



**Officers Special Meeting Minutes  
Friday, March 27, 2020**

**Present:**

Russ Matthys, President  
Beth Engum, Vice President  
Nick Egger, Secretary/Treasurer  
Jeannine Clancy, Delegate  
Chris Petree, Alternate Delegate  
Lee Gustafson, Deputy Secretary Treasurer  
Matt Saam, Conference Planning Committee Chair  
Pat Schutrop, Chapter Administrator

**Absent:** Amy Grothaus, Past President

**The call convened at 11:09 a.m.**

**1. 2020 Spring Conference and COVID-19**

In discussions with Grand View, Russ said they were willing to extend the 50% loss of deposit to the chapter until today. Grand View gave two optional dates if the chapter wanted to reschedule. The dates proposed were May 27-29 (week of Memorial Day) or June 10-12. If the chapter cancels the conference, the loss to the chapter will be about \$13,500 (about 50% of the fee anticipated).

A survey was sent to the membership to get feedback on either postponing or canceling the Spring Conference. The survey received about 170 responses from the members and favored the June 10-12 dates for rescheduling the conference. Matt estimates conservatively with 150 people attending (about 75% of normal attendance) at \$250 each, the revenue would be down about \$12,000 to \$13,000. Matt said the chapter could make it work if at least 150 signed up but the speakers would need to be on board again and he is not sure they will be willing to risk committing to the June dates at this time. A number of organizations will likely be in recovery mode if the chapter rescheduled for either of the options given.

Governor Walz communicated the models are predicting MN will hit a peak with COVID-19 infections in about 14 weeks and that would hit the June dates. Lee said WSB would have a difficult time sending staff to a conference when they are just coming back to the office to work. Optimistically, Russ does not think the June dates are plausible. In addition, it would not be a good use of the Conference Planning Committee's time to put more effort in trying to make the Spring Conference happen.

Beth agrees with canceling the Spring Conference based on the governor's prediction and lack of confidence that the June dates would still be safe. Nick also was hoping the conference would be able to happen, but new information is learned every day and thinks it is too much to ask the Conference Planning Committee members to work on rescheduling the conference.

Scott Grayson, APWA Executive Director, said APWA is canceling the Snow Conference and said many other chapters are facing similar cancellation dilemmas. He added APWA is willing to help chapters get out of contracts where possible. Jeannine added APWA used

legal counsel to recover as much cost as possible and is helping chapters with that. She did not think APWA was charging chapters for the use of their legal counsel and it does not look like the U of M staff would be helpful in the negotiations.

Russ asked if there is an interest in offering other educational opportunities to the members. For instance, STEMLink will be using online videos for the students that attend their events. Matt said he is willing to work with the committee to do that if the officers want to pursue it; however, he didn't think alternative educational opportunities would be ready until summer. Other considerations are what fee to charge attendees and identifying educational speakers. Matt asked if the chapter feels an obligation to its members to provide an opportunity to get their PDHs. Beth added if the opportunities would not be ready until summer, that will likely be after the reporting hours are needed.

Chris agrees with the consensus to cancel the conference and not reschedule it. He would rather see the Conference Planning Committee put more effort in putting together a solid program for the Fall Conference. He has seen a more relaxed requirement of certain licensures and maybe that will be the case for other regulating agencies. In addition, APWA has opened its Member's Library to members and non-members to take advantage of webinars and live Click, Listen and Learn videos until May 25.

Amy sent an email letting everyone know she was unable to attend the call and she would be supportive of whatever decision is made; however, her thoughts had not changed in that she would like to see the 2020 Spring Conference canceled because of the unknown effect the COVID-19 would have if the conference was held on any of the alternative dates.

**MOVED by Nick Egger and seconded by Chris Petree to cancel the 2020 Spring Conference; authorize President Matthys to inform Grand View that the Spring Conference will be canceled; and that the chapter will, with APWA's resources, negotiate reducing the cost to the Chapter as much as possible. Motion carried.**

**ACTION:** Request ratification of the officers' action at the April 8 Executive Committee meeting.

**ACTION:** Russ will talk to Grand View informing them of the decision to cancel the 2020 Spring Conference and the intent to negotiate the cost to the chapter as a result of the cancelation.

**ACTION:** Matt and the Conference Planning Committee will focus their efforts in making the Fall Conference as good as possible.

**ACTION:** Russ and Matt will work with Pat in communicating the cancelation message to the membership.

## **2. Zoom Purchase**

On a temporary basis, Zoom will be used to host all conference calls and Executive Committee meetings. Prior to approval by the Executive Committee, Chris will set the April 3 and April 8 meetings.

**ACTION:** Chris Petree will set up the April 3 officers' conference call using Zoom.

**ACTION:** Pat will look into the associated costs to purchase a Zoom subscription.

**POST MEETING NOTE:** Because the annual cost for Zoom was less than anticipated (\$149.90), Nick approved the cost.

## **3. U of M Conference Contract Discussion**

The FY16-FY20 multi-year agreement with the U of M ends Dec. 31, 2020. Russ, Beth and Matt will pursue discussion of renewing the contract.

**Call ended at 11:38 a.m.**