



**APWA-MN Executive Committee Officers
Conference Call Minutes
Friday, April 12, 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 8:33 a.m.

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

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

2. Financial Statements (Engum/Gustafson)

a. Financial Statements

The reports presented are the first reports generated from the Quickbooks Online (QBO) system. Because QBO is a user-friendly system and not a financial software system, the reports look somewhat different. The reports generated from QBO are: (1) Balance Sheet (Statement of Financial Position), (2) Profit and Loss YTD Comparison (Statement of Activities), (3) Budget vs. Actuals: FY2019 Annual Budget – FY19 P&L (Account Details), and (4) the General Ledger.

The officers discussed the reports and which ones should be included in the meeting packets. It's not clear if the Balance Sheet includes the beginning balance. The officers preferred the Budget vs Actuals over the Profit and Loss because it shows the percent budget remaining. The General Ledger is tied to the US Bank account and a true reflection of that account. The Merrill Lynch amount is linked to QBO and the amount shown on the reports is the actual amount for the month generated.

For months ending:	March 31, 2019
Financial Statement	-\$51,449.29
US Bank Statement	\$113,123.78
Merrill Lynch	\$154,346.42

ACTION: The following reports will be included in meeting packets: Balance Sheet, Budget vs. Actuals, General Ledger and Claims Report.

ACTION: No longer need to include Merrill Lynch and US Bank statement in meeting packets.

ACTION: For the Spring Conference meeting packet include the Balance Sheet, the Budget vs Actuals and Claims Report.

POST MEETING NOTE: Lee recommended also including the General Ledger report.

ACTION: Pat will monthly run all four of the QBO reports and the Merrill Lynch reports for recordkeeping purposes.

ACTION: Pat will talk to Meera Patel and ask her for an explanation of the line items on the Balance Sheet.

The proposed 2019-20 budget will be discussed at the Spring Conference business meeting. Committee input is due today. Now that the chapter sends both the Delegate and Alternate

Delegate to the Council of Chapters meetings, Kristin asked if the current budget amount is sufficient. National typically covers a portion of the Delegate's expense to attend the two annual Council of Chapters meetings and the Leadership Training (when scheduled) to cover the required one-day early arrival. This year, National covered \$300 for the Delegate to attend the Leadership Training and \$500 for the Council of Chapters meeting.

ACTION: Jeannine will work with Pat to get historical information and evaluate if an increase is appropriate.

b. April 2019 Claims Report

The officers approved the claims report as presented. The Executive Committee will ratify the approval at the April 17, 2019 meeting.

ACTION: Russ will prepare draft financial procedures for the officers to review. The procedures will be approved by the Executive Committee when finalized. He will include what amounts require more than one signature for payment.

ACTION: Pat will forward the old Operations Manual to the officers for their information.

3. Credit Cards (Grothaus)

Since the chapter does not have its own tax ID number, APWA agreed to allow the chapter to apply for credit cards using their number. The account will be in APWA's name, but the cards will say APWA Minnesota Chapter. Amy received a letter from US Bank stating the total credit card limit is \$5,000 for the three cards. However, the chapter can call and request the limit be increased at any time. Once the cards arrive, both Kristin and Chris Petree's cards through Commerce Bank will be closed.

4. Accounting Subcommittee Update (Grothaus)

Pat is now reconciling the financials activities in Quickbooks Online (QBO). The reports generated by QBO do not coincide with the reports APWA Chapter Accountant Meera Patel sent out to be used in audit preparation. Pat is waiting to hear back from Meera if that will be an issue when it is time to submit the audit report.

5. Recognition of Chuck Williams at Spring Conference (Clancy)

Region VI Chuck Williams will be attending the Spring Conference and Jeannine asked if when Amy introduces Chuck and Tammy Bennett that she be given a few minutes to recognize and thank Chuck for his support of the MN Chapter and give him a parting gift.

6. Emerging Leaders Academy (ELA) (Grothaus)

Annually, the chapter supports the submittal of one young leader's application to APWA's ELA. APWA selects 20 members to participate in the academy. Eric Seaburg was the last young professional member accepted in the academy (2015-16) from the chapter. In 2018, the information was posted on the website in early May and three members submitted letters of interest. The chapter selected Paul Rupar and he submitted his application to APWA; however, Paul was not selected. Last year, after notification that Paul's application was not accepted, the officers discussed the eligibility criteria and consider asking the Executive Committee to identify potential candidates. The website content lists APWA's requirements under the Selection Criteria. Jeannine recommended rewording Selection Criteria to: "To be competitive, you have to do the following and the chapter will advance only one name."

ACTION: Amy will add the eligibility criteria as posted on APWA's website to the chapter's website content. In addition, she will include to be competitive, members need to meet the chapter's requirements.

ACTION: Once the information is posted on the website, Amy will reach out to the Young Professionals Committee and suggest they ask Eric Seaburg to give a testimonial of his experience on the ELA to generate interest.

ACTION: Amy will note those interested can reach out to Eric for a testimonial.

ACTION: Pat will post on the chapter's website as soon as Amy has reworked the content.

7. Chapter Shirts (Matthys)

There are four styles being considered ranging from \$21.50 to \$43.50 each. There is a one-time digitization fee of \$50. In the Public Awareness Committee's (PAC) discussion, they wondered if there would be an interest in including an opportunity to purchase a shirt or offer a shirt as part of the registration cost to the Fall Conference registrants. The cost could be a split cost with the chapter

paying a portion or have the registrant pay the entire cost. With the Raise Our Grade campaign, the PAC thinks it would be great way to symbolize the empowerment of the chapter members to participate in that endeavor.

This purchase would be planned for the 2019-20 budget cycle. To order 100 at \$31.89 (DG150 style) would be about \$3,200. For budget discussion purposes, consider providing shirts for everyone, at a shared cost, etc. for the Fall Conference or give to volunteers only. The PAC's concern in purchasing a random amount for volunteers is having enough sizes available and not a lot of extra sized shirts that no one can use. If the shirts are offered through the Fall Conference registration, members can select their size.

Amy does not favor providing a shirt to everyone attending the conference because some will not want a shirt. She asked if we can add a store to our website and members can chose to buy one on their own. Russ added the pricing is based on quantities so the cost may increase.

The officers agreed it is important to purchase shirts for the PAC volunteers (i.e., State Fair volunteers, etc.). Russ believes there is enough budget to order shirts for the State Fair volunteers. Beth likes the idea of purchasing for the State Fair volunteers first and think about how to offer to the members later.

ACTION: Russ will order shirts for the State Fair volunteers (primarily PAC members), Science Museum and have a few extras for other events.

8. PWX Seattle Chapter Dinner and Awards Reception (Matthys)

Russ is looking at dinner options this year at a cost of about \$62 per person. The officers were okay with whatever restaurant Russ decides to go with.

For the Awards Reception, he is looking at a more casual place called Shots and Tots.

ACTION: Russ will announce the dinner and award reception locations at the Spring Conference.

9. Permanent Alternate Delegate Position (Asher)

The officers discussed this briefly because Kristin was no longer on the call to discuss in detail. Jeannine asked if an Alternate Delegate is appointed, that person take over the Delegate position after her 2nd term ends in 2021. That would be a five-year commitment. Jeannine also suggests the process be opened up to all Past Presidents. The selection criteria are posted on the website.

ACTION: Tabled until May 3 conference call.

10. Agency Sponsorship (Grothaus)

Amy made the changes on the flyer as discussed and a list of agencies is included. Agencies without a contact person will be eliminated from the mailing. Jeannine said there is a new MPCA commissioner. For University of Minnesota contacts, include Brad Henry and the chair of the Civil Engineering Department.

In addition to the agency sponsorship, the officers briefly talked about one of the sponsors' offer to contribute toward AV expenses at the Fall Conference. Jeannine added there is a need to find additional resources to help pay for certain aspects of the conference and recommended evaluating the sponsorship levels and possibly adding a Platinum Plus level which would contribute to the conference expense. This topic will be part of a larger group discussion in the future.

ACTION: Pat will look up MPCA's new commissioner and add to the list.

ACTION: Springsted is not an agency and will be moved to the sponsor list.

ACTION: Pat will include the U of M Civil Engineering Department chair.

11. Review Task List (Grothaus)*

a. 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)

ACTION: The new member lunch is tentatively scheduled for May 1 and the invitation will be sent out early next week.

- b. May
 - 1) Membership Committee Summer Golf Event Save the Date email (Pat and Membership Committee)
 - 2) Review and update, if necessary, annual contract for services with U of MN (Amy)
 - 3) Spring Conference – provide annual update (Amy)
 - 4) Present draft budget to membership at Spring Conference business meeting (Beth/Lee)
 - 5) Emerging Leaders Academy (Amy)
 - 6) Schedule Audit meeting within the last two weeks of July (Lee)

12. Next Executive Committee Meeting: April 17, 2019 (Grothaus)

13. Spring Conference Agenda (Grothaus)

The University of Minnesota requested the agenda packet be sent to them by April 19.

ACTION: Amy will confirm if Zach Johnson, Sarah Lloyd, Marcus Thomas and Eric Fosmo will be attending the conference to give area updates.

ACTION: Pat will add the proposed 2019-20 budget to the agenda.

ACTION: Pat will let the U of M know the chapter needs more time and will provide the agenda packet by April 26.

14. Upcoming Website Articles*

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

- b. May
 - 1) Public Works Week (Lydia Ener)
 - 2) Spring Conference write-up (Lydia Ener)
 - 3) Sponsor article (Nate Will/Mark Rehder)

Social Media

Send social media content to Lydia Ener at socialmedia@apwa-mn.org email.

15. Other

No other items discussed.

16. Adjourn

The conference call adjourned at 9:50 a.m.