



**APWA-MN Executive Committee Officers
Conference Call Minutes
Friday, May 1, 2020**

Attendees

Russ Matthys, President
 Beth Engum, Vice President
 Nick Egger, Secretary/Treasurer
 Amy Grothaus, Past President
 Jeannine Clancy, Chapter Delegate
 Chris Petree, Alternate Delegate
 Pat Schutrop, Chapter Assistant

Absent: Lee Gustafson, Deputy Treasurer

Conference meeting via Zoom convened at 8:32 a.m.

1. **April 3, 2020 Officers Conference Call Minutes (Matthys)**
 The April 3, 2020 conference call minutes were approved as presented.
2. **Financial Statements (Egger/Gustafson)**
 - a. Financial Statements – Not available at time of meeting.

POST MEETING NOTE: Below is the summary of the financial reports run on May 5, 2020.

For months ending April 30, 2020		
Opening Balance Equity (as of 7/1/2019)	\$266,855.00	
Merrill Lynch	\$156,451.91	
US Bank	\$63,685.84	
Total Current Assets	\$220,137.75	
Net Monthly Income	(\$46,717.25)	
	Deposits	Expenses
Deposit and Expense Report (as of 05/05/2020)	\$3,650.00	\$15,812.82

Russ noted he has not talked with the University of Minnesota staff for an explanation of deliverables provided in its invoice for \$11,335.05 submitted for the canceled 2020 Spring Conference. Normally, the chapter does not see an invoice for the conferences. The U of M's payment is paid out of the conference revenue in a lump sum. Beth suggested reviewing their current contract and consider requesting them to charge on an hourly basis.

ACTION: Once Russ has talked with the U of M staff, he will let Pat know when payment can be submitted.

- b. Deposit and Expense Reports
 The officers had no comments on the Deposit and Expense Report posted with information as of May 1, 2020.
3. **2020-21 Budget – Committees Input (Egger)**
 Nick sent an email to the committees requesting input by May 6 for the 2020-21 budget. He has heard back from five committees and will send out a reminder email. Nick plans to have the draft

budget ready for the officers to review at the June 5 conference call and ready for approval by the Executive Committee at the June 10 meeting.

The sponsorship campaign was sent to the sponsors and about a handful have committed again for 2021. The deadline to respond is June 15.

4. Awards Reception (Matthys)

The following are the chapter's 2020 APWA national award recipients:

- Top Ten Leader of the Year: Kristin Asher, City of Richfield
- Professional Manager of the Year – Water Resources: Steve Klein, Barr Engineering Co.
- Public Works Project of the Year, Historical: City of Minneapolis' Historic North Loop Public Realm Reconstruction Project.

Awards Committee Chair Sarah Lloyd talked to Russ about recognizing the national award winners since the 2020 PWX has been canceled, possibly by having some type of social gathering around the same time in August as when the PWX would have been held. Jeannine suggested doing something at the Fall Conference due to the unsettledness of the pandemic and how it will affect the summer months. Russ said it makes more sense to expand the recognition with a reception at the Fall Conference. Beth added planning to do the reception at the Fall Conference is a better idea and add some type of social hour at the last minute if conditions appear stable in late summer. Nick agrees with the idea of doing a separate recognition of some sort at a different time and let things play out before doing any specific planning. In the meantime, another idea is to highlight the winners on the website through a video interview and post in the *Latest News* for the membership to view. Beth suggested assigning a point person, possibly from the recipients' workplaces, to help put together a video for each award winner.

ACTION: Beth will talk to Matt Saam about expanding the awards recognition at the Fall Conference.

ACTION: Pat will talk to Lydia Ener about putting together a video for each award winner.

5. STEM Video "Competition" (Matthys)

Due to the COVID-19 pandemic, Success Beyond the Classroom is looking for ideas to promote the STEM education and careers program. One suggestion is member firms or agencies make a video promoting what they do with staff and activities that could be shared with elementary and middle school students. Russ said it might be a good idea to provide the award winners' videos promoting public works careers for women by using Kristin Asher's Public Works Top Ten Leader of the Year award. At the recent Outstate Committee meeting, Chris commented Troy Nemmers shared a video produced by a Fairmont elementary school teacher who created a STEM exercise for students and taught them about what to flush and what not to flush in the sewer system. John Rodeberg was on the Outstate Committee call and will bring the video to the Public Awareness Committee for consideration. Maybe the chapter could put something together, possibly with some of its wastewater partners, with the video accompanying it to send out to its members. Jeannine added MCES has a new video about why lift stations are built and all it needs is an activity added to it.

ACTION: Jeannine will share the MCES video with the officers.

ACTION: Russ will send out the challenge to the members and reach out to John Rodeberg about the Fairmont video.

6. Review Task List (Matthys)*

a. May

- 1) Public Works Week Proclamation – post on website (Pat)

There has been a changeover in staff at MnDOT who have assisted the chapter in the past in coordinating the request with staff at the governor's office. Dan Erickson has agreed to help work with the governor's staff person and follow the progress of getting the proclamation.

- 2) Emerging Leaders Academy solicitation (carried over from April) (Russ & Pat)

NOTE: 2020-21 information is now posted on APWA website.

The chapter selected Jacqueline Thompson to participate in the 2019-20 ELA program and, in addition, Chris Martinson from the City of St. Paul self-applied and was selected by APWA to participate in the program. With the cancelation of the 2020 PWX, the officers discussed if the chapter should send one (Jacqueline Thompson) to the 2021 PWX and move ahead with the advertisement for the 2020-21 program and possibly

send two ELA students to the 2021 PWX. APWA intends to conduct the 2020-21 ELA program virtually.

ACTION: The officers agreed to promote the 2020 ELA Stipend for Jacqueline Thompson to 2021 PWX attendance.

ACTION: The officers agreed to include one stipend in the 2020-21 budget to be used for either the 2021 YP Stipend or the 2020-21 ELA Stipend, and if a candidate is selected to attend the ELA program, that individual will be given priority and awarded the stipend to attend the 2021 PWX.

ACTION: Because it is unknown at this time how APWA will handle the graduation of the 2019-20 ELA students, the officers agreed to recognize Jacqueline Thompson and Chris Martinson at the 2020 Fall Conference for successfully completing the 2019-20 ELA program.

ACTION: Russ and Pat will work to get the advertisement for the 2020-21 ELA program published.

- 3) Review contracts for services with U of M (5-year agreement expires Dec. 31, 2020) (Matthys)

- 4) Notify 2019 HGE recipient (Sue Mason) of \$1,500 stipend to attend PWX (Beth)
Jeannine added Sue Mason may not be planning to attend due to some changes in her work plan. Her husband retired, and she has been cutting back her work schedule.

ACTION: Russ would still like to extend the stipend to Sue and if she decides not to use it that is her decision.

ACTION: Include a stipend in the 2020-21 budget for the 2020 HGE recipient.

- 5) Schedule an audit meeting within the last two weeks of July (Nick/Lee/Heidi)

ACTION: Nick will work with Heidi to get a meeting scheduled in July.

b. June

- 1) Microsoft Office 365 Personal – auto renews on 7/1/2020 (\$69.99) (Pat)

- 2) Coordinate Pace Award submittal with Awards Committee (Pat)

ACTION: The PACE award submittal is due June 1.

- 3) Register for 2020 PWX (officers) – CANCELED due to COVID-19
APWA discussed moving the 2021 PWX to New Orleans, but decided to keep it in St. Louis, MO in 2021 and APWA plans to have the PWX in New Orleans in 2025 or 2026.

- 4) Prepare Chapter Dinner & Awards Reception invitation email to members (Beth/Pat) – CANCELED

- 5) YP PWX Stipend recommendation to officers and add to June 10 meeting for Executive Committee ratification (Beth)

- 6) Notify YP PWX Stipend recipient of \$1,750 stipend to attend PWX (Beth)
The advertisement for the 2020 YP PWX Stipend has been published and letters of interest are due by May 31. One applicant has been received to date.

ACTION: When the candidate is selected, let that individual know the stipend will move to the 2021 PWX.

ACTION: Advertisement and selection for the 2021 YP Stipend and sending that YP to the 2021 PWX will depend on the budget discussions.

- 7) Attend scheduled audit meeting to review financial records for year-end report (Nick/Gustafson/Beth/Pat)

- 8) Prepare article (with submittal form) for posting on chapter website soliciting nominations/applications for 2021 vacant Executive Committee positions. Applications must be received by August 1 (Amy/Pat)

7. Next Executive Committee Meeting: June 10, 2020 (Matthys) held via Zoom

- a. 2020 PWX Cancellation (Matthys)
- b. Emerging Leaders Academy (Matthys)
- c. 2020-21 Budget (Egger/Gustafson)
- d. 2020 Young Professionals PWX Stipend (Engum)
- e. 2020 Scholarship Recommendations (Heil)

8. Upcoming Website Articles*

a. May

- 1) National Public Works Week (Lydia Ener)
- 2) Spring Conference article (Lydia Ener)-CANCELED

3) Sponsor article (Mark Rehder/Jacqueline Thompson)

b. June

- 1) Sponsor article (Mark Rehder/Jacqueline Thompson)
- 2) President's message (Russ)
- 3) Public Works article/photo (Riley Dvorak)

Social Media

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

9. Other

- Jeannine shared federal funding is available for 501(c)(3) nonprofit organizations through the COVID-19 Payroll Protection Program (PPP) and APWA received a \$800,000 forgivable loan that will help keep staff and advance meetings and training virtually for its members. Scott Grayson wants input from the chapters and ideas to support public works colleagues.
- MN2050 Freshwater Grant Application. A conference call was held with Scott Grayson, Tom Eggum, and chapter officers to discuss the possibility of applying for a grant to help fund MN2050 initiatives. Grants are more challenging to receive due to the requirements needed such as an EIN number which is held by APWA and would essentially make APWA responsible for the grant. MN2050 is part of the chapter and the chapter does not have its own EIN number. Jeannine added the MN2050 was formed under the chapter and has always wanted to do their strategies separately. Their interest in getting this grant is an example and unless the chapter has authority over it, APWA will be challenged to support it. Jeannine suggested there is a need to get MN2050 more connected to the chapter.
- Nick added the 2020 Summer Golf Event is still intended to take place and waiting for the contract to be signed by Russ. APWA has reviewed the contract. The Membership Committee will be in communication with Bunker Hills about the event. If for some reason the event has to be canceled, Bunker Hills agreed to put the down payment toward the 2021 golf event.
ACTION: Russ will sign the contract and forward to Nick and Pat.
- Feedback regarding MSES' virtual happy hour and trivia night. Beth was not able to attend but shared they used Zoom and breakout rooms to facilitate the trivia activity and said it worked well. About 15 to 18 people attended which would be a similar size to the Meet and Greet Eric Fosmo is planning for the chapter's new members virtual happy hour he is working to schedule.
- Cancellation Insurance for chapter events. Should the chapter look into acquiring a separate policy. Jeannine recommended talking to APWA about how they are working to protect chapters when cancellation of events occur. When the chapter decided to cancel the 2020 Spring Conference, APWA offered to help negotiate the contract cancellation with Grand View. APWA currently reviews all of the chapter contracts and will most likely require some type of cancellation clause be added to contracts to protect the chapter.
ACTION: Pat will follow up with APWA staff about cancellations.

10. Adjourn

The conference call adjourned at 9:32 a.m.