EXECUTIVE COMMITTEE MEETING
September 9, 2015

MINUTES

In attendance: Bob Cockriel, Sue Mason, Chris Petree, John Rodeberg, Lee Gustafson, Angela Popenhagen, Beth Engum, Monica Heil, Russ Matthys, Marcus Thomas, Bert Tracy, Michael Thompson, Alyson Fauske, and Mitchell Hoeft

Pat Schutrop, Chapter Assistant and Recorder

1. CALL TO ORDER
   President Cockriel called the meeting to order at 12:27 p.m.

2. PRESIDENT’S REPORT (Bob Cockriel)
   A. Chapter Member Retention Recognition
      The Minnesota Chapter received a letter of recognition from APWA for its success in membership retention in 2015.

3. SECRETARY/TREASURER’S REPORT (Chris Petree/Lee Gustafson, Deputy Treasurer)
   A. Minutes of August 7, 2015 Officers Conference Call
      The minutes for the August 7, 2015 conference call were received and filed.

   B. Minutes of August 12, 2015 Executive Committee Meeting
      The minutes for August 12, 2015 Executive Committee meeting were presented for approval.

      MOVED by Michael Thompson and seconded by Mitchell Hoeft to approve the minutes of the August 12, 2015 Executive Committee meeting as presented. Motion carried.

   C. Financial Reports (Lee Gustafson)
      i. Merrill Lynch fund balance:
         • For months ending July 31, 2015: $135,016.97
         • For months ending August 31, 2015: $130,231.84

      ii. The MN Chapter Statement of Financial Position:
         • For months ending August 31, 2015: $40,407

      MOVED by John Rodeberg and seconded by Bert Tracy to approve the MN Chapter financial report for months ending August 31, 2015. Motion carried.

   D. Draft 2016 Budget
      Deputy Treasurer Gustafson discussed the following in the draft budget:

      Revenues
      • The revenue projected for 2016 is $133,300.
      • The estimated number attending 2016 Chapter dinner will change from 150 to 250 @ $40/person (minus subsidy) increasing the revenues from $6,000 to $10,000.

      Expenses
      • Board travel for president and committees will change from $2,800 to $5,000.
      • Stem Day will change to $300 in 2015 and $500 for 2016.
      • 2016 Chapter dinner will be adjusted to $17,500 for 250 attendees versus 150 attendees.
• UUCIS will increase to $13,000 for facilitation cost.
• Web editor will decrease to $2,500 from $4,000.
• Summer golf event will be held in 2016 and $300 is budgeted for printing, etc.
• Summer golf event awards and prizes will be budgeted at $1,600.
• Emerging Leaders Academy will not be spent in 2015, and will move to 2016.
• No budget assigned to Educational Grants because the procedure is not in place in order to award grants in 2016. The Executive Committee recommends budgeting $2,000 for Educational Grants for 2016 in the event the process is developed.
• The 2016 Congress has its own checking account and therefore all line items related to the 2016 Congress will be eliminated with the exception of a small amount for miscellaneous administrative expenses. Popenhagen added there has been discussion about ordering Chapter pins and should the Chapter and the 2016 Congress budget share that purchase. This will be discussed at another time.

The Chapter has done great work over the years with the development of the website, well-attended conferences, etc. giving the Chapter good financial position looking forward. Sue Mason would like to discuss the idea of putting more funding in scholarships and outreach ideas in respect to the Chapter’s mission of education and outreach. Cockriel suggested this would be a good topic to discuss at the year-end meeting when the new directors are onboard.

4. VICE PRESIDENT’S REPORT (Sue Mason)

A. 2015 Congress Recap (Mason)

The Minnesota booth turned out to be a good place to congregate for members and visitors. The Chapter had 76 people attend the Chapter dinner at a cost to the Chapter of about $1,500. The Awards Reception was held at the Sheraton Hotel and the circular layout and space was ideal for guests to mingle. Phoenix reported about 1,500 full-time registrants attended the congress which seemed low. The Phoenix Convention Center was a great venue for the event and good space for the exhibitors. One comment received from a spouse was there was no formal program for spouses. Minnesota will have to offer a good selection of things to do for spouses/guests. Popenhagen said the Congress Planning Committee is already working on this for 2016.

5. PAST PRESIDENT’S REPORT (John Rodeberg)

A. Nominating Committee

Past President Rodeberg presented the following Nominating Committee’s slate of candidates for approval:

<table>
<thead>
<tr>
<th>Position</th>
<th>Candidate 1</th>
<th>Candidate 2</th>
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<tbody>
<tr>
<td>Secretary/Treasurer</td>
<td>Beth Engum</td>
<td>Kirstin Asher</td>
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<tr>
<td>Director-Consultant</td>
<td>Andy Brotzler</td>
<td>Jon Horn</td>
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<tr>
<td>Director-Outstate</td>
<td>Kent Exner</td>
<td>Reid Wronski</td>
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<tr>
<td>Director-DPW/City Engineer</td>
<td>Steve Albrecht</td>
<td>John Mazzitello</td>
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<tr>
<td>Director-State/County</td>
<td>Bridget Reif</td>
<td>Dan Fick</td>
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MOVED by Sue Mason and seconded by Marcus Thomas to approve the slate of candidates as recommended by the Nominating Committee for the 2015 elections. Motion carried.

6. COUNCIL OF CHAPTERS (Angela Popenhagen)

A. Delegate’s Report

• The Council of Chapters met during the Arizona Congress. The delegates are now assigned to committees. There are nine different committees and Popenhagen said a lot of work is being done by the committees (such as reworking the criteria for the PACE award, membership outreach, etc.). The committees are looking for volunteers
to work with the delegates. Members do not have to be a delegate to participate on the committees. Popenhagen will forward the information to the Executive Committee.

B. 2016 Congress Update

- The 2015 Arizona Chapter debriefing meeting was helpful for the Congress Planning Committee members who attended. The official kickoff meeting with APWA national congress planning staff is Wednesday, September 23, at the Minneapolis Convention Center. Committee chairs will be scheduled throughout the day. Executive Committee members interested in attending should contact Popenhagen.

C. History Committee: Dave Hutton, Chair – no report.

7. DIRECTOR/COMMITTEE CHAIR REPORTS

B. State/County Director: Beth Engum

i. Membership & Special Events Committee - Jason Sprague/Mark Kasma, Co-Chairs

a. Committee Report

- The History Committee was thinking of sponsoring a technical tour of the Old Cedar Bridge, but decided to delay until next spring or summer when work is more advanced.
- The Young Professionals (YP) Canterbury event co-hosted with AWWA was a success. Good connections were made with AWWA members and the YPs would like to do one or two of these co-host events throughout the year.
- Cockriel reported the Met Council has a large relining project going on in Bloomington (putting in 36- and 42-inch liners) that might be a possibility for a technical tour. Aspects of the project that may be of interest are the impacts to traffic, road closures, significant utility bypass, etc.
- Technical tour ideas can be forwarded to the Membership Committee.
- The committee is helping with the Fall Conference onsite reception that will be called the Charity Carnival. The carnival idea came about to do something different, keep attendees onsite, and give vendors who have booths more opportunity to interact with the attendees. Engum explained one of the games planned is Minute to Win It. The goal is to buy raffle tickets to play the games and raise money for Toys for Tots. At one point, there was discussion about Chapter committees having booths at the reception; however, after rethinking the idea, it made more sense to have committee members on the floor playing the games. The Public Awareness Committee will have a booth as the drop-off location for the Toys for Tots fundraiser.

C. Outstate Director: Troy Nemmers

i. Outstate Committee - Troy Nemmers, Chair


ii. Awards Committee – Sarah Rippke, Chair

b. Committee Report

- The Chapter received five awards at the 2015 Congress.
- Information for the call for nominations for local awards is posted on the website and nominations are due by October 9.

D. Vendor/Contractor Director: Mitchell Hoeft

i. Communications Committee – Kristin Asher, Chair

a. Committee Report

- The Young Professionals group page is now up and running (under the Membership tab) on the website with information about the group, its purpose, contact information, etc.
- 2016 Congress page is on the website.
- The committee will be making a push in 2016 to get more short cover page articles about what the Chapter is doing, what’s happening with the Student Chapter, tech tours, pictures, etc. to refresh the site.
- LinkedIn, Facebook and Twitter are still in development.
• President Cockriel received information from Shelly Pederson who was contacted by the Works Museum about a Girl Time Fair it is hosting at the end of September. Shelly has been asked to present at the fair. Cockriel asked if this is something to offer Chapter female Student Chapter or Young Professional members to participate in as representatives of the APWA Minnesota Chapter in 2016. The Works Museum also asked for $250 donation and this may be something to budget in 2016. It would also be a good outreach opportunity to get members involved and offer an opportunity to use the Chapter’s booth. Mitchell Hoeft said it might make sense that the Student Chapter budget be the place to cover the donation in 2016. The Works Museum is similar in mission as GetStem in reaching the young people and offering educational opportunities.

E. Manager/Engineer Director: Michael Thompson
   i. Environment and Sustainability (E&S) Committee – Michael Thompson, Chair
      a. Committee Report
         • The volunteer cleanup event around Lake Hiawatha and Lake Nokomis with Minnehaha Creek Watershed District was well organized and about 12 APWA people participated. Ideas for a cleanup event for 2016 can be sent to any of the E&S committee members.
         • The final meeting of the Master Water Supply Plan Community Technical Work Group with the Metropolitan Council was held on September 8. The technical work group folks and the Met Council are at a point now where they can support the direction of the plan. The State Legislature set up a technical advisory committee reporting to the Metropolitan Area Water Supply Advisory Committee (MAWSAC) and it has been recommended that TAC include technical representation from APWA, CEAM and AWWA. The Minnesota Department of Natural Resources, Minnesota Department of Health and the Met Council are now working cooperatively on this water resource and water planning process. As a result of the involvement by APWA, CEAM and AWWA relationships have been built to improve the process.
         • Advocacy issues or other items can be forwarded to the E&S Committee.

F. Superintendent Director: Bert Tracy
   i. Education & Training (E&T) Committee – Andy Brotzler, Chair; Monica Heil, Vice Chair
      a. Committee Report
         • UUCIS: Registrations are open for both Bloomington site and St. Cloud web-based site. Tracy will get information out to the SUSA and AWWA groups soliciting students to sign up for the program.
         • SEH has submitted its professional services agreement in the amount of $13,000 to provide facilitation services for the 2015-2016 UUCIS program.

MOVED by Chris Petree and seconded by Bert Tracy to approve the contract with SEH in the amount of $13,000. Motion carried. Sue Mason and John Rodeberg abstained.

   • The brochure for the Fall Workshop and Conference will be coming out soon. Speakers have been confirmed for the workshop. The writing workshop will also be offered.
   • The Public Works Executive Fellowship needs 10 students and 8 have signed up. If 10 students are not signed up by the deadline, the first session may be delayed until October to allow time to recruit additional students.
   • Currently, 15 students have signed up for the Leadership Academy.
   • Dave Hutton, History Committee Chair, requested $1,200 to purchase books for the Public Works Certificate program at North Hennepin. This expenditure has been approved by the Chapter in the past. Tracy added that MSSA could help with this expenditure.

G. Consultant Director: Marcus Thomas
   i. Diversity Committee – Alyson Fauske, Chair
H. City Engineer/DPW Director: Russ Matthys
   i. Public Awareness Committee (PAC) - Kevin Kielb, Chair
      a. Committee Report
         • STEM Day at the State Fair was a great success and many volunteers participated. Washington County donated the use of its roundabout model with remote cars. Good connections were made with organizations such as with PBS’s SciGirls. This organization is looking for young, female, non-white engineers to donate time with young girls to educate them about STEM. There also were connections to expo-type fairs with public school teachers that use GetSTEM.com. Teachers from charter and private schools may be group to reach out to through GetSTEM. Matthys also reported the format for STEM Day will change next year.
         • Matthys was contacted by Success Beyond the Classroom, a nonprofit organization that is part of the support system for Future Cities Competition. Many members have volunteered as mentors and judges. This organization works with 6th through 8th graders. The City Engineers Association is a sponsor of the program. Future Cities is doing a fundraiser called Moonlight Golf and they asked if the Chapter was interested in sponsoring a hole. Since the event is scheduled at the end of September, Matthys declined the invitation to sponsor this year. After discussion, the Executive Committee agreed to go ahead and sponsor a hole this year.

         MOVED by Bert Tracy and seconded by Russ Matthys to sponsor a hole in the amount not to exceed $250 in the Future Cities Moonlight Golf event. Motion carried.

         • Matthys received a request from Day at the Beach, a day camp for underprivileged kids that is looking for a STEM-type thing to do for the day camp. Matthys has participated in the past. They are looking for engineers to teach and encourage the students. Time commitment would be 2 to 3 hours. Matthys is looking for this as a potential outreach in 2016. Matthys will bring this up again in 2016. He would like to see the Chapter develop some kind of packet or presentation kit to use for these types of outreach opportunities.

I. Conference Planning: Jupe Hale/Sue Mason, Co-Chairs
   i. Committee Report
      • The brochure is being finalized now. The keynote speaker is the founder of Brave New Workshop, John Sweeney. On Friday, Chris Farrell, MPR Economics Commentator and columnists for the Bloomberg Business Week and the Minneapolis Star Tribune, will be the keynote speaker.

J. Volunteer Coordinator Report: Beth Engum
   • Most people interested in volunteering are asking to be involved in the 2016 Congress planning. Engum will check in with the congress committee chairs for their needs.
   • Committees with routine needs such as requests for new members, etc. should contact Engum.

8. OLD BUSINESS
   None.

9. NEW BUSINESS
   None.

10. ADJOURNMENT
    President Cockriel adjourned the meeting at 1:54 p.m.

APWA-MN Chapter’s Mission: To advance the theory and practice of the design, construction, maintenance, administration, and operation of public works facilities and services.

Dated: October 7, 2015

Respectfully submitted,

Chris Petree
APWA-MN Chapter Secretary/Treasurer