



**APWA-MN Executive Committee Officers  
Conference Call Minutes  
Friday, Aug. 9, 2019**

**Attendees**

Amy Grothaus, President  
 Russ Matthys, Vice President  
 Kristin Asher, Past President  
 Jeannine Clancy, Delegate  
 Pat Schutrop, Chapter Assistant

**Absent:** Beth Engum, Secretary/Treasurer, and Lee Gustafson, Deputy Treasurer

Conference call convened at 8:31 a.m.

**1. July 12, 2019 Officers Conference Call Minutes (Grothaus)**

In the process of preparing the audit, some corrections were needed to the June 30, 2019 financial statements. With the June 30, 2019 financial reporting updated, the minutes were approved.

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

a. Financial Statements (June 30 and July 31, 2019)

For months ending June 30, 2019		
<b>Opening Balance Equity (as of 7/1/2018)</b>	<b>\$319,789.49</b>	
US Bank	\$108,698.10	
Merrill Lynch	\$158,156.90	
<b>Total Current Assets</b>	<b>\$266,855.00</b>	
<b>Net Income</b>	<b>(\$52,934.49)</b>	
	<b>Deposits</b>	<b>Expenses</b>
Deposit and Expense Report (as of 7/12/19)	\$3,257.50	\$31,669.29

For months ending July 31, 2019		
<b>Opening Balance Equity (as of 7/1/2019)</b>	<b>\$266,855.00</b>	
US Bank	\$108,983.19	
Merrill Lynch	\$157,529.02	
<b>Total Current Assets</b>	<b>\$266,372.22</b>	
<b>Net Income</b>	<b>(\$482.78)</b>	
	<b>Deposits</b>	<b>Expenses</b>
July 2019 Deposit and Expense Report	\$33,592.60	\$35,104.02
August 2019 Deposit and Expense Report (as of 8/9/19)	\$1,040.00	\$8,601.50

The Balance Sheet report still shows the Commerce Checking account; however, the chapter no longer uses that account.

**ACTION:** Pat will remove the reference to the Commerce Checking account from the monthly Balance Sheet.

Lee and Pat have had discussions regarding the chapter's PayPal account and the need to show the balance of that account on the Balance Sheet. Lee recommends moving funds from PayPal to the US Bank account on a monthly basis so there is a zero balance in PayPal at each month's end.

**ACTION:** The conclusion regarding the PayPal balance will be discussed again in the near future.

b. Deposit and Expense Reports

The officers approved the July and August 2019 Deposit and Expense Reports with information posted as of today.

**3. Public Works Certificate Dispute (Grothaus)**

At the June 19, 2019 meeting, the Executive Committee discussed Bryce Thompson's dispute regarding accepting transfer credits to satisfy receipt of the Public Works Certificate. After discussion, the Executive Committee directed Monica Heil to inform Mr. Thompson that in the best interest of the program and other students, he would not be allowed to transfer credits in place of the communication class required in order for him to receive the certificate. NHCC staff that told Bryce the credits were transferrable did not have the authority to make that decision. He is now appealing the decision made by the Executive Committee and contacted Deanne Cross at APWA who confirmed the credits would be transferred; however, the chapter does not have anything in writing from APWA indicating this conversation took place.

When the program moved to the University of Minnesota, the communications class was changed to be more public works focused.

The officers agreed it is the best interest of all parties to come to a fair and consistent solution. Russ added the chapter wants members to receive a public works certificate to ensure they have the education that allows them to appropriately represent a public works professional. He has had staff attend with a high school degree and the communications class was difficult, but they persevered and completed it. Russ thinks Bryce's college degree would have prepared him to receive the certificate.

Kristin also had some staff that did not complete the communications class in the Public Works Certificate program, but were willing to take the "Writing to Get Things Done" course offered at the Fall Workshop.

Amy is concerned about having guidelines in place regarding the requirements and transfer of credits, so this doesn't happen again.

The officers agreed a decision cannot be made until it is talked over again with Monica.

**ACTION:** Amy will set up a conference call over a lunch hour before the August 21 Executive Committee meeting.

**ACTION:** Based on the conversation with Monica, it will be discussed again at the August 21 Executive Committee meeting.

**4. Nominating Committee Report (Asher)**

The committee met on August 6 and committee members are reaching out to the potential candidates for confirmation on the ballot. Kristin asked if she should contact all of those nominated but were not selected. The officers agreed it would be a nice gesture to contact those not selected for the ballot.

**ACTION:** Kristin will contact those not selected and their names will continue on the list for future consideration.

**5. Chapter Dinner (Matthys)**

The Chapter Dinner is full at 50 people registered. Unfortunately, there are at least 15 people that wanted to attend but could not register because the dinner was at capacity. The officers discussed if the chapter should offer an alternative or if the restaurant has space elsewhere to accommodate the 15 people. Sue Mason was one of those unable to register and asked for the list of those who were not attending. The officers agreed no refunds for anyone that does not attend the dinner, but people can switch with someone who was unable to register.

**ACTION:** Pat will send the list of chapter dinner registrants to the officers.

**ACTION:** Russ will contact the restaurant and make a reservation for 15 or 20 in the main restaurant to accommodate the group. He will ask if the group can be offered the same arrangement at \$50 each or if they would have to order off the menu and the chapter would not pay.

**ACTION:** Russ will let the officers know what options are available and discuss again at that time.

## 6. Topgolf (Grothaus)

Topgolf is the activity planned for Thursday evening of the Fall Conference again this year. The Membership Committee was able to increase the numbers to 100 people (60 golfers (full event) and 40 nongolfers (appetizers only). This activity was not planned for during the budget discussion and will cost the chapter about \$3,500, depending on how the registration fees are set. A down payment of about \$3,500 was required to hold the space. Jeannine recommended having one of the committee members or Amy prepare a memo for the Executive Committee to ratify the action at the August 21 meeting. The officers discussed if the Fall Conference Thursday activity is the Membership and Special Events Committee or Conference Planning Committee responsibility to budget for in the future. Jeannine recalls the Thursday evening activity traditionally has been the responsibility of the Membership and Special Events Committee. The connection missing is a liaison between both the Membership and Special Events and Conference Planning committees to help with communication and planning the Thursday evening activity. Kristin added this is a special membership event and believes the invitation should go to all chapter member and not just conference attendees.

**ACTION:** Amy will prepare the memo for the officers to review and present to the Executive Committee for ratification on August 21.

**ACTION:** Amy will include a request the Membership Committee to budget for the activity in the 2020-21 budget and to appoint a liaison to be on both Conference Planning and the Membership committees for this event.

Last year, the registration fees were \$50 for full event attendees and \$15 for appetizers only. Attendees registered through the chapter website. Amy wondered if the officers wanted to weigh in on what the cost should be to help recoup some of the funds. Russ suggested the committee make the recommendation for final approval by the Executive Committee. Kristin thought the chapter subsidized the food and not the golf last year.

**ACTION:** Amy will check with Mitch Hoeft on how the amounts were decided on last year.

## 7. Fall Conference Fundraiser – Success Beyond the Classroom (SBC) or “Future City” at Science Museum (Matthys)

The Public Awareness Committee talked about what charity to highlight at the Fall Conference. SBC has been the charity in the last few years and Toys for Tots was the highlighted charity before SBC. Amy also recommended collecting funds to put towards the chapter’s scholarship program. Kristin added Raise Our Grade, MN would be another suggestion. Russ has scheduled a meeting with the Science Museum on August 28 from 2 to 3 p.m. to discuss the Future City display. He asked if the chapter should start promoting the Future City idea by fundraising at this year’s Fall Conference or wait until next year when more information is available.

After discussion, the officers agreed to wait to promote the Future City idea after more information is gained from the Science Museum. Russ thought having some visuals for members to envision the display would generate interest and help with fundraising.

**ACTION:** The officers agreed with promoting Success Beyond the Classroom again at the Fall Conference.

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

### a. August

- 1) Order sponsor board presentation for 2019 PWX (Pat)  
Instead of a sponsor board, placemats may be more appropriate for the Chapter Dinner (for transport purposes). Since it is a sit-down dinner, the placemats would work well. A poster board would work for a happy hour arrangement.  
**ACTION:** Amy has a contact to get information.
- 2) Nominating Committee – attend and record minutes (Pat)
- 3) Line2 renewal (\$149.50 – due 8/17/19) (Pat)
- 4) Attend Nominating Committee and provide input (Officers)
- 5) Attend Council of Chapters Semi-annual meeting at PWX (Jeannine/Kristin)
- 6) Preside over Chapter Dinner (Russ)

- b. September
  - 1) Local Awards submittal-coordinate with Awards Committee (Pat)
  - 2) Coordinate E-vote process (bios, ElectionsOnline ballot, email notices) (Pat)
  - 3) Fall Expo booth (10/2-3) – find 2 people to man booth (Amy)
  - 4) President’s message (Amy)

**9. Next Executive Committee Meeting: Aug. 21, 2019 (Grothaus)**

- a. Emerging Leaders Academy (Grothaus)
- b. Alternate Delegate Criteria (Grothaus)
- c. Nominating Committee report (Asher)
- d. Proposed Bylaws Amendment (Asher)

**10. Upcoming Website Articles\***

- a. August
  - 1) Sponsor article (Mark Rehder/Nate Will/Jacqueline Thompson)
  - 2) Member Spotlight (Charles Howley)
- b. September
  - 1) Sponsor article (Mark Rehder/Nate Will/Jacqueline Thompson)
  - 2) President’s message (Amy)
  - 3) Public Works article/photo (Paul Coone/Riley Dvorak)

Social Media

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

**11. Other**

- The Raise Our Grade, MN subcommittee met to discuss next steps.
  - A media push day is planned for mid-September. Associated with the media push, the subcommittee suggested the chapter president or delegate would be appropriate to represent the chapter.
  - Volunteers will be at the STEM booth, along with other chapter volunteers, with a Raise Our Grade, MN banner. Volunteers will have giveaways. T-shirts are also going to be ordered for the volunteers. One of the subcommittee members, Michelle Stockness, suggested the Water Bar as an additional location if possible. Ideally, Kristin would like the ROG banners and volunteers at both locations. MCES is sponsoring the Water Bar on August 22, opening day of State Fair, and have invited AWWA and APWA to help staff it.
  - Two ROG banners were originally ordered for the Spring Conference. Russ gave one of the ROG banners to John Rodeberg but doesn’t know what happened to the second banner.
  - Russ added all the banners need to be updated with the message the chapter wants to communicate about public works.

**ACTION:** Jeannine will think about taking on the ROG media representative and discuss with folks at MCES about any conflicts this role would present.

**ACTION:** Jeannine will check with the MCES staff coordinating the Water Bar effort to see if space is available for the ROG volunteers and banner.

**ACTION:** Russ will check with STEM folks to confirm there will be no conflict with the ROG banner and volunteers as part of the STEM booth.

**ACTION:** Russ will see if there any additional free fair passes to share.

**ACTION:** Russ will get the pins, remaining t-shirts and banner stands to Kristin.

**ACTION:** Kristin will talk to Scott Barsuhn about ordering more t-shirts for the volunteers and the subcommittee will order more ROG banners.
- Russ will be on vacation from August 19-26 and will not be at the August 21 Executive Committee meeting.
- Bylaws amendment. An additional change will be made to the bylaws regarding the election timeline:
  - **Article XIV – Election of Officers and Directors, Section 1:** The Nominating Committee shall report the names of its nominees for each office standing election to

the Executive Committee by September 15 or a minimum of 30 days ~~60 days~~ prior to the date of the election or distribution of ballots by the Executive Committee.

- Fall Conference exhibitor space. Russ reported the exhibit arrangement will be similar to last year and limited to the 35 Platinum and Gold sponsors. A new sponsorship was received from Henning Professional Services and Russ is proposing to station this sponsor in the hallway across from the entrance because the exhibit space is full. The Conference Committee discussed reducing the booth size, but the consultants did not want to go smaller. **ACTION:** Amy will send Russ and Pat the exhibit layout from last year where the booth dropped from 8 feet to 6 feet.

## 12. Adjourn

The conference call adjourned at 9:41 a.m.