



**APWA-MN Executive Committee Officers
Officers Meeting Minutes
Thursday, Dec. 19, 2019**

Attendees

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

Absent: Jeannine Clancy, Delegate

The officers meeting convened at 7:52 a.m.

1. Nov. 1, 2019 Officers Conference Call Minutes (Grothaus)

The Officers Conference Call minutes of Nov. 1, 2019 were accepted as presented.

2. Financial Statements (Engum/Gustafson)

a. Financial Statements

No financial reports were available for review. Lee communicated that Meera Patel, National's Chapter Accountant, is leaving APWA at the end of December. Meera has been a great help to the chapter during the transition to Quickbooks and assisting with formatting the reports to fit the needs of the chapter. Her replacement has not been announced yet.

As a reminder, the Nov. 30, 2019 Financial statements and the December 2019 Deposit and Expense Report will need to be reapproved at the Jan. 8, 2020 meeting because the motion was not made by a director or officer.

Deputy Treasurer. Lee will resign from the Deputy Treasurer duties in July 1, 2020 (term ends Dec. 31, 2020). The officers discussed if there is a need to appoint a new Deputy Treasurer. All of the reports are now transparent the way they are set up and the current Secretary/Treasurer and Vice President oversee the financials.

ACTION: After discussion, the officers agreed to:

1. Not appoint a new Deputy Treasurer at this time.
2. The bylaws do not need to be amended.
3. Quarterly check-ins with Audit Committee Chair Heidi Hamilton, Secretary/Treasurer Egger and Pat would be sufficient.
4. Lee will help prepare the audit with the Audit Committee in 2020.

b. Deposit and Expense Reports

The officers had no comments on the Deposit and Expense Report posted with information as of Dec. 19, 2019.

3. Orientation and Year-end Meeting Recap (Grothaus)

The officers agreed the year-end meeting went well and felt the updates provided by the four chapter members who serve on national committees was informative. Beth added it would be beneficial to have clearer information as to how chapter members can get on a national committee or a subcommittee. The information on the national website does not seem to give as clear a message as the message communicated through APWA staff. All committee nominations for the national

committees are appointed by the APWA President-elect. The subcommittee selection process seems to be linked to how the chair of a national committee runs the committee.

Beth asked if the chapter should consider establishing a local asset management committee. Brad Henry is a member of the Institute for Asset Management (IAM) and there has been some discussion of morphing some type of asset management group into an APWA chapter committee.

ACTION: Russ will talk to Brad Henry more about the idea of establishing a chapter asset management committee.

ACTION: Russ will look into where to hold the year-end meeting next year. Seating in the Eagan Community Center Oasis Room was tight. Russ thinks the Eagan Civic Center Mezzanine, where the Executive Committee meetings are scheduled to meet in 2020, may be a better fit.

4. Presentation of Awards (Grothaus)

There has been some discussion about the makeup of the Awards Committee and the need to add more participation from private and public organizations. Currently, the membership consists of five members from public agencies and six from private organizations. One issue is that organizations are not submitting nominations and so the selection pool is limited and therefore giving an inaccurate picture of the awards selected. It was agreed by the group that we should start advertising earlier in the year to get the members to start thinking about nominations and that the committee makeup needs to be expanded.

The Award Committee will meet in January 2020 to consider APWA national award nominations. The committee only meets twice a year and meeting more often may motivate the committee members to be the voice for the call for nominations to the members prior to the formal member email blast that is sent. Lee suggested including a timeline of when nominations are due and let members know examples are available if needed.

The officers discussed the local personnel award categories. Currently there are four categories (Director or Manager, Superintendent or Supervisor, Engineering Technician or Field Personnel, and Public Works Employee (i.e., Maintenance, Operations, Other)). The Awards Committee is considering going back to three personnel categories. Chris has avoided nominating maintenance or operations staff in the past due to the message sent internally to the remaining staff. Alternatively, maybe the category should be a group (such as Public Works Department of the Year). The submittal could be a video of the group.

Jeannine requested that the families or employers of the personnel award winners be asked to come to the podium when the winner is announced.

ACTION: Amy will follow up with Sarah Lloyd and Richard McCoy to discuss:

- When personnel award recipients come to the podium, request family members and employers (if present) to also come to the podium.
- To encourage greater participation, suggest the committee reach out to all chapter consultants and organizations (i.e., SRF, Stonebrooke, etc.) to see if they have people interested in joining the Awards Committee.
- Promoting the Call for Awards to the chapter members.
- The award categories and suggestions discussed by the officers to increase the number of submittals received (i.e., Project of the Year, Public Works Group of the Year, and Public Works Professional of the Year (from public and private industry)).

5. Bunker Hills Contract (Grothaus)

Beth does not believe the Bunker Hills contract for the 2020 golf outing has been reviewed by APWA. National wants to review all contracts including contracts being renewed. The Bunker Hills contract is for reservation purposes only and as a convenience to chapter members, attendees pay through PayPal and the chapter pays Bunker Hills out of that account. The chapter carries a zero balance at the end of the month in the PayPal account. Over the last couple of years, Jason Sprague has charged the total amount on his credit card and the chapter has reimbursed him.

Russ asked if the amount collected for the golf event through PayPal obligates the chapter to concur or agree with National's approval of the contract versus having attendees pay directly to Bunker Hills. Golf attendees do agree to APWA's waiver fully relieving APWA from liability in connection with their participation in the event when they register through the chapter website.

ACTION: Beth will find out if the Bunker Hills contract is for a set amount.

ACTION: Consider having a city attorney review the contract and then send to APWA to review.

ACTION: Look into paying the final amount directly to Bunker Hills versus Jason Sprague, eliminating Jason from the process.

6. Onsite Conference Session Recording (Matthys)

Matt Saam shared some information he received from an organization that provides onsite conference session recording and distance education technology services. Russ thought this service would help develop outstate outreach. For a one- to two-day conference, the cost would potentially be between \$3,000 to \$5,000 to video record every session. Currently, the U of M sends only the presentations from the general sessions for posting on the website. Russ said that the U of M does the CEAM conference and all the sessions are posted on CEAM's website, so he thinks all sessions are available.

ACTION: Pat will check with the U of M to get the presentations from the concurrent sessions to post on the website as well as the general sessions.

ACTION: Add the concurrent sessions to the chapter website and monitor the conference page stats to see how often people view the sessions. If the number of hits is strong, reconsider the service in the future.

7. Review Task List (Grothaus)*

a. December

- 1) Prepare 2020 Executive Committee and Officers' Conference Calls meetings schedules (Russ/Pat) [COMPLETED]
- 2) Send signed amended Bylaws to APWA National for certification (Pat) [COMPLETED]
- 3) Update National and website with new Executive Committee members (Pat) [COMPLETED]
- 4) Prepare communication for President thanking chairs for commitment and ask if they are willing to serve in coming year (Pat) [COMPLETED]
- 5) Year-end meeting and New Board Orientation Meeting [COMPLETED]:
- 6) Forward approved December year-end meeting minutes to US Bank showing the approved motion assigning the new Secretary/Treasurer as additional check signer (Pat)
ACTION: Forward draft minutes to US Bank and send final minutes after the Executive Committee has approved them at the Jan. 8, 2020 meeting. Include with original email from Amy requesting a credit card be issued for Nick.
- 7) Meet with incoming President to set up Executive Committee meeting schedule for upcoming year (Pat/Russ) [COMPLETED]

b. January

- 8) Update templates and distribute (Pat) [COMPLETED]
- 1) Update Student Chapter officers on website and Constant Contact; inform officers of new Student Chapter officers (Pat)
- 2) Request Chapter Committees meeting schedules (Pat)
- 3) Designate two standing committees and chairs (Audit & Nominating) (Russ)
- 4) Recommend appointment/reappointment of Committee chairs to Executive Committee and send thank you notes to chairs (Russ)
- 5) Set up meeting with incoming Secretary/Treasurer (Lee & Beth) [COMPLETED]
- 6) 2020 PWX Chapter Dinner initial search (Beth)
- 7) Solicit YPs for PWX stipend (Jan/Feb) (Beth)
- 8) Prepare 1099 (work with Lee and Pat) (Nick) [COMPLETED]
- 9) Contact US Bank for Mastercard for new Secretary/Treasurer (work with Russ & Pat) (Nick) [COMPLETED]
- 10) Maintain Chapter Banner & Display Board (and panels) (Russ ?)
Russ has the Chapter and ROG banners and panels. Kristin has the new ROG panels. The officers discussed having the Volunteer Coordinator as the permanent keeper of the banners and panels.
ACTION: Consider asking the Volunteer Coordinator to be the contact so members know where the banners and panels are located.

ACTION: Russ will deliver the banners and panels to Beth at the January 2020 Executive Committee meeting.

ACTION: The chapter APWA banner panels need to be updated.

11) Write Past President's article for website (Amy)

8. Next Executive Committee Meeting: Jan. 8, 2020 (Matthys)

- a. 2020 Organization Chart (final) (Russ)
- b. Designate Two standing committees (Audit and Nominating) (Russ)
- c. Committee Chair Appointments (Russ)
- d. YP Stipend to 2020 PWX (Beth)
- e. 2020 Chapter Dinner (Beth)

ACTION: Originally, the Awards Committee organized the National Awards Celebration at PWX. Amy will talk to Sarah and Richard about taking on that duty again.

ACTION: Pat will add to the task list.

ACTION: Beth will look for venue to accommodate up to 100 attendees for the dinner.

- f. National Committees (Jeannine)

9. Upcoming Website Articles*

a. December

- 1) Sponsor Article (Mark Rehder/Nate Will/Jacqueline Thompson)

b. January

- 1) Local awards article (Lydia Ener & Pat) [COMPLETED]
- 2) Sponsor article(Mark Rehder/Nate Will/Jacqueline Thompson)
- 3) New Executive Committee members spotlight (Pat) [COMPLETED]

Social Media

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

10. Other

11. Adjourn

The officers meeting adjourned at 9:05 a.m.