



**APWA-MN Executive Committee Officers  
Conference Call Minutes  
Friday, May 3, 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 8:34 a.m.

1. **April 12, 2019 Officers Conference Call Minutes (Grothaus)**  
 The April 12, 2019 Officers conference call minutes were received as presented.
2. **Financial Statements (Engum/Gustafson)**
  - a. Financial Statements (April 30, 2019)
  - b. May 2019 Claims Report (as of May 3, 2019)

For months ending April 30, 2019	
<b>Opening Balance Equity</b>	<b>\$319,018.49</b>
US Bank	\$123,279.92
Merrill Lynch	\$156,373.43
<b>Total Current Assets</b>	<b>\$279,653.35</b>
<b>Net Income</b>	<b>(\$39,365.14)</b>
May 2019 Claims	\$9,025.69

The officers approved the May 2019 claims report with information posted as of today. Currently, the claims report includes credit card charges during that period and then when the statement comes for payment, those claims are repeated on the next month's claims report. **ACTION:** To eliminate confusion, the officers agreed to include all credit card charges on the claims report at the time the VISA statement is paid.

- c. **Draft 2019-20 Budget**  
 Comments have been received from the committees. Because the Raise Our Grade budget amount of \$5,000 covers the hosting fee of \$2,388 and the remainder for incidentals (pins, etc.), Russ recommended including Raise Our Grade/Website Host Fee in the comments for clarification purposes. See additional comments under #5 below.
3. **Credit Cards (Grothaus)**  
 Amy contacted US Bank because the credit cards had not been received as promised. The bank had sent the cards to the incorrect address. They will reissue new cards and they should arrive shortly. Kristin will bring her credit card to the Spring Conference to cover any expenses that may come up.

#### 4. **Emerging Leaders Academy (ELA) (Grothaus)**

The comments in the proposed 2019-20 budget under the Emerging Leaders Academy line item states "Written process in place?" Eric Seaburg has received calls with questions about what the \$1,500 covers and what interested candidates would be responsible for. The Chapter covers registration for PWX, travel, lodging and meals. The ELA budget item was originally \$2,000 and reduced to \$1,500 in 2017 with no documentation as to why it was reduced. Registration for the conference is at least \$800 and with the other expenses the chapter is responsible for, the chapter can expect to pay more than \$1,500 should a candidate be selected.

**ACTION:** Clarify what the stipend covers in the comment's column of proposed budget.

**ACTION:** The officers agreed to keep the budget amount as proposed in the 2019-20 budget and recognize it will most likely be \$2,000 and find the \$500 from another unused line item.

**ACTION:** Revise the ELA budget amount in the 2020-21 budget to \$2,000 and state what it is intended to cover.

#### 5. **Spring Conference (Grothaus)**

The officers discussed the layout of the business meeting. Beth will briefly discuss that the chapter is now carrying out the accounting duties and describe the reports' new format. She will also discuss the proposed budget, the intent to maintain a standard operating balance, how much will be used from chapter reserves to balance the current budget, and the new initiatives for 2019-20. Pat will be printing the agenda packet and bringing to the conference for attendees to pick up with the conference brochure.

Scott Barsuhn gave a demonstration of the Raise Our Grade website to Amy, Kristin and Zach Johnson. Populating the website is not completed yet but there is enough for Scott to give a demo at the Spring Conference. Scott will give a history of how the website came to be and explain the purpose of the website. He thought it would be a good idea to purchase t-shirts and pins to help announce the Raise Our Grade campaign. The t-shirts cost \$11 each and will order about 40. He will also order 250 pins at a cost of \$1,000. The shirts and pins will be available for attendees to pick up at the registration desk on Friday morning.

**ACTION:** Pat will email the final business meeting packet to the officers before printing.

**ACTION:** Beth will forward the meeting packet to the Executive Committee board letting them know what will be discussed and inform them it is the intent of the chapter to maintain a stable operating budget of \$150,000 (minimum) to \$225,000 (maximum) going forward.

#### 6. **Permanent Alternate Delegate Position (Asher)**

After attending the Leadership Training, Kristin learned most chapters have permanent alternate delegates and that person is expected to take the delegate position when terms end. In the best interest of the chapter, she recommends the chapter have a permanent alternate with the expectation that person will take the delegate position when the current delegate's term ends. Currently, the past president serves as the alternate delegate and Jeannine pointed out the reasoning behind that was to give an opportunity for someone to have a year's experience to determine if they would want to serve as a delegate.

Jeannine believes it is important for the chapter to have both the alternate delegate and delegate positions. She has two more years to serve as delegate so the alternate delegate would potentially be looking at serving 2 years as alternate and 3 to 6 years as delegate. After the 2 years, the chapter will select another alternate delegate to serve a 3-year term with the option of being reappointed to another 3-year term should the incumbent delegate agree to serve another term. Jeannine also suggested not soliciting for the alternate delegate at the same time as recruiting for officers because it would be sent to a smaller group of people.

The chapter has selection criteria in place for the delegate position. One of the requirements is that candidates need to have served as a chapter president.

**ACTION:** Kristin will modify the delegate selection criteria for the alternate delegate position.

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

##### a. 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)

b. June

- 1) Microsoft Office 365 Personal renewal (\$69.99) (Pat)
- 2) PACE award submittal; coordinate with Awards Committee (Pat)
- 3) Register for PWX (All)
- 4) E&T scholarship summary (applications due 5/31/19) (Jun/July) (Amy)
- 5) Chapter Dinner Invitation (Russ/Pat)
- 6) YP PWX Stipend recommendation to Executive Committee (Russ)
- 7) Notify YP of PWX Stipend award (\$1,750) (Russ)
- 8) Notify HGE winner (Mark Maloney) of PWX stipend (\$1,500) (Russ)  
**ACTION:** Move this task to May so the HGE winner has time to plan to attend the conference.
- 9) Prepare website article soliciting nominations/applications for 2020 Executive Committee vacancies (Secretary/Treasurer, Director-DPW/City Engineer, Director-Consultant, Director-YP, Director-Outstate, Director-State/Regional/County) (Kristin)

**8. Next Executive Committee Meeting: June 19, 2019 (Grothaus)**

No discussion.

**9. Upcoming Website Articles\***

a. May

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

b. June

- 1) Sponsor article (Nate Will/Mark Rehder)
- 2) President's Message (Amy)
- 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.

**10. Other**

- Russ sent an email before the call concerning a training partnership opportunity with APWA and AWWA to provide wastewater collection and treatment training for certification. If the officers support the idea, Russ recommends forwarding it to the Education & Training Committee for consideration and make a recommendation whether to proceed or not to the officers.  
**ACTION:** Officers will discuss via email and, if necessary, add to the June 7 conference call for additional discussion.
- The Public Works Proclamation has not been received yet. Jeannine will follow up.

**11. Adjourn**

The conference call adjourned at 9:13 a.m.