



**APWA-MN Executive Committee Officers  
Conference Call Minutes  
Friday, Oct. 4, 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 8:31 a.m.

**1. Sept. 13, 2019 Officers Conference Call Minutes (Grothaus)**

Amy suggested adding the following sentence clarifying the results of the review of the Chapter's records regarding the SEH UUCIS payment request: "The initial review of National and chapter records determined 14 payments have been made to SEH for UUCIS services since 2012." Sue Mason contacted Jeannine to express her disappointment after hearing the chapter's decision. At that time, Jeannine did communicate there was no evidence in the records review indicating the chapter missed a payment. Jeannine referred Sue to Beth or Pat if she had more questions. With this update, no additional comments were received, and the minutes were approved.

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

a. Financial Statements

For months ending Sept. 30, 2019		
<b>Opening Balance Equity (as of 7/1/2019)</b>	<b>\$266,855.00</b>	
US Bank	\$88,802.69	
Merrill Lynch	\$157,621.77	
<b>Total Current Assets</b>	<b>\$256,921.41</b>	
<b>Net Income</b>	<b>(\$15,152.24)</b>	
	<b>Deposits</b>	<b>Expenses</b>
Deposit and Expense Report (as of 10/04/19)	\$5,780.00	\$9,256.48

Pat has been working with APWA Chapter Accountant Meera Patel to resolve the opening balance issue. Meera moved the ending balance to retained earnings so when new reports are generated, the opening balance equity will be \$266,855 for the 2019-20 budget year.

The balance sheet is still too complicated to explain and needs more clarification. It's not clear why the credit cards are shown on the balance sheet.

**ACTION:** Pat will set up a conference call with Lee, Beth, Meera and Pat to talk about the financial statements.

b. Deposit and Expense Reports

The officers had no comments on the Deposit and Expense Report posted with information as of Oct. 4, 2019.

**3. 2019 Elections – Director-State/County/Regional Position (Asher)**

Steve Groen and Dan Erickson accepted the nominations for the State/County/Regional Director position. After accepting the nomination, Steve Groen decided to drop out due to commitment concerns. Dave Hutton was responsible to contact the nominees for that position and contacted the next person on the list. Next in line was Rick Shomion and Rick agreed to be on the ballot.

**ACTION:** The officers agreed to add Rick Shomion and ask the Executive Committee to ratify the officers' decision at the October 16 meeting.

**4. Alternate Delegate Applications (Asher)**

Two applications were received; Chris Petree and April Crockett. Kristin scored the applications and recommends Chris Petree for the Alternate Delegate position and to request approval by the Executive Committee at the October 16 meeting. The officers agreed with the recommendation.

Amy is waiting for a call-back from APWA concerning whether the Alternate Delegate and Delegate positions are required to be a past chapter president. Jeannine said from her perspective, the role of the delegate is to try to provide guidance and insight on past practices and also have a connection to APWA's national staff. She is not sure individuals would be able to contribute at the same level if they have not served as a local officer. Historically, the delegates appointed their replacement (all were Past Presidents) up until Angela Popenhagen when she was appointed by the Executive Committee in 2010. The chapter did not have good rules and appointments were not done through an open process until Jeannine was appointed.

After discussion, the officers agreed the preference would be for the Delegate and Alternate Delegate positions be filled by a Past President. Kristin added since the bylaws do not specifically state the Delegate and Alternate Delegate are required to be a past president and an application is received from a member who has not served as a past president and there is no contending applicant with past president experience, the chapter should not turn down the applicant but still consider the application. The officers agreed.

**ACTION:** Add the recommendation of Chris Petree as Alternate Delegate for a two-year term to coincide with the Delegate's term to the October 16 agenda for approval.

**ACTION:** Kristin will follow-up with Chris and April.

**5. SEH UUCIS Payment Request (Engum)**

Beth left a voicemail as a follow-up to her email to Paul Pasko. Beth and Paul did not connect in person over the phone. Beth left Paul another voicemail in response to his voicemail to her and has not heard back from him. As a result of the back and forth voicemails, Beth believes SEH is dropping the issue.

**6. Emerging Leaders Academy Update (Grothaus)**

APWA notified Amy that two candidates were selected from the Minnesota Chapter for APWA's ELA. The chapter budgeted for one candidate, and the officers recommended Jacqueline Thompson. Chris Martinson of the City of St. Paul also applied on his own and was accepted by APWA. Amy reached out to Chris and Chris confirmed he has the financial support from the City of St. Paul to attend the program.

**7. Fall Expo Update (Grothaus)**

Amy and Kristin staffed the Chapter and Raise Our Grade booth on October 3. For the most part, the booth was staffed both October 2 and 3. Close to 3,000 attended the expo. A couple exhibitors next to the MN booth inquired about exhibit space at the Fall Conference and sponsor information. The Fall Conference exhibit space is at capacity and it is unlikely more exhibitors can be added. Russ added the Conference Planning Committee is looking at other facilities to host the conference (i.e., Mystic Lake, Vikings Conference Center, etc.) in the future.

Amy felt the Fall Expo was a good way to expose conference attendees and exhibitors to the chapter. Kristin agreed and having more chapter participation in the event (such as training, etc.) would be a good opportunity. Names mentioned for potential liaisons included Rick Shomion, Grant Reimer and Chris Petree. Amy added Steve Lawrence, City of St. Cloud, told her that he would like to get more involved with the chapter and he would also be a good liaison between the chapter and the expo.

There is an opportunity to get Volunteer Coordinator Eric Fosmo involved in helping organize volunteers by using Signup Genius and following up to make sure volunteers have direction and event-related materials. Kristin intends to talk to Eric and provide talking points and backup information for the Raise Our Grade volunteers. Russ likes the idea of using the Signup Genius to get volunteers. Amy also suggested a handout for information about the chapter (i.e., membership, education & training opportunities, etc.).

**ACTION:** Amy will prepare a factsheet-type chapter handout.

**ACTION:** Russ will talk to the Public Awareness Committee and discuss what information is needed and draft something to give to Eric to share with volunteers for PAC events.

## 8. MN2050 Partner Meeting (Grothaus)

Amy and Russ attended the MN2050 Partners meeting. Updates were provided on the various initiatives including Infrastructure Management, the State Auditor's asset management tool, Transportation Alliance, and Raise Our Grade from Scott Barsuhn.

Kristin noted ROG wanted to convey to the partners that the chapter completed its commitment to the ROG campaign, and as stated in a previous communication, the chapter would be relying on the partners to carry the campaign forward once the website was launched. Unfortunately, Kristin and Alex Jordan were unable to attend the meeting. An update was provided by Greg Stonehouse to share with the partners, which noted they may be requesting financial support for the campaign. Amy indicated there did not appear to be a strong partner representation at the meeting and as such, further communication is needed to move the campaign forward. Russ did not sense the partners were ready to take the lead.

October 16 is the planned media day. The subcommittee wanted transit station ads advertising the ROG and were hoping the partners would step up and purchase the ads before the media day, post the ROG banner ad on their websites, and engage their social media followers to the ROG Facebook page at the same time as the media launch.

Beth asked if there was a ROG game plan laying out the different initiatives and how they all fit together among all the different groups. She asked if this is something that can be developed with a kickoff meeting where everyone is checking in on efforts, much like the strategic plan. This maybe something Eric Fosmo can help coordinate.

The focus of the ROG subcommittee is on the general public through attending public events, producing short infrastructure videos, and getting the public to visit the website and contacting their legislators. Beth added each group's specific target could be part of the game plan.

**ACTION:** Beth volunteered to work with Eric to help organize the effort to make things clearer on how everything works together.

Amy did share the chapter's strategic plan at the meeting and thought those in attendance were on board with the chapter's initiatives. She did not think there was enough partner representation present and said the letter to the partners suggested by Kristin would be a good idea.

**ACTION:** Kristin will work with the ROG subcommittee to draft a letter to the partners from the chapter discussing the status of the ROG campaign for the Executive Committee to review.

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

### a. October/November

- 1) Populate ElectionsOnline ballot and send email notices to members (Pat)
- 2) Attend (Amy, Jeannine and Kristin) and Chair (Kristin) the Tellers Committee to review election results
- 3) Notify officers and new board members of election results (Kristin)
- 4) Present the Tellers Report at the Fall Conference business meeting (Kristin)
- 5) Past Presidents Breakfast invitation (Amy/Pat)
- 6) Work with Awards Committee on local awards program (Pat)
- 7) Certificates to Broadway Awards (Pat)
  - a. Local award winners
  - b. Past President and outgoing directors
  - c. Presidential Certificate to Broadway Awards
- 8) Prepare certificate for Diversity Grant recipient (Pat)

- 9) Notify and coordinate lunch RSVPs from Public Works Certificate recipients (Pat)
- 10) Update PPT presentation for President to review (Pat/Amy)
- 11) Invite Student Chapter officers to Fall Conference (Amy)
- 12) Coordinate with the Awards Committee and pass along all notifications from APWA of any national awards or selections made to national committees for inclusion in the fall conference recognition ceremony. Write personal letters of congratulations to all recipients (Amy)
- 13) Attend Fall Conference business meeting, coordinate recording of the minutes and present financial report (Beth)
- 14) Volunteer Coordinator to give update at the Fall Conference business meeting (?) (Amy)

b. November

- 1) Fall Conference Awards Ceremony – congratulate award winners during photo shoot (Amy)
- 2) Prepare Chapter Update to present at Past Presidents Breakfast (Amy)
- 3) Past Presidents Breakfast refreshments (Amy)
- 4) Meet and greet Fall Conference guest speakers (Russ)
- 5) New Members meet and greet (Beth with Volunteer Coordinator)
- 6) Conduct installation ceremony in absence of APWA officer or regional director (Jeannine)

**10. Next Executive Committee Meeting: Oct. 16, 2019 (Grothaus)**

- a. Alternate Delegate recommendation (Grothaus)
- b. Election update/reminder (Asher)

**11. Upcoming Website Articles\***

a. October

- 1) Sponsor article (Mark Rehder/Nate Will/Jacqueline Thompson)
- 2) New Student Chapter Member article (Alex Miller)

b. November

- 1) Fall Conference write-up (Lydia Ener)
- 2) Sponsor article (Mark Rehder/Nate Will/Jacqueline Thompson)
- 3) Public Works article/photo (Pau Coone/Riley Dvorak)

Social Media

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

**12. Other**

- **ACTION:** Pat will forward the Fall Conference business meeting installation notes to Jeannine a couple of weeks prior to the conference.

**13. Adjourn**

The conference call adjourned at 9:27 a.m.