



**APWA-MN Executive Committee Officers
Meeting Minutes
Friday, June 4, 2021**

Attendees

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

The Officers' meeting convened at 8:32 a.m. via Zoom.

1. May 21, 2021 Officers Meeting Minutes (Engum)

The meeting minutes were approved as presented.

2. Financial Report (Heil)

a. Financial Statements

For months ending May 31, 2021		
Opening Balance Equity (as of 7/1/2020)	\$227,380.80	
Merrill Lynch	\$143,232.27	
US Bank	\$81,464.09	
Total Current Assets	\$224,696.37	
Net Monthly Income	-\$2,684.43	
	Deposits	Expenses
Deposit and Expense Report (June 2021)	\$22,547.24	\$15,381.89

b. Deposit and Expense Reports

The officers had no comments on the Deposit and Expense Report as of June 4, 2021.

3. Draft 2021-22 Budget (Heil)

Monica clarified the following Expense line items:

- 600.2 – Facility Costs (Presence/Engagement & Outreach Efforts-Multiple events & venues). In the 2020-21 budget, the estimate for Facility Costs (State Fair STEM Day, Fall Maintenance and Civil Engineering Day) was \$28,000. This amount includes the \$10,000 down payment to Earle Brown for the 2021 Fall Workshop & Conference and cancellation fee of \$4,060 to the U of M for services provided for the 2021 Fall Conference. The amount budgeted for the 2021-22, is \$6,100.
ACTION: The officers agree \$6,100 will be sufficient.
- 600.5 – NEW Facility Costs (Fall Conference). The current amount budgeted is \$56,000 but can be reduced to \$10,000 because of the down payment made in the 2020-21 FY. The down payment made will be part of the \$56,000 facility costs for the 2021 Fall Conference. The Conference Planning Committee will need to confirm with Earle Brown that the \$56,000 included the Fall Workshop.

- 670.8 - NEW Consultants/Subcontractors Fees (Fall Conference). Crescendo Consulting Solutions is preparing an amendment to the Fall Conference contract to include the Workshop Day. If the amendment is accepted, that will increase the expenses to cover the cost of the workshop.
- 615.09 – Food & Beverage (Conference Planning Committee). The committee meets several times a year and plans both conferences for chapter. The committee asked this line item to be adjusted closer to the \$1,700 budget amount requested. Monica could support an amount of \$1,500 for this committee based on what they deliver for the chapter. The officers discussed the management of the committee, the size, level of participation and should the number of members be capped at a certain number. Russ added the purpose of the committee is to provide quality conferences with the goal of making our conferences better than CEAM. In Chris' opinion, this a desirable committee to be a part of.
ACTION: Officers agree with the budget amount of \$1,500 for the Food & Beverage line item for the Conference Planning Committee.
ACTION: At a future meeting, the officers will strategically review the size of the conference planning committee, managing the amount of effort and the expenses that accompany the planning process moving forward. Also consider training committee chairs and directors on how to engage and recruit volunteers using the information available through APWA.
ACTION: Discuss committee/director engagement at the year-end meeting in December.
- Beth would like to see what the Executive Committee thinks about holding in-person meetings starting with the August 11 meeting. Jeannine suggested giving people time to plan in-person meetings so travel time can be added to their schedules. Depending on the technology available, Beth would also like to offer some type of virtual or audio option to the meetings to accommodate more participation with in-person meetings.

4. Summer Golf Classic (Egger)

Registration will be out a month before the July 15 event. The Membership Committee will be discussing the registration fee.

5. Review Task List (Engum)*

a. June

- 1) Microsoft Office 365 Personal – auto renews on 7/1/2021 (\$69.99) (Pat)
- 2) Coordinate Pace Award submittal with Awards Committee (due June 1) (Pat)
COMPLETED
- 3) Review Alternate Delegate letters of interest (due June ~~7~~11)
The officers discussed the potential long-term commitment for the Alternate Delegate and then stepping into the Delegate position. It can be overwhelming for some candidates. Chris said if there is a hesitation to the terms, he is willing to serve one term as Delegate in order to get people interested. The officers agreed and will discuss again if the topic comes up.
ACTION: Pat will modify the email to state, “agree to serve a three-year term with no obligation to be reappointed,” extend the deadline to June 11 and resend the announcement.
- 4) Register for 2021 PWX (officers)
- 5) Prepare Chapter Dinner & Awards Reception invitation email to members (Egger/Pat)
- 6) Notify YP PWX Stipend recipient of \$1,750 stipend to attend PWX (Monica)
COMPLETED
- 7) Attend scheduled audit meeting to review financial records for year-end report (Heil/Beth/Nick/Pat)
ACTION: Scheduled for July 20, from 1 to 3 pm. Officers are invited as a courtesy.
- 8) Prepare article (with submittal form) for posting on chapter website soliciting nominations/applications for 2022 vacant Executive Committee positions.
Applications must be received by August 1 (Russ/Pat)
Russ will be out of the office the first two weeks of August and asked about the timeline of when the applications are received and when the Nominating Committee meeting needs to be scheduled.
ACTION: Pat will review the timeline and get back to Russ.
- 9) Scholarship checks – after Executive Committee approval, prepare and send to recipients (Pat)

- b. July
 - 1) Collect funds raised for scholarship program after golf event for deposit (Pat)
 - 2) Start search for December year-end meeting location (Beth)
 - 3) Audit Committee meeting (Monica/Nick/Beth/Pat) – Financial reporting package and fiscal year budget due to APWA – July 31 (Pat)
 - 4) Schedule Nominating Committee meeting in early August and send out invitations to Past Presidents (Russ/Pat)

6. Next Executive Committee Meeting: June 9, 2021 (Engum)

- a. August 11 In-person Executive Committee Meeting (Engum)
- b. Emerging Leaders Academy (Engum)
- c. 2021-21 Budget (Heil)
 - i. Discuss meeting ideas and managing committee budgets
- d. 2021 Scholarship Recommendations (Plath)

7. Upcoming Website Articles*

- a. June
 - 1) Sponsor article (Mike Purdy/Jacqueline Thompson)
 - 2) President's message (Beth)
 - 3) Public Works article/photo (Riley Dvorak)
- b. July
 - 1) Summer Golf Outing article (Nick/Jason/Justin)
 - 2) Sponsor article (Mike Purdy/Jacqueline Thompson)

Social Media

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

8. Other

- Greg Stonehouse has been trying to connect with Beth to talk about how to get the MN2050 website up sooner than the transition of the chapter's website to APWA. Beth would like to suggest to Greg, that the MN2050 provide someone to volunteer time to post the MN2050 website information on the new chapter website template, or as a committee pay for a separately hosted website. In the meantime, they could post information on the current chapter website. Beth is looking for ideas from the officers on how to help solve this issue. Pat would like to have the new website live by this fall. Russ added he is supportive of the MN2050 having their information posted on the website, but doesn't see it as an urgent matter as this time and thinks this fall would be timelier. Beth also recommends the content and narratives for the videos should be updated with current data.
ACTION: Beth will update the officers after her discussion with Greg.

9. Adjourn

The meeting adjourned at 9:30 a.m.