort in getting into those programs at the colleges. Chris suggested the E&T Committee consider this idea to target for a scholarship.
- i. Conference Planning (Matt Saam and Russ Matthys, Co-chairs)
 - The committee has met twice and will meet one more time before the Spring Conference.
 - The conference title is Workforce Diversity.
 - Time will be provided for the Diversity Committee and two or three diversity-type speakers.
 - Kick off speaker is Jay Gubrud, race car fan.
 - Friday speakers will be either Bob Sansevere and John Kriesel (local radio/newspaper personalities).

j. Volunteer Coordinator Report (Eric Fosmo)

- Organizing the new members Meet and Greet. Looking at the end of March.
- Received one volunteer request and Fosmo will follow up.

k. MN2050 (Greg Stonehouse, Chair) – No report

8. OLD BUSINESS

No old business.

9. NEW BUSINESS

No new business.

10. ADJOURNMENT

President Grothaus adjourned the meeting at 2:14 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: March 27, 2019

Respectfully submitted,

Beth Engum
APWA-MN Chapter Secretary/Treasurer

Minnesota Chapter APWA
Statement of Financial Position
For the Months Ending Thursday, February 28, 2019

	2019 ACTUAL
Assets	
Current Assets	
Cash:	
101-200-000-MN0 Cash-MN Chapter	\$79,733
Operating Investments:	
101-800-000-MN0 Operating Investments-	
Merrill Lynch	\$570
Receivables (Net):	
121-000-000-MN0 Receivables (Net)	
Prepaid Expenses	
140-000-000-MN0	\$0
Total Current Assets	\$80,303
Long-Term Investment Account	
160-000-000-MN0 Long-Term Investments-	
Merrill Lynch	\$151,969
Total Assets	\$232,272
Liabilities	
Accounts Payable (Net):	
201-001-000-MN0 Accounts Payable (Net)	(\$7,072)
Total Liabilities	(\$7,072)
Total Net Assets	\$239,344
Beginning of Year Net Assets	
Unrestricted Funds:	
303-000-000-MN0 Unrestricted Funds	\$299,924
Total Unrestricted Funds	\$299,924
Total Liabilities and Net Assets	\$299,924
Year to Date Change in Net Assets	(\$60,580)

Minnesota Chapter APWA
Statement of Activities
Month/Year to Date Ending Thursday, February 28, 2019

ACCOUNT #	DESCRIPTION	ANNUAL BUDGET	February ACTUAL	2019 Y-T-D ACTUAL	2019 BUDGET BALANCE	PERCENT AVAILABLE
REVENUE						
400-200-103-MNO	103 - Unrealized Gain from Investment Accts		\$1,963	(\$3,587)	\$3,587	0%
405-200-191-MNO	191 - Registration Fees Tech Tours	\$500	\$0	\$60	\$440	88%
405-200-471-MNO	471 - Registration Fees UUIS	\$11,900	\$0	\$11,633	\$268	2%
435-200-230-MNO	230 - Membership Dues, Chapter	\$46,000	\$0	\$23,962	\$22,038	48%
460-101-103-MNO	101 - Interest Income		\$0	\$2	(\$2)	0%
462-101-103-MNO	101 - Realized Gains		\$0	\$4,225	(\$4,225)	0%
465-200-100-MNO	100 - Miscellaneous	\$2,000			\$2,000	100%
480-200-501-MNO	501 - Exp Reimbursement-Chapter Dinner	\$5,000	\$0	\$550	\$4,450	89%
490-200-100-MNO	100 - Sponsorship Fees, Events	\$25,000	\$0	\$11,200	\$13,800	55%
491-200-230-MNO	230 - Membership Rebates from National	\$12,000	\$0	\$5,303	\$6,697	56%
491-200-235-MNO	235 - Delegate Stipend from National	\$500	\$0	\$500	\$0	0%
492-200-182-MNO	182 - Royalties Spring Conference	\$9,000	\$0	\$11,814	(\$2,814)	-31%
492-200-184-MNO	184 - Royalties Fall Conference	\$30,000			\$30,000	100%
499-200-103-MNO	103 - Contributions from Reserves	\$43,970			\$43,970	100%
	TOTAL REVENUE	\$185,870	\$1,964	\$65,663	\$120,207	65%
EXPENSES						
552-200-232-MNO	232 - Board/Delegate Travel, Chapter Officer Mileage	\$1,500	\$2,463	\$4,229	(\$2,729)	-182%
552-200-235-MNO	235 - Board/Delegate Travel, HOD	\$1,500			\$1,500	100%
552-200-501-MNO	501 - Board/Delegate Travel, President to Congress					
553-200-501-MNO	501 - Board Travel	\$4,500	\$0	\$2,640	\$1,860	41%
575-200-103-MNO	103 - Insurance					
600-200-108-MNO	108 - Facility Cost C/SC Fees Website Mgmt	\$1,000	\$504	\$504	\$496	50%
600-200-188-MNO	188 - Facility Costs-State Fair/STEM Day	\$1,600	\$0	\$3,020	(\$1,420)	-89%
615-200-100-MNO	100 - Food & Bev-G&A	\$800	\$66	\$216	\$584	73%
615-200-121-MNO	121 - Food & Bev-Board Orientation/YE Recept	\$1,000	\$0	\$1,356	(\$356)	-36%
615-200-136-MNO	136 - Food & Bev-Membership Committee	\$1,100	\$96	\$4,423	(\$3,323)	-302%
615-200-137-MNO	137 - Food & Bev-Communications Committee	\$400	\$0	\$50	\$350	87%
615-200-139-MNO	139 - Food & Bev-Audit Committee	\$100			\$100	100%
615-200-145-MNO	145 - Food & Bev-Awards Committee	\$150	\$0	\$131	\$19	13%
615-200-146-MNO	146 - Food & Bev-Education & Training Committee	\$1,000	\$300	\$528	\$472	47%
615-200-147-MNO	147 - Food & Bev-Environmental Committee	\$550	\$0	\$355	\$195	35%
615-200-148-MNO	148 - Food & Bev-Executive Committee	\$2,500	\$0	\$2,646	(\$146)	-6%
615-200-149-MNO	149 - Food & Bev-Planning Committee	\$600			\$600	100%
615-200-237-MNO	237 - Food & Bev - U of MN Student Chapter	\$1,000	\$86	\$854	\$146	15%
615-200-350-MNO	350 - Food & Bev - Young Prof	\$1,500	\$840	\$1,229	\$271	18%
615-200-471-MNO	471 - Food & Bev-UUCIS	\$16,000			\$16,000	100%
615-200-501-MNO	501 - Food & Bev-Chapter Dinner at PWX	\$9,100	\$0	\$8,292	\$808	9%
615-200-711-MNO	711 - Food & Bev-Public Awareness	\$500	\$0	\$375	\$125	25%
670-200-100-MNO	100 - C/SC Fees - Sponsor Signage	\$70			\$70	100%
670-200-103-MNO	103 - C/SC Fees-Bookkeeper/Scan Doc	\$3,000	\$0	\$3,000	\$0	0%
670-200-108-MNO	108 - C/SC Fees-Website Mgmt	\$1,500	\$0	\$2,360	(\$860)	-57%
670-200-150-MNO	150 - C/SC Fees	\$25,000	\$11,125	\$24,625	\$375	2%
670-200-192-MNO	192 - C/SC Fees-Education Events/Misc					
670-200-230-MNO	230 - C/SC Fees - Chapter Services	\$70,000	\$6,565	\$45,292	\$24,708	35%
670-200-471-MNO	471 - C/SC Fees-UUIS		\$0	\$8,000	(\$8,000)	0%
670-200-601-MNO	601 - C/SC Fees-Chalkline/Comm	\$1,500			\$1,500	100%
675-200-148-MNO	148 - Committee Facilitation-Executive	\$800			\$800	100%
700-200-100-MNO	100 - Office Supplies - G&A	\$500	\$72	\$1,733	(\$1,233)	-247%
700-200-471-MNO	471 - Office Supplies - UUCIS	\$200			\$200	100%
705-200-237-MNO	237 - Student Membership-U of MN Student Chapter	\$200	\$0	\$25	\$175	88%
730-200-100-MNO	100 - Postage - G&A					
838-200-100-MNO	100 - Printing & Production-G&A	\$1,500	\$0	\$1,101	\$399	27%
838-200-183-MNO	183 - Printing & Production-Summer Golf Event	\$300	\$0	\$532	(\$232)	-77%
861-200-183-MNO	183 - Award & Door Prizes-Summer Golf Event	\$1,600	\$0	\$1,600	\$0	0%
861-200-231-MNO	231 - Award & Door Prizes-Chapter Awards/Recg Plaques	\$1,000	\$0	\$578	\$422	42%
863-200-100-MNO	100 - Scholarship to Non Students	\$1,500			\$1,500	100%
863-200-471-MNO	471 - Scholarship to NS - UUIS	\$1,000	\$0	\$300	\$700	70%
863-200-501-MNO	501 - Stipend NS-Young Mem/Hugo Erickson Award to PWX	\$1,500			\$1,500	100%
864-200-100-MNO	100 - Scholarship to Students-Educational Scholarships	\$20,000	\$0	\$2,000	\$18,000	90%
890-200-103-MNO	103 - Bank Service Charges - Finance	\$800	\$30	\$496	\$304	38%
898-200-100-MNO	100 - Misc Expenses - G&A	\$5,000	\$250	\$3,752	\$1,248	25%
898-200-182-MNO	182 - Misc Expenses - Spring Conf					
898-200-191-MNO	191 - Misc Expenses - Technical Tours	\$500			\$500	100%
899-200-100-MNO	899 - Sponsorship/Contr Educ Grants	\$2,000			\$2,000	100%
	TOTAL EXPENSES	\$185,870	\$22,397	\$126,243	\$59,627	32%
	REVENUE OVER EXPENSES	\$0	(\$20,434)	(\$60,580)	\$60,580	0%

Business Statement

Account Number:
1 047 8568 0778
Statement Period:
Feb 1, 2019
through
Feb 28, 2019



P.O. Box 1800
Saint Paul, Minnesota 55101-0800

334 TRN S Y ST01



000011277 01 AV 0.383 106481930320654 P Y
AMERICAN PUBLIC WORKS ASSOC MN CHAPTER
PO BOX 46266
EDEN PRAIRIE MN 55344-2966



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Account Number 1-047-8568-0778

Account Summary

Beginning Balance on Feb 1	\$	10,888.89
Ending Balance on Feb 28, 2019	\$	10,888.89

ANALYSIS SERVICE CHARGE DETAIL

Account Analysis Activity for: January 2019

Account Number:	1-047-8568-0778	\$	0.00
Analysis Service Charge assessed to	1-047-8568-0778	\$	0.00

Service Activity Detail for Account Number 1-047-8568-0778

<i>Service</i>	<i>Volume</i>	<i>Avg Unit Price</i>	<i>Total Charge</i>
Depository Services			
Combined Transactions/Items	2		No Charge
Subtotal: Depository Services			0.00
Fee Based Service Charges for Account Number 1-047-8568-0778		\$	0.00

Online at: www.mymerrill.com

Account Number: 653-04039

24-Hour Assistance: (800) MERRILL

AMERICAN PUBLIC WORKS ASSOC
MINNESOTA CHAPTER
1200 MAIN ST STE 1400
KANSAS CITY MO 64105-2100

Net Portfolio Value: **\$151,968.56**

Your Financial Advisor:

RICHARD J GOEDE
4801 MAIN ST STE 600
KANSAS CITY MO 64112
richard_goede@ml.com
1-816-932-9744

MINNESOTA CHAPTER

This account is enrolled in the Master Financial Service

February 01, 2019 - February 28, 2019

	<i>This Statement</i>	<i>Year to Date</i>
Opening Value (02/01)	\$150,004.96	
Total Credits	0.26	0.55
Total Debits	-	-
Securities You Transferred In/Out	-	-
Market Gains/(Losses)	1,963.34	8,993.02
Closing Value (02/28)	\$151,968.56	

ASSETS	<i>February 28</i>	<i>January 31</i>
Cash/Money Accounts	572.68	572.42
Fixed Income	-	-
Equities	-	-
Mutual Funds	151,395.88	149,432.54
Options	-	-
Other	-	-
<i>Subtotal (Long Portfolio)</i>	151,968.56	150,004.96
TOTAL ASSETS	\$151,968.56	\$150,004.96
LIABILITIES		
Debit Balance	-	-
Short Market Value	-	-
TOTAL LIABILITIES	-	-
NET PORTFOLIO VALUE	\$151,968.56	\$150,004.96

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MINNESOTA CHAPTER

February 01, 2019 - February 28, 2019

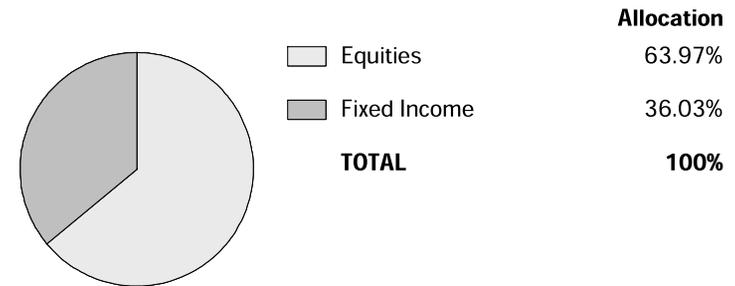
CASH FLOW	<i>This Statement</i>	<i>Year to Date</i>
Opening Cash/Money Accounts	\$572.42	
CREDITS		
Funds Received	-	-
Electronic Transfers	-	-
Other Credits	-	-
<i>Subtotal</i>	-	-
DEBITS		
Electronic Transfers	-	-
Margin Interest Charged	-	-
Other Debits	-	-
Visa Purchases	-	-
ATM/Cash Advances	-	-
Checks Written/Bill Payment	-	-
Advisory and other fees	-	-
<i>Subtotal</i>	-	-
Net Cash Flow	-	-

OTHER TRANSACTIONS

Dividends/Interest Income	0.26	0.55
Security Purchases/Debits	-	-
Security Sales/Credits	-	-
Closing Cash/Money Accounts	\$572.68	

ASSET ALLOCATION*

* Estimated Accrued Interest not included; may not reflect all holdings; does not include asset categories less than 1%; includes the categorical values for the underlying portfolio of individual mutual funds, closed end funds, and UITs.



Having an asset allocation that reflects your profile and goals is key to achieving the right outcome. Consult with your advisor to determine an appropriate allocation across all your holdings.

DOCUMENT PREFERENCES THIS PERIOD

	<i>Mail</i>	<i>Online Delivery</i>
Statements	X	
Performance Reports		X
Trade Confirms	X	
Shareholders Communication	X	
Prospectus		X
Service Notices	X	
Tax Statements		X

MINNESOTA CHAPTER

Account Number: 653-04039

YOUR EMA SUBACCOUNT BANK DEPOSIT INTEREST SUMMARY

February 01, 2019 - February 28, 2019

Money Account Description	Opening Balance	Average Deposit Balance	Current Yield%	Interest on Deposits	Closing Balance
Bank of America, N.A.	572	572	.60	0.26	572
TOTAL ML Bank Deposit Program	572			0.26	572

YOUR EMA SUBACCOUNT ASSETS

CASH/MONEY ACCOUNTS						
Description	Quantity	Total Cost Basis	Estimated Market Price	Estimated Market Value	Estimated Annual Income	Est. Annual Yield%
CASH	0.68	0.68		.68		
+ML BANK DEPOSIT PROGRAM +FDIC INSURED NOT SIPC COVERED	572.00	572.00	1.0000	572.00	3	.60
TOTAL		572.68		572.68	3	.60

MUTUAL FUNDS/CLOSED END FUNDS/UIT									
Description	Quantity	Total Cost Basis	Estimated Market Price	Estimated Market Value	Unrealized Gain/(Loss)	Total Client Investment	Cumulative Investment Return (\$)	Estimated Annual Current Income	Yield%
AMERICAN FUND GLOBAL	2,406	71,085.55	31.7500	76,390.50	5,304.95	66,724	9,665	1,655	2.16
BALANCED FUND CL A SYMBOL: GBLAX Initial Purchase: 12/06/16 Fixed Income 39% Equity 61%									
		.7710 Fractional Share	23.35	31.7500	24.48	1.13		1	2.16
BLACKROCK GLOBAL	4,077	75,501.01	18.3900	74,976.03	(524.98)	29,986	44,989	445	.59
ALLOCATION FD INC A SYMBOL: MDLOX Initial Purchase: 12/31/07 Fixed Income 33% Equity 67%									
		.2650 Fractional Share	4.58	18.3900	4.87	.29		1	.59
Subtotal (Fixed Income)				54,545.54					
Subtotal (Equities)				96,850.34					

+

YOUR EMA SUBACCOUNT ASSETS

February 01, 2019 - February 28, 2019

MUTUAL FUNDS/CLOSED END FUNDS/UIT (continued) Description	Quantity	Total Cost Basis	Estimated Market Price	Estimated Market Value	Unrealized Gain/(Loss)	Total Client Investment	Cumulative Investment Return (\$)	Estimated Annual Current Income	Yield%
TOTAL		146,614.49		151,395.88	4,781.39		54,654	2,102	1.39

LONG PORTFOLIO	Adjusted/Total Cost Basis	Estimated Market Value	Unrealized Gain/(Loss)	Estimated Accrued Interest	Estimated Annual Income	Current Yield%
TOTAL	147,187.17	151,968.56	4,781.39		2,105	1.39

Total Client Investment: Cost of shares directly purchased and still held. Does not include shares purchased through reinvestment.

Cumulative Investment Return: Estimated Market Value minus Total Client Investment. Cumulative Investment Return is the dollar value of the capital appreciation (depreciation) of all shares purchased and still held, including shares acquired through reinvestment of dividends and distributions, which may be greater or less than the actual income distributed.

Unrealized Gain or (Loss): Estimated Market Value minus Total Cost Basis (total cost of shares directly purchased and still held, as well as cost of shares acquired through reinvestment). Provided for Tax Planning purposes only and is not applicable to retirement accounts.

Initial Purchase: Date of your initial investment in this fund.

Market Timing: Merrill Lynch's policies prohibit mutual fund market timing, which involves the purchase and sale of mutual fund shares within short periods of time with the intention of capturing short-term profits resulting from market volatility. Market timing may result in lower returns for long-term fund shareholders because market timers capture short-term gains that would otherwise pass to all shareholders and due to increased transaction costs and fewer assets for investment due to the need to retain cash to satisfy redemptions.

Sales Charge Discounts or Waivers: Many funds offer various sales charge discounts or waivers depending on the terms of the prospectus and/or statement of additional information. You should consult a fund's prospectus and/or statement of additional information to determine whether you may qualify for a discount or waiver. Notify your Financial Advisor, Financial Solutions Advisor or Investment Center representative if you believe you qualify for any of these or any other discounts or waivers. Please contact your Financial Advisor, Financial Solutions Advisor or Investment Center representative for further information on available sales charge discounts and waivers.

Notes

◆ Cost basis has been adjusted by the deferred loss amount from a previous "Wash Sale" and the acquisition date has been adjusted to include the holding period of the lot closed by that previous "Wash Sale".

YOUR EMA SUBACCOUNT TRANSACTIONS

DIVIDENDS/INTEREST INCOME TRANSACTIONS			Quantity	Income	Income Year To Date
Date	Description	Transaction Type			
Taxable Interest					
02/28	BANK DEPOSIT INTEREST	☒ Bank Interest		.26	
Subtotal (Taxable Interest)				.26	.55

+

MINNESOTA CHAPTER

Account Number: 653-04039

YOUR EMA SUBACCOUNT TRANSACTIONS

February 01, 2019 - February 28, 2019

DIVIDENDS/INTEREST INCOME TRANSACTIONS (continued)

<i>Date</i>	<i>Description</i>	<i>Transaction Type</i>	<i>Quantity</i>	<i>Income</i>	<i>Income Year To Date</i>
NET TOTAL				.26	.55

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APWA-MN CHAPTER CLAIMS REPORT - MARCH 2019

Check No.	Transaction/Due Date	Vendor	Account Code	Deposit	Amount	Description
	3/21/2019	APWA	300-000-000	\$90,451.70		Commerce Bank Account to MN US Bank Account Funds Transfer. Transition accounting from APWA to MN Chapter.
1004	2019.03.30	Science Museum of MN	600-200-188		\$2,500.00	Supporting sponsor for Science Museum's 2019 Civil Engineering Day
		DEPOSIT TOTAL		\$90,451.70		
		Commerce Bank VISA				
		VISA - Kristin Asher				
		Google Storage	700-200-100		\$1.99	Office supplies
		Mykennas Café	615-200-148		\$258.44	Executive Committee Feb. 27, 2019 meeting
		Holmans Table	615-200-148		\$109.25	Officers Strategic Planning March 1, 2019 meeting
		Constant Contact	700-200-100		\$70.00	Office supplies
		VISA - Chris Petree				
		Jimmy Johns	615-200-100		\$74.83	Outstate Committee meeting
1005	2019.04.08	Commerce Bank VISA (total)			\$514.51	March 2019 VISA payment
MARCH 2019 TOTAL CLAIMS					\$3,014.51	



Executive Committee Update
Chris Petree, Chair

Outstate Development Committee

Date: 3/27/19

Executive Committee Action Items

None

Committee Discussion Items and Updates

1. First meeting of the year was held in Rochester on March 15, 2019.
2. 2019 Work Plan:
 - a. Consider Regional Outstate Meetings based on MnDOT Districts.
 - b. Seek Young Professional member to join committee.
 - c. Engage MNLTA to partner on additional outstate educational opportunities.
 - d. Identify potential outstate technical tour options for 2019.
3. Next meeting is scheduled for May 22, 2019 and is scheduled as a conference call.

Committee Membership

Chair: Chris Petree

Members: Reid Wronski, Troy Nemmers, Brad DeWolf, John Rodeberg,
Jeremy Mathiasen, John Olson, Scott Jensen, Joe Jurewicz

EC Liaison: John Olson

Purpose

The Outstate Development Committee creates educational opportunities and professional relationships for existing members, and promotes membership benefits to prospective members in the non-metro (outstate) area of the state.



Executive Committee Update
 Monica Heil, Chair and Tim Plath, Vice Chair

Education and Training Committee

Date: March 27, 2019

Executive Committee Action Items

1. Discussion Items

- a. 2019 Scholarships
 - i. Dewey Kasma Scholarship offer
 1. \$2,500/year for the next 10-years on behalf of the Kasma family
 2. Recommended DRAFT policy language regarding the acceptance of named scholarship donations. *Attached*

Committee Discussion Items and Updates

- E&T Survey to Membership is Being Developed for:
 - i. Self-Assessment Accreditation Workshop
 - ii. Leadership Academy: Bachelor's Degree Credit Discussion
- Midwest Regional Water Utility Management Institute has inquired if APWA would like to sponsor the Institute. Follow up discussions are on-going.
- The Committee is researching potential Fall Workshop topics. Topics being discussed include a construction safety session, another Stan Berry Writing to Get Things Done session and possibly offering the Self-Assessment Workshop on the Fall Workshop day.
- UUCIS - A curriculum update us wrapping up. The 2019-2020 school offering will include new speakers, content and will again be offered to an out-state location. An out-state location host is still needed.

Committee Membership

Chairs: Monica Heil, Chair and Tim Plath, Vice Chair
 Members: Anna Breland, Andy Brotzler, Mindy Carlson, Dan Fick, Adam Gadbois, Steve Groen, Dave Hutton, Zach Johnson, Steve Klein, Steve Love, Chris McKenzie, Sue Polka, Mike Purdy, Jeff Radick, Dale Reed, Kevin Schlangen, Rick Shomion, Bert Tracy, Mike Helen Weber, Joe Wiita, Deb Williams
 EC Liaison: Jupe Hale
 YP Liaison: Lauren Letsche

Mission

The APWA-MN Chapter Education & Training Committee will identify, develop and support the implementation of quality and timely educational opportunities.

Draft Policy Language Regarding Donations to APWA-MN Scholarship Funds for Named Scholarships

1. Naming must be intended to acknowledge or honor an individual, or group of individuals, who have contributed/participated in some way to the Minnesota Chapter of APWA or the Public Works Industry in Minnesota. No corporate or governmental entity can be present in the title.
2. Donation must come from a private entity.
3. Donation amount may be limited in order to avoid a disproportionate award relative to the overall scholarship pool. Splitting donation into multiple scholarships may also be considered.
4. Specific requirements for scholarship award (race, gender, academic institution, etc.) are unacceptable.
5. Named scholarships will be identified as the NAME OF INDIVIDUAL OR GROUP APWA-MN Scholarship.



Executive Committee Update

Diversity Committee

Date: March 27, 2019

Executive Committee Action Items

1. None.

Committee Discussion Items and Updates

- Diversity Committee members represented APWA-MN at the City of Maplewood's Wunderkammer Job Fair on Thursday, February 28th. The event was well attended!



- The APWA National Diversity Pledge Challenge poster will be available again for signatures at the Spring Conference. Marcus Thomas will speak about the Challenge at the Spring Conference (Thursday).
- The Diversity Committee is working with the Conference Planning Committee to plan a diversity session for the 2019 Fall Conference.
- The 2019 Diversity Grant application will be advertised in June.

Committee Membership

Chair: Marcus Thomas
 Members: Courtney Anderson-Ewald, Alyson Fauske, Ben Manibog, Ismael Martinez-Ortiz, Cristina Mlejnek, John Morast, Jen Desrude, Shibani Bisson
 EC Liaison: Monica Heil

Mission

The APWA-MN Chapter Diversity Committee works to advance inclusiveness throughout the APWA-MN Chapter -- placing value on all individuals and their different perspectives and promoting the process for all to be part of the chapter. Committee goals are to retain, recruit, and encourage diverse populations to the field of public works.