Executive Committee Meeting

March 11, 2020
Noon – 2:00 p.m.

Meeting Location:
Eagan Civic Arena (Mezzanine)
3870 Pilot Knob Road
Eagan, MN 55122

Agenda

1. CALL TO ORDER – **Russ Matthys**

2. PRESIDENT'S REPORT – **Russ Matthys**
   A. Proposed Revenue Increases – Memberships, Sponsorships, Conferences
   B. Banner update – Sponsor Recognition

3. SECRETARY/TREASURER'S REPORT – **Nick Egger, Secretary-Treasurer/Lee Gustafson, Deputy Treasurer**
   A. Minutes from Feb. 7, 2020 Officers Conference Call **(attached)**
   B. Minutes from Feb. 12, 2020 Executive Committee Meeting **(attached)**
      Recommendation: motion required
   C. Financial Report **(attached)**
      1. Chapter Financial Report and Deposit and Expense Report
         Recommendation: motion to reapprove required
   D. Committee Budget Requests for 2020-21 Budget
   E. DRAFT 2020 Sponsorship Levels **(attached)**

4. VICE PRESIDENT'S REPORT – **Beth Engum**
   A. Chapter Dinner update

5. PAST PRESIDENT'S REPORT – **Amy Grothaus**
   A. Government Affairs Committee (GAC) (Zach Johnson, Chair)

6. COUNCIL OF CHAPTERS REPORT – **Jeannine Clancy**
   A. Delegate's Report **(attached)**
   B. Alternate Delegate's Report (Chris Petree)
      1. MN2050 (Greg Stonehouse, Chair)
         a) Committee Report
         b) Raise Our Grade MN Subcommittee (Kristin Asher)
   C. History Committee (Dave Hutton, Chair)
      1. Review ideas and provide direction to the History Committee for the Chapters 75th Anniversary celebration in 2021 **(attached)**

7. DIRECTOR/COMMITTEE CHAIR REPORTS
   A. <u>Consultant Director: Nina Stanley</u>
      1. Diversity Committee (Ben Manibog, Chair)
         a) Committee Report

B. Director of Public Works/City Engineer Director: Jesse Struve
    1. Membership Committee (Jason Sprague and Nick Egger, Co-chairs)
        a) Committee Report

C. Manager/Engineer Director: Jupe Hale
    1. Education & Training Committee (Monica Heil, Chair; Tim Plath, Vice Chair)
        a) Committee Report **(attached)**

D. Outstate Director: Scott Jensen
    1. Outstate Committee (Chris Petree, Chair)
        a) Committee Report **(attached)**

    2. Awards Committee (Sarah Lloyd, Chair; Richard McCoy, Vice Chair)
        b) Committee Report **(attached)**

E. State/County/Regional Director: Dan Erickson
    2. Public Awareness Committee (PAC) (Chuck Schwartz, Chair; April Crockett, Vice Chair)
        a) Committee Report **(attached)**

F. Superintendent Director; Joe Wiita
    1. Environment & Sustainability Committee (Matt Huggins, Chair)
        a) Committee Report

G. Vendor/Contractor Director: Mark Rehder
    1. Communications Committee (Lydia Ener, Chair)
        a) Committee Report **(attached)**

H. Young Professionals Director: Chris LaBounty
    1. Young Professionals Committee (Alex Jordan, Chair; Eric Seaburg, Vice Chair)
        a) Committee Report **(attached)**
            1. Student Chapters

I. Conference Planning (Matt Saam, Chair; Beth Engum, Co-chair)
    1. Committee Report

J. Volunteer Coordinator Report (Eric Fosmo)

8. OLD BUSINESS

9. NEW BUSINESS

10. ADJOURNMENT

APWA-MN Executive Committee Officers
Conference Call Minutes
Friday, Feb. 7, 2020

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

Absent: Beth Engum, Vice President; Lee Gustafson, Deputy Treasurer

Conference call convened at 8:32 a.m.

1. **Jan. 3, 2020 Officers Conference Call Minutes (Matthys)**
   The Jan. 3, 2020 officers' conference call minutes were received as presented.

2. **Financial Statements (Egger/Gustafson)**
   a. Financial Statements

For months ending Jan. 31, 2020		
Opening Balance Equity (as of 7/1/2019)		**$266,855.00**
Merrill Lynch		$166,727.58
US Bank		$55,118.45
Total Current Assets		**$221,846.03**
Net Monthly Income		**($45,008.97)**
	Deposits	**Expenses**
Deposit and Expense Report (as of 02/07/2020)	$10,090.99	$16,226.25

   b. Deposit and Expense Reports
   The officers had no comments on the Deposit and Expense Report posted with information as of Feb. 7, 2020.

3. **Follow-up Correspondence to APWA/CEAM Groundwater Issues Letter to MCES (Matthys)**
   In August 2014, CEAM and APWA-MN Chapter submitted comment letters to MCES regarding the Metropolitan Area Master Water Supply Planning. As a result of the letters, MCES established a technical work group statutorily with the stakeholders that opened opportunity for communication and a platform for input. Russ was approached by Ali Elhassan, MCES Water Supply Planning, requesting some kind of follow up and asked if it would be appropriate for the chapter to respond again. Ali is concerned that people are still pointing to those letters when it comes to working with Met Council. Russ feels the chapter's relationship with MCES is strong and does not want to conclude differently.

   Jeannine said the letter was addressed to the Met Council General Manager and has not heard from her that she has requested the chapter or CEAM do anything after receipt of the letters.
   ACTION: Jeannine will follow up with the Met Council General Manager about this and let her know the chapter is interested to know if the Met Council is requesting something more from the chapter.

4. **Chapter Response Guide (Grothaus)**
In 2018, a response guide was created as a result of an employee work zone death experienced by one of the chapter's sponsors. With the recent death of John Flora, a chapter Past President, Amy asked if it would be appropriate to expand the guide to include how the chapter wants to handle death of chapter officers or retirements.
ACTION: Amy will draft language and forward to the officers to review. Once approved, it will be included in the Operations Manual.

5. **Merrill Lynch Allocation Profile Questionnaire (Egger)**
Merrill Lynch sent out a questionnaire asking for input regarding the chapter's allocation profile and the level of risk (conservative, moderate and aggressive) in making investments. The questionnaire also asks what the earliest the chapter might anticipate needing some of the assets. At the 2019 Leadership Training, APWA talked about another investment firm called, DiMeo, they were offering to chapters and, at that time, the chapter decided not to make any changes in investment companies. The officers agree the overall intent of the Merrill Lynch account is to use it to host a national event, if necessary, and the investment approach has been conservative.
ACTION: The officers affirmed the chapter will stay with Merrill Lynch and continue with the conservative investment approach investments.
ACTION: Nick will fill out the questionnaire and pass along to the officers to review prior to forwarding to the Merrill Lynch contact.

6. **Chapter's 75th Anniversary Celebration at 2021 Fall Conference (Clancy)**
The History Committee wants to start planning for the chapter's 75th anniversary and is interested in hearing from the Executive Committee as to the scope of the celebration. At a minimum, the chapter could do a birthday cake. At the 65th anniversary, Jeannine was part of the planning group and it was an evening event with dinner and entertainment. The History Committee would like some extended time at the March 11 Executive Committee meeting to brainstorm ideas so they can start planning. From that discussion, the committee will develop a budget for the Executive Committee's consideration.
ACTION: The officers agree the celebration should be more elaborate than having a cake.
ACTION: Jeannine will talk to Dave Hutton and request the History Committee to come to the March 11 meeting with some ideas to generate feedback from the Executive Committee.

7. **Asset Management – APWA-MN Role (Matthys)**
Russ met with Brad Henry to discuss his involvement with the Institute for Asset Management (IAM) and his thoughts about the chapter establishing an asset management committee. Brad indicated he is willing to chair the committee if the chapter decides to establish one. IAM has a diverse membership and the IAM chapter is representing various industries. Jeannine added she would like to see the chapter have an asset management committee that is a public works-focused committee. Amy agrees with the chapter having a local committee and pointed out that asset management is one of APWA's five key trends for 2020. Jeannine suggested having a co-chair, perhaps Ross Bintner, as a practitioner co-chair.
ACTION: Russ will follow up with Brad and Ross.
ACTION: Russ will recommend approval to formally establish an Asset Management Committee at the Feb. 12 Executive Committee meeting.

8. **Equity – APWA-MN Role (Matthys)**
Russ was approached by a local firm encouraging support of equity in public works endeavors. Attending the last few MN2050 meetings were some people representing equity groups advocating for lower income communities and stated there is a direct correlation between lower income neighborhoods having more of a need for infrastructure improvements. They believe public works has a role in establishing or supporting equity in these neighborhoods. Russ asked how the chapter can respond. He believes this is touching on more than what the chapter's Diversity Committee addresses. Russ said the city of Eagan does not see any areas given preferential treatment and all city projects are approached impartially.

Nick added his experience working at the city of Hastings has been similar in how projects are approached. Jeannine said equity is a big topic. She suggested ways the chapter could work on are how to advance minority contracting in the region and how to make public works more respectable

with people of different backgrounds. It would be a deliberate and collaborative effort. A good model is what WSB is doing to diversify its workforce by bringing in people to train that might be future surveyors or construction people.

The Diversity Committee would be the logical group to look into equity issues in the workforce and how to advance equity in public works. Jeannine suggested possibly educating the members with the diversity topics everyone is dealing with and charge the Diversity Committee with identifying some of the case studies to communicate with the membership. Also consider a conference topic developed for a future conference.

Chris added the city of Rochester participated in GARE (Government Alliance on Race and Equity) and has an active group. Most cities have similar groups and would be good resources.
ACTION: Russ will talk to Matt Saam to consider equity topic for a future conference.

9. Science Museum Update (Matthys)

The Science Museum of Minnesota (SMM) sent a supporting sponsor letter agreement to the chapter for the Civil Engineering Day and Women in Science and Engineering Day.

In addition, the SMM is still planning to have the chapter work with them on the backyard projects. The SMM is currently working with an organization who will be storing bare-root trees in the backyard on a temporary basis to do some climate change testing and comparison testing on trees native to this area versus trees native to southeast Minnesota and trees grown along the Mississippi River in Iowa.

10. Review Task List (Matthys)*

a. <u>February</u>
   1) Public Works Week Proclamation: contact Governor's office to request (Russ/Pat)
      Note: Chapter Assistant will forward form, proclamation, and letter to President to forward to Governor's administrative contact and copy April Crockett, MnDOT, on email.
      ACTION: Pat is waiting for the proclamation language to be published by APWA in order to fill out the required form on Governor Walz's website.
   2) Review sponsor levels for 2020 sponsor campaign (Membership Committee/Russ)
      Nick said the Membership & Events Committee discussed the sponsor levels for 2020. The Membership & Events Committee will recommend a $25 increase in each sponsor level for the Executive Committee to approve at the Feb. 12 meeting.
      POST-MEETING NOTE: The Membership & Events Committee are reconsidering what the sponsor increases will be in 2020.
   3) Chapter Dinner location search (Beth)
   4) Solicitation for YP PWX Stipend (Beth) [COMPLETED)

b. <u>March</u>
   1) National award submittals – due March 2 (Pat/Awards Committee)
   2) PO Box renewal due March 31 ($234) (Pat)
   3) Solicit committees for budget needs for upcoming budget cycle (Nick/Gustafson/Pat)
   4) Review bylaws for chapter compliance (Nick)

11. Next Executive Committee Meeting: Feb. 12, 2020 (Matthys)

12. Upcoming Website Articles*

a. <u>February</u>
   1) Sponsor article (Mark Rehder/Jacqueline Thompson)
   2) Student Chapter article (Alex Miller)
   3) Public Works article/photo (Riley Dvorak)

b. <u>March</u>
   1) President's Message (Matthys)
   2) Sponsor article (Mark Rehder/Jacqueline Thompson)

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

13. Other

- The chapter nominated Kevin Schlangen to the APWA 2020 Public Fleet Hall of Fame. Chris Petree wrote the recommendation and Pat submitted the application.

14. Adjourn

The conference call adjourned at 9:26 a.m.

EXECUTIVE COMMITTEE MEETING
Feb. 12, 2020

MINUTES

In attendance: Russ Matthys, Nick Egger, Amy Grothaus, Chris Petree, Lee Gustafson, Kristin Asher, Lydia Ener, Dan Erickson, Eric Fosmo, Zach Johnson, Alex Jordan, Chris LaBounty, Richard McCoy, Tim Plath, Mark Rehder, Matt Saam, Nina Stanley and Jesse Struve

Pat Schutrop, Chapter Assistant and Recorder

1. CALL TO ORDER
President Matthys called the meeting to order at 12:02 p.m.

2. PRESIDENT'S REPORT (Russ Matthys)

A. Asset Management Committee – Consider Establishing
The officers discussed establishing an asset management committee during its Feb. 7 conference call and recognize it as a benefit to the chapter members. APWA has a national Asset Management Committee. Looking at the organization chart, it could make sense to have the director to the Education & Training Committee serve as liaison to the committee. Russ did approach Jupe Hale about the idea of the E&T Committee liaison aligning with the Asset Management Committee.

The committee will focus on public works activities (i.e., tracking utilities, buildings, cars, trucks, every piece of equipment used for public works operations) and dialogue with the national APWA Asset Management Committee.

The Institute of Asset Management (IAM) is an organization that a number of public works folks have been involved in, but the chapter committee would be separate. Matthys talked to Brad Henry, who is involved in IAM, and he would be interested in participating in a chapter-led committee. If the Executive Committee agrees with establishing an Asset Management Committee, a chair and co-chair will need to be identified and the mission and responsibilities will need to be developed. Matthys said Brad offered to talk to Ross Bintner to discuss interest in chairing/co-chairing the committee.
MOVED BY Russ Matthys and seconded by Chris Petree to establish an Asset Management Committee with the intent to vet the role and responsibilities of the committee as well as identify a chair/co-chair and committee director liaison. Motion carried.

B. Equity – Consider Chapter Role
President Matthys attended a MN2050 meeting several months ago and a group representing Growth and Justice attended and introduced the MN Equity Blueprint. Their perspective is equity and infrastructure have a direct correlation in lower income neighborhoods, and the quality and condition of the infrastructure is tied to the social economic standing of the neighborhood. Matthys was approached by a member who stated the chapter could play a bigger role in equity in everything it does. From his perspective, Matthys sees the role of the chapter's Diversity Committee as addressing diversity in the workforce, membership, and reaching out to ethnic groups. The equity issue is different.

Asher said the MN Equity Blueprint is coming out of the Growth and Justice group and the blueprint is set to be released Feb. 27. Tom Eggum has been helping to write the blueprint. She added it is about investing across Minnesota for prosperity for everyone.

Is this something the chapter wants to get involved in and, if so, what would the chapter's role be defined as. Lydia Ener believes it falls within the Diversity Committee mission statement because organizations can't expect to get a diverse workforce without equitably addressing all groups. A big part of that is not so much

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equal distribution but equitably making sure we promote public works as a potential career opportunity for everyone and not necessarily for individuals with a college degree. Matthys added STEM reaches out to individuals focusing on college and the outreach at the Science Museum is broader. Ener suggested adding some equitability language to its goals and reframe what the Diversity Committee is working on.

Nina Stanley agreed adding equitability language to the Diversity Committee's goals, but does not feel it meets the transportation deficit in lower income neighborhoods. She is not sure how the chapter could address that as a whole other than educating inequality in neighborhoods through conference topics, etc.

Matthys asked again if equity in public works is something the chapter should tackle, is this something the members should be involved in and, if so, should the mission of the Diversity Committee be rewritten, or should a new committee be established.

Alex Jordan added infrastructure is only one component of the report of the Growth & Justice organization. Another part of their message is the need to make modes of transportation available to lower income neighborhoods so they can travel to from where they live to where they work to better their situation and asking cities and the state to support infrastructure improvements to better their economic growth and development. In addition, they also target older businesses who might have aging infrastructure and not have access to transportation systems to build their businesses. All are interconnected and APWA can play an important role in how to add equity in the forefront of its planning by presenting the topic at conferences. Tom Eggum is a great resource for the chapter and his relationship with the Growth and Justice organization can help all parties work together.

Jesse Struve suggested the chapter discuss the equity topic again after the MN Equity Blueprint has been published and the members have had an opportunity to read through it and see how equity is framed in the report. Matthys suggested when the blueprint report is published, it will be shared with the Executive Committee.

3. SECRETARY/TREASURER'S REPORT (Nick Egger, Secretary/Treasurer; and Lee Gustafson, Deputy Treasurer)

A. Minutes of Jan. 3, 2020 Officers Conference Call
Provided for information purposes. No comments were received.

B. Minutes from Jan. 8, 2020 Executive Committee Meeting
MOVED by Amy Grothaus and seconded by Nina Stanley to approve the minutes of the Jan. 8, 2020 Executive Committee meeting. Motion carried.

C. Financial Report

i. Financial Statements

Deputy Treasurer Gustafson discussed the chapter's current financial position. Gustafson, Egger and the Chapter Assistant met prior to the meeting to inform Egger about the budget and audit reports, and assess the chapter's financial position and what revenues are yet to come in before June 30. The largest revenues yet to be received are the Fall Conference royalties (approximately $30,000), chapter rebates and dues, and sponsorships. As a result of the pre-meeting, the following two improvements will be put in place:

(1) Annually, in January/February, the Chapter Assistant will contact the University of Minnesota and request an estimate of the previous year's Fall Conference royalties. This will be added to the officers' task list.

(2) The Chapter Assistant will create a living document with revenue and expense account codes, add the committee budget comments associated with the account codes and include expenses (estimated), if possible, to specific accounts.

NOTE: Gustafson is willing to help with the 2020-21 budget and then resign as Deputy Treasurer on June 30.

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Total Current Assets		**$221,846.03**
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	Deposits	**Expenses**
Deposit and Expense Report (February 2020)	$10,090.99	$16,226.25

MOVED by Jesse Struve and seconded by Chris LaBounty to approve the financial statements for months ending Jan. 31, 2020 and the February 2020 Deposit and Expense Report. Motion carried.

4. VICE PRESIDENT'S REPORT (Beth Engum) – President Matthys presented the report in Engum's absence

A. 2020 Chapter Dinner

Vice President Engum is looking into a riverboat cruise for the chapter dinner on the Riverboat City of New Orleans. It is convenient and within walking distance of the hotels. The riverboat offers a number of food and entertainment options. More information to come.

5. PAST PRESIDENT'S REPORT (Amy Grothaus)

A. Operations Manual Update

The Operations Manual is almost complete with a few outstanding items needed to finalize the document. Once finalized, it will be posted on the chapter's website.

B. Government Affairs Committee (GAC) (Zach Johnson)

- The structure of the committee will focus on legislative policy, legislative advocacy and legislative news.
    - Legislative Policy.
        - The committee decided it needs statewide participation to help identify potential priorities, perhaps by conducting a Legislative Summit at the fall workshop and conference where participation is broader. They discussed ways to advertise the summit and think a facilitator would be helpful in engaging participation. As an outcome of the summit, the GAC would prepare a formal recommendation for the Executive Committee approval for 2021 Legislative session.
        - The Minnesota Transportation Alliance (MTA) invited the GAC to join their coalition. MTA provided a list of its members and goals for the GAC to review. The GAC liked the idea and joining would expand outreach. The MTA approved the GAC joining the coalition. The role of the GAC in the coalition will be to share stories. No financial obligation is required for the chapter to be a member of the coalition.
        - Discussed the 2020 ASCE Legislative Agenda and agree it is in line with the GAC's objectives and, in general, supports of the agenda. President Matthys intends to attend the Legislative Day as an indicator of the chapter's support.
        - Reviewed LMC 2020 city and legislative policies.
    - Legislative Advocacy
        - Focused on the development of the education materials and PowerPoints focusing on the who, what and why from a personal perspective. The GAC is looking for stories and photos from the chapter members.
        - Developing a calendar of events.
    - Legislative News
        - Following the progress of the MN Statute 216D revisions.
        - Following the progress of the MS4 permit.

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6. COUNCIL OF CHAPTERS REPORT (Jeannine Clancy)

A. Delegate's Report

- The Council of Chapters meet Feb. 20-22 in Kansas City. It will be a joint meeting with national technical committee members also attending. Clancy, Chris Petree, Tim Plath and Mark Ray will be attending from the MN Chapter.

B. Alternate Delegate's Report (Chris Petree)

i. MN2050 Committee (Greg Stonehouse, Chair) **– Kristin Asher gave the update in the absence of Chair Stonehouse**

a. Committee Report

- ASCE was going to have a press conference and decided again it due to funding and it will also be letting its lobbyist go. Asher added the chapter was going to partner with ASCE on the second press release for the Raise Our Grade MN campaign.
- The MN State Auditor is conducting a series of "Main Street Listening Sessions" throughout the state and Greg Stonehouse and Brad Henry attended the local sessions. Stonehouse was disappointed that infrastructure was not brought up at the metro session. Auditor Blaha mentioned the topic a couple of times but was ignored by government representatives.
- MN2050 and its partners are struggling as far as partner involvement. The group was asked to help facilitate the next steps with the Raise Our Grade MN campaign, but the response has been minimal.
- MN2050 and its partners are planning to conduct another facilitated visioning session focusing on infrastructure and asset management in March or April.
- They are also looking at another fundraising effort.
- Infrastructure is being discussed at the national level. The House democrats released an infrastructure framework calling for an investment of $760 billion over five years.

b. Raise Our Grade (ROG) MN Subcommittee (Kristin Asher, Chair)

- The initial press release did not get much response.
- A second press release is planned for distribution when either the house or senate release their bonding bill. Marc Culver is in contact with Anne Finn who will let him know when the bonding bill will be published. The second ROG press release will include content relative to the bonding bill in the hopes it will draw more attention to the campaign.
- Working on a one-page handout or postcard and a script for people to use when outreaching.
- Looking to get emails out to the membership and sponsors to share with their network.

C. History Committee (Dave Hutton, Chair) – **President Matthys gave the update in Chair Hutton's absence**

- The committee will be looking to the Executive Committee for ideas on how to celebrate the chapter's 75th anniversary in 2021. The committee will have an extended time at the March 11 Executive Committee meeting to discuss ideas.

7. DIRECTOR/COMMITTEE CHAIR REPORTS

A. Consultant Director: Nina Stanley

i. Diversity Committee (Ben Manibog, Chair)

- The committee met at the same time as the Executive Committee meeting, therefore nothing new to report.

B. Director of Public Works/City Engineer: Jesse Struve

i. Membership & Special Events Committee (Jason Sprague and Nick Egger, Co-chairs)

- Discussion at the recent meeting focused on the summer golf outing and sponsorships and what the sponsorships entail.
- Discussed how to maximize the scholarship donation and looking at some changes to the golf event.

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- Revisited the Fall Conference Thursday evening activity at Topgolf and committee members will do some additional research and report back on other options.
- March 26 – Feed My Starving Children, Coon Rapids location.
- March 12 - Technical tour of the Edina Water Treatment Facility.
- Discussing future technical tours.
- Sponsorships. The committee is looking at increasing the sponsor levels. Asher added the ROG Subcommittee discussed possible ways to raise funds for the ROG campaign and one suggestion was to offer sponsors an opportunity to include additional dollars to support the campaign.

C. Manager/Engineer Director: Jupe Hale

i. Education & Training Committee (E&T) (Monica Heil, Chair; Tim Plath, Vice Chair)

- *Water Utility Management Institute*. The chapter budgeted $1,370 to sponsor two recipients to attend the 2020 session through the Water Utility Management Institute. Registration cost is $635/attendee. The goal for the donation is to offer an opportunity for more communities to consider sending staff to the session. The institute is listed on the chapter's website as one of the education programs offered and in return for the donation, the chapter's logo is printed on the program along with other organizations.
- *Public Works Certificate Program Contract with University of Minnesota*. The current agreement ends on June 30, 2020. The new agreement is to continue the program with the University of Minnesota through June 30, 2022. The only difference from the last agreement is the increase in cost for students attending the program from $3,250 to $3,400. The class times beginning in the Fall 2020 will be from 3 to 6 p.m. to ensure adequate classroom space is available for the program. The agreement has been reviewed by APWA.
  MOVED by Amy Grothaus and seconded by Nina Stanley to approve the two-year agreement with the University of Minnesota and its facilitation of the Public Works Certificate Program on behalf of the chapter. Motion carried.

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D. Outstate Director: Scott Jensen

i. Outstate Committee (Chris Petree, Chair)

- The committee met via conference call on Feb. 3 and developed a work plan for 2020.
- Engaging the Public Awareness Committee and YP Committee with the Outstate Committee efforts.
- Focus on strategic areas of the state. The Rochester area has the largest outstate pocket of members.
- Educational opportunities and continue involvement and partner opportunities with Fall Expo, LTAP and the Minnesota Street Supervisors Association.
- Committee meeting dates are scheduled out for 2020.

ii. Awards Committee (Sarah Lloyd, Chair; Richard McCoy, Vice Chair)

- Added three new members to the committee.
- Identified potential nominees for the national awards due on March 2. The chapter will be submitting about 15 nominations for national awards.
- Nominated Kevin Schlangen for APWA's Public Fleet Hall of Fame award. Chris Petree furnished the content for the recommendation.
- Local Awards. The committee is looking at offering Public Works Projects of the Year at different levels which might enable more projects to be submitted. If the committee decides to offer different levels, they will communicate the categories to the members.

E. State/County/Regional Director: Dan Erickson

i. Public Awareness Committee (PAC) (Chuck Schwartz, Chair; April Crockett, Vice Chair)

- The Enviroscape kits were purchased. Chuck Schwartz has the kits.
- Feb. 22 – Science Museum Women in Science and Engineering event. Volunteers can contact Nina Stanley if interested.
- Feb. 29 – Science Museum Civil Engineering Day event. Volunteers can contact Chuck Schwartz if interested.
- March 12 – STEMLink at Dunwoody event.

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- Science Museum of Minnesota's (SMM) New Outdoor Space. The SMM submitted a vision and list of possible projects for its outdoor space it would be looking for sponsors to do. One of the outdoor space projects is the development of a stormwater system that captures runoff from portions of the museum's roof to demonstrate how to reduce the impacts of increasingly frequent extreme rainfalls while reducing the need to use potable water to irrigate the landscapes.

F. Superintendent Director: Joe Wiita – **GAC Chair Johnson provided the update**
   i. Environment & Sustainability (E&S) Committee (Matt Huggins, Chair)
      - MS4 General Permit. The comment letter to the MPCA from the chapter was sent on Jan. 14, 2020. No additional information to report at this time.

G. Vendor/Contractor Director: Mark Rehder
   i. Communications Committee (Lydia Ener, Chair)
      - Request for public works articles and photos is the push of the committee.
      - The committee discussed the chapter's "Who We Are" brochure and brainstormed what information to include on the brochure. The purpose of the brochure is to hand out at events and give to non-members to promote membership. Ener distributed a draft for the Executive Committee to provide feedback. At this time, the committee is hesitant to print a large amount before knowing how many will actually be used. The committee suggests printing copies in-house for this year and monitor the number of copies handed out. For tracking purposes, Ener requests members to let her know how many brochures are printed and used.

H. Young Professions Director: Chris LaBounty
   i. Young Professionals Committee (Alex Jordan, Chair; Eric Seaburg, Vice Chair)
      - Discussed topics of interest specific to YPs at future spring and fall conferences.
      - Coordinating with APWA national on the student competition. APWA is excited about the competition and helping to develop ideas and funding from APWA.
      - On Jan. 22, the YPs hosted its annual Whirlyball event at the Bloomington location.
      - The Student Chapter has a networking event on Feb. 13 at Stub and Herbs from 6 to 8 p.m.
      - Share intern opportunities with Chair Jordan and he will distribute to the students.
      - Upcoming events:
         - April 22 – joint networking event with ITE.
         - March – technical tour of Minnetonka's public works facility.
         - Summer technical tour at the MCES Minnehaha project.

I. Conference Planning (Matt Saam and Beth Engum, Co-chairs)
   - 2020 Spring Conference agenda
      - Leaning toward resiliency theme.
      - Wednesday evening: keynote speaker will be John Krisel.
      - Thursday morning: two sessions with Steve Bench and he will speak on "Overcoming Generational Differences" and "Attracting Tomorrow's Talent for Today's Leaders."
      - Thursday afternoon: service project coordinated by Chris Petree.
      - Friday morning: a state senior climatologist is the keynote.
      - The committee is looking for a speaker with a personal public works story to share. The committee reached out to APWA Executive Director Scott Grayson and APWA Emergency Management Committee Chair Mark Ray and they recommend Loni Eazell, Senior Disaster Analyst with LA County, and APWA will help pay for her expenses.
      - Look at providing an equity-type topic at future conferences.
   - The Conference Planning Committee has formed a subcommittee to investigate other locations to hold the fall conference. Saam encouraged them to stay with metro locations because the largest attendance comes from the metro. If the conference moves to outstate locations, the number of attendees may drop. Amy Grothaus said the MTA holds their conference in different locations throughout the state and would be a good resource to ask about attendance records at outstate locations versus metro area.
   - Fall Conference Call for Presentations generally sent to the members after the Spring Conference. The Chapter Assistant will send out a notice to members letting them know when the Call for Presentations will be sent and to start thinking about topics to present at the Fall Conference.

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- 2019 Survey Results of Spring/Fall Conferences and Summer Golf Outing
    - Saam highlighted some of the negative comments not typically received on the after-conference surveys regarding the spring and fall conferences. He will share the survey results with the Conference Planning Committee.
        - Spring Conference
            - Party atmosphere and not comfortable attending.
            - More like R/R.
            - Hard for agencies to justify sending folks.
            - Not in the APWA clique, I don't feel welcome.
            - Important to not just do metro stuff.
            - Doesn't go anymore because of inappropriate innuendos from some males.
        - Fall Conference
            - Venue. Place is a dump.
            - Need new location, more space.
            - Switch up after events every couple of years.
            - Feels a lot like CEAM.
        - Summer Golf Outing
            - Make it easier to sign up and play.
            - Opportunities for non-golfers to attend.
            - End before-dinner prayer.

J. Volunteer Coordinator Report (Eric Fosmo) – No report

- Recently filled a number of committee openings.
- Created a tracking spreadsheet of each committee expressing a need and labeled if volunteer was public or private sector employee. Fosmo will send the spreadsheet to all the committee chairs to verify the information and the number of committee members on each committee.
- Created step-by-step instructions for the Signup Genius that will also be sent out along with the spreadsheet.
- Chapter banners. Fosmo is the keeper of the chapter banners (including the felt banners). Chuck Schwartz has the Enviroscape kits. Fosmo will check to see if he has room to store the five Enviroscape kits. Asher has the ROG banners.

8. OLD BUSINESS
No old business.

9. NEW BUSINESS
No new business.

10. ADJOURNMENT
President Matthys adjourned the meeting at 2:03 p.m.

APWA-MN Chapter's Mission: *Support those who design, operate, improve and maintain public works and infrastructure through advocacy, education and member engagement.*

Dated: March 11, 2020

Respectfully submitted,

Nick Egger
APWA-MN Chapter Secretary/Treasurer

DRAFT

APWA-Minnesota Chapter
Balance Sheet
As of February 29, 2020

	Total
ASSETS	
Current Assets	
Bank Accounts	
160 Merrill Lynch Investment	160,002.36
Checking	58,703.69
Total Bank Accounts	**$ 218,706.05**
Total Current Assets	**$ 218,706.05**
TOTAL ASSETS	**$ 218,706.05**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	0.00
Total Current Liabilities	**$ 0.00**
Total Liabilities	**$ 0.00**
Equity	
Opening Balance as of 7/1/2019	266,855.00
Net Monthly Income	-48,148.95
Total Equity	**$ 218,706.05**
TOTAL LIABILITIES AND EQUITY	**$ 218,706.05**

APWA-Minnesota Chapter

BUDGET VS. ACTUALS: FY2019-20 ANNUAL BUDGET - FY20 P&L

July 2019 - June 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
400 Unrealized Gain (Loss) from Investment Accounts	-2,819.66		-2,819.66	
404 Registration Fees-Educational Event/Social Event (Non-Fundraising Events)				
404.1 Registration Fees-Tech Tours	880.00		880.00	
404.2 Registration Fees-UUIS	21,735.00	16,000.00	5,735.00	135.84 %
404.3 Education Events/Misc.	3,595.00		3,595.00	
Total 404 Registration Fees-Educational Event/Social Event (Non-Fundraising Events)	**26,210.00**	**16,000.00**	**10,210.00**	**163.81 %**
435 Membership Dues	17,927.46	46,000.00	-28,072.54	38.97 %
460 Interest Income	-7,473.45		-7,473.45	
462 Realized Gain (Loss) from Investment Accounts	12,138.57		12,138.57	
463 Rebates	23,275.63	12,000.00	11,275.63	193.96 %
465 Miscellaneous Income (Should not exceed $2500)	130.00	2,000.00	-1,870.00	6.50 %
465.1 Misc-Chapter Dinner Reimbursement	2,900.00	5,000.00	-2,100.00	58.00 %
465.2 Misc-Delegate Stipend from National	500.00	500.00	0.00	100.00 %
465.3 Chapter Leader Stipend from National		500.00	-500.00	
Total 465 Miscellaneous Income (Should not exceed $2500)	**3,530.00**	**8,000.00**	**-4,470.00**	**44.13 %**
480 Royalties				
480.1 Royalties-Spring Conference	15,542.83	11,000.00	4,542.83	141.30 %
480.2 Royalties-Fall Conference		20,000.00	-20,000.00	
Total 480 Royalties	**15,542.83**	**31,000.00**	**-15,457.17**	**50.14 %**
490 Sponsorships-Educational Event/Social Event	5,281.34	25,000.00	-19,718.66	21.13 %
499 Contributions from Reserve		40,510.00	-40,510.00	
Registration Fees-UUCIS	150.00		150.00	
Uncategorized Income	264.91		264.91	
Total Income	**$94,027.63**	**$178,510.00**	**$ -84,482.37**	**52.67 %**
GROSS PROFIT	**$94,027.63**	**$178,510.00**	**$ -84,482.37**	**52.67 %**
Expenses				
556 Business Travel				
556.1 Board/Delegate Travel, Chapter Officer Mileage		2,300.00	-2,300.00	
556.2 Board/Delegate Travel, HOD	617.30	1,500.00	-882.70	41.15 %
556.3 Board/President to PWX		400.00	-400.00	
556.4 Committee Chair/YP/HGE to PWX	3,224.16	3,000.00	224.16	107.47 %
Total 556 Business Travel	**3,841.46**	**7,200.00**	**-3,358.54**	**53.35 %**
600 Facility Space/Venue Rental				
600.1 Facility Cost C/SC Fees Website Hosting Fee		1,000.00	-1,000.00	
600.2 Facility Costs-State Fair/STEM Day/Fall Maint Expo/Civil Engrg Day	4,608.15	6,100.00	-1,491.85	75.54 %
Total 600 Facility Space/Venue Rental	**4,608.15**	**7,100.00**	**-2,491.85**	**64.90 %**
615 Food & Beverage-Educational Event/Social Event	252.26	800.00	-547.74	31.53 %
615.01 F/B-Board Orientation/YE Reception	1,177.02	1,000.00	177.02	117.70 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
615.02 F/B-Membership Committee	8,385.37	1,100.00	7,285.37	762.31 %
615.03 F/B-Communications Committee	153.75	400.00	-246.25	38.44 %
615.04 F/B-Audit Committee		100.00	-100.00	
615.05 F/B-Awards Committee		150.00	-150.00	
615.06 F/B-Education & Training Committee	300.04	1,000.00	-699.96	30.00 %
615.07 F/B-Environment & Sustainability Committee		550.00	-550.00	
615.08 F/B-Executive Committee	2,474.38	2,000.00	474.38	123.72 %
615.09 F/B-Planning Committee		200.00	-200.00	
615.10 F/B-Student Chapters	1,043.26	2,000.00	-956.74	52.16 %
615.11 F/B-Young Professionals	1,047.81	1,500.00	-452.19	69.85 %
615.12 F/B-Outstate Committee		250.00	-250.00	
615.13 F/B-Chapter Dinner at PWX	9,569.95	9,100.00	469.95	105.16 %
615.14 F/B-Public Awareness	853.79	500.00	353.79	170.76 %
615.15 F/B-Government Affairs Committee		500.00	-500.00	
Total 615 Food & Beverage-Educational Event/Social Event	**25,257.63**	**21,150.00**	**4,107.63**	**119.42 %**
670 Consultants and Subcontractors	1,702.95		1,702.95	
670.1 C/SC Fees-Sponsor Signage		70.00	-70.00	
670.2 C/SC Fees-Raise Our Grade MN/website hosting fee	2,396.90	5,000.00	-2,603.10	47.94 %
670.3 C/SC Fees-Website MGMT	482.91	1,500.00	-1,017.09	32.19 %
670.4 C/CS Fees-Chapter Services	65,755.67	72,000.00	-6,244.33	91.33 %
670.5 C/SC Fees-UUCIS	8,000.00	16,000.00	-8,000.00	50.00 %
670.6 C/SC Fees-Web Editor		1,500.00	-1,500.00	
Total 670 Consultants and Subcontractors	**78,338.43**	**96,070.00**	**-17,731.57**	**81.54 %**
675 Speakers & Trainers		500.00	-500.00	
700 Office Supplies	4,157.06	3,500.00	657.06	118.77 %
700.1 Office Supplies-UUCIS		100.00	-100.00	
Total 700 Office Supplies	**4,157.06**	**3,600.00**	**557.06**	**115.47 %**
705 Dues & Subscriptions				
705.1 Student Membership-U of MN Student Chapter	25.00	200.00	-175.00	12.50 %
Total 705 Dues & Subscriptions	**25.00**	**200.00**	**-175.00**	**12.50 %**
837 Printing & Production-Summer Golf Event		300.00	-300.00	
838 Printing & Production-General Marketing & Membership	1,176.27	4,500.00	-3,323.73	26.14 %
861 Conference-Awards/Recognition Plaques	475.79	1,800.00	-1,324.21	26.43 %
861.1 Awards & Door Prizes-Summer Golf Event	1,410.00	1,900.00	-490.00	74.21 %
Total 861 Conference-Awards/Recognition Plaques	**1,885.79**	**3,700.00**	**-1,814.21**	**50.97 %**
863 Cert. Pub. Fleet Prof. Scholarships (non-students)		1,500.00	-1,500.00	
863.1 Stipends-2 UUCIS Scholarships (CPII exam) (non-student)	290.00	1,500.00	-1,210.00	19.33 %
863.3 Stipend-Emerging Leaders Academy		1,500.00	-1,500.00	
Total 863 Cert. Pub. Fleet Prof. Scholarships (non-students)	**290.00**	**4,500.00**	**-4,210.00**	**6.44 %**
864 Scholarships to Students-Educational Scholarshps	20,000.00	20,000.00	0.00	100.00 %
890 Bank Service Charges	96.79	800.00	-703.21	12.10 %
898 Miscellaneous Expenses (Should not exceed $2500)		5,000.00	-5,000.00	
899 Sponsorship/Contributions-Educational Grants	2,500.00	3,890.00	-1,390.00	64.27 %
Total Expenses	**$142,176.58**	**$178,510.00**	**$ -36,333.42**	**79.65 %**
NET OPERATING INCOME	**$ -48,148.95**	**$0.00**	**$ -48,148.95**	**0.00%**

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET INCOME	**$ -48,148.95**	**$0.00**	**$ -48,148.95**	**0.00%**

APWA-Minnesota Chapter

GENERAL LEDGER

January - February, 2020

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
160 Merrill Lynch Investment							
Beginning Balance							167,475.90
01/31/2020	Deposit				462 Realized Gain (Loss) from Investment Accounts	0.02	167,475.92
01/31/2020	Expense				460 Interest Income	-748.34	166,727.58
02/28/2020	Expense				460 Interest Income	-6,725.24	160,002.34
02/28/2020	Deposit				462 Realized Gain (Loss) from Investment Accounts	0.02	160,002.36
Total for 160 Merrill Lynch Investment						**$ -7,473.54**	
Checking							
Beginning Balance							69,896.26
01/02/2020	Check	1105	Sarah Schweiger	Reimbursement for YP 1/22/2020 Whirlyball court reservation	615.11 Food & Beverage-Educational Event/Social Event:F/B-Young Professionals	-427.95	69,468.31
01/03/2020	Check	1107	Chris Petree	Reimbursement for Feb 2020 Council of Chapters travel expense	556.2 Business Travel:Board/Delegate Travel, HOD	-176.60	69,291.71
01/03/2020	Check	1106	fjorge	Jan. 2020 ROG host fee - invoice #12974	670.2 Consultants and Subcontractors:C/SC Fees-Raise Our Grade MN/website hosting fee	-199.00	69,092.71
01/06/2020	Check	1099	Chris LaBounty	Reimbursement for YP Cmte 8/8/2019 meeting	615.11 Food & Beverage-Educational Event/Social Event:F/B-Young Professionals	-99.43	68,993.28
01/09/2020	Check	1108		Dec. 2019 Mastercard Payment	-Split-	-1,339.87	67,653.41
01/10/2020	Check	1109	Ms. Patricia L Schutrop 8054957	Jan 2020 Admin Services	670.4 Consultants and Subcontractors:C/CS Fees-Chapter Services	-7,041.00	60,612.41
01/10/2020	Check	1110	Ms. Patricia L Schutrop 8054957	Dec, 2019 Admin expenses	670.4 Consultants and Subcontractors:C/CS Fees-Chapter Services	-184.60	60,427.81
01/13/2020	Check	1075	Michael Odell	Reimbursement for Student Chapter Org. Fair	615.10 Food & Beverage-Educational Event/Social Event:F/B-Student Chapters	-29.98	60,397.83
01/15/2020	Deposit				-Split-	2,650.00	63,047.83
01/27/2020	Check	1116		Reimbursement YP Whirlyball-food	615.11 Food & Beverage-Educational Event/Social Event:F/B-Young Professionals	-186.38	62,861.45
01/28/2020	Check	1111		2020 Supporting Sponsorship-Civil Engrg Day & Women in Science & Engineering Day	600.2 Facility Space/Venue Rental:Facility Costs-State Fair/STEM Day/Fall Maint Expo/Civil Engrg Day	-4,500.00	58,361.45
01/28/2020	Check	1114	fjorge	Feb. 2020 ROG host fee, invoice #13268	670.2 Consultants and Subcontractors:C/SC Fees-Raise Our Grade MN/website hosting fee	-199.00	58,162.45
01/28/2020	Check	1115	APWA	Student Chapter Membership Renewal - Joe Dunlap	705.1 Dues & Subscriptions:Student Membership-U of MN Student Chapter	-25.00	58,137.45
01/29/2020	Check	1117	Chuck Schwartz	Reimbursement for purchases	-Split-	-3,019.00	55,118.45
02/03/2020	Check	1113	APWA	CPII eligibility fee - Coby Schriever	863.1 Cert. Pub. Fleet Prof. Scholarships (non-students):Stipends-2 UUCIS Scholarships (CPII exam) (non-student)	-145.00	54,973.45
02/03/2020	Deposit				-Split-	7,440.99	62,414.44
02/10/2020	Check	1120	APWA	CPII Eligibility fee - Keena Ghazi, Met Council	863.1 Cert. Pub. Fleet Prof. Scholarships (non-students):Stipends-2 UUCIS Scholarships (CPII exam) (non-student)	-145.00	62,269.44
02/14/2020	Check	1112	Beth Engum	December 2019 Membership Cmte meeting reimbursement	615.02 Food & Beverage-Educational Event/Social Event:F/B-Membership Committee	-137.05	62,132.39
02/14/2020	Check	1124	Lydia Ener	Feb. 4, 2020 Communications Cmte meeting	615.03 Food & Beverage-Educational Event/Social Event:F/B-Communications Committee	-29.71	62,102.68
02/14/2020	Check	1123	Ms. Patricia L Schutrop 8054957	Jan. 2020 Admin expenses	670.4 Consultants and Subcontractors:C/CS Fees-Chapter Services	-100.38	62,002.30
02/14/2020	Deposit				-Split-	5,804.31	67,806.61
02/14/2020	Check	1122	Ms. Patricia L Schutrop 8054957	Feb. 2020 Admin services	670.4 Consultants and Subcontractors:C/CS Fees-Chapter Services	-7,609.00	60,197.61
02/18/2020	Check	1128	Ben Manibog	Reimbursement for Feb 2020 Diversity Cmte Mtg	615 Food & Beverage-Educational Event/Social Event	-74.20	60,123.41
02/18/2020	Check	1121			-Split-	-561.84	59,561.57
02/21/2020	Expense		PayPal	Transfer from US Bank to pay PayPal	615.02 Food & Beverage-Educational Event/Social	-70.00	59,491.57

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
				MSA Topgolf purchase dispute	Event:F/B-Membership Committee		
02/24/2020	Check	1129	Jason Sprague	Reimbursement for Feb 2020 M&E Cmte Meeting	615.02 Food & Beverage-Educational Event/Social Event:F/B-Membership Committee	-133.33	59,358.24
02/26/2020	Deposit			MSA reimbursement to Chapter for PayPal Topgolf purchase dispute-resolved	404.3 Registration Fees-Educational Event/Social Event (Non-Fundraising Events):Education Events/Misc.	70.00	59,428.24
02/27/2020	Check	1131	fjorge	March 2020 ROG host fee - invoice #13427	670.2 Consultants and Subcontractors:C/SC Fees-Raise Our Grade MN/website hosting fee	-199.00	59,229.24
02/27/2020	Check	1132	Chris Petree	Reimbursement Feb 2020 Council of Chapters meeting	556.2 Business Travel:Board/Delegate Travel, HOD	-440.70	58,788.54
02/28/2020	Check	1126	Kristin Asher	Reimbursement 2/6/2020 ROG Subcommittee meeting	670.2 Consultants and Subcontractors:C/SC Fees-Raise Our Grade MN/website hosting fee	-84.85	58,703.69
Total for Checking						**$ -11,192.57**	
Amy Grothaus							
Beginning Balance							-4,687.53
Total for Amy Grothaus							
Beth Engum							
Beginning Balance							-1,678.23
Total for Beth Engum							
Russ Matthys							
Beginning Balance							-5,501.03
Total for Russ Matthys							
Opening Balance Equity							
Beginning Balance							11,866.79
Total for Opening Balance Equity							
Retained Earnings							
Beginning Balance							266,855.00
Total for Retained Earnings							
400 Unrealized Gain (Loss) from Investment Accounts							
Beginning Balance							-2,819.66
Total for 400 Unrealized Gain (Loss) from Investment Accounts							
404 Registration Fees-Educational Event/Social Event (Non-Fundraising Events)							
404.1 Registration Fees-Tech Tours							
Beginning Balance							880.00
Total for 404.1 Registration Fees-Tech Tours							
404.2 Registration Fees-UUIS							
Beginning Balance							21,585.00
01/15/2020	Deposit			UUCIS 2nd pymt-Joe Stonesifer	Checking	150.00	21,735.00
Total for 404.2 Registration Fees-UUIS						**$150.00**	
404.3 Education Events/Misc.							
Beginning Balance							3,525.00
02/26/2020	Deposit			MSA reimbursement to Chapter for PayPal Topgolf purchase dispute-resolved	Checking	70.00	3,595.00
Total for 404.3 Education Events/Misc.						**$70.00**	
Total for 404 Registration Fees-Educational Event/Social Event (Non-Fundraising Events)						**$220.00**	
435 Membership Dues							
Beginning Balance							10,616.47
02/03/2020	Deposit			4th qtr 2019 membership dues	Checking	7,310.99	17,927.46
Total for 435 Membership Dues						**$7,310.99**	
460 Interest Income							
Beginning Balance							0.13
01/31/2020	Expense				160 Merrill Lynch Investment	-748.34	-748.21
02/28/2020	Expense				160 Merrill Lynch Investment	-6,725.24	-7,473.45
Total for 460 Interest Income						**$ -**	

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
						7,473.58	
462 Realized Gain (Loss) from Investment Accounts							
Beginning Balance							12,138.53
01/31/2020	Deposit				160 Merrill Lynch Investment	0.02	12,138.55
02/28/2020	Deposit				160 Merrill Lynch Investment	0.02	12,138.57
Total for 462 Realized Gain (Loss) from Investment Accounts						**$0.04**	
463 Rebates							
Beginning Balance							17,621.32
02/14/2020	Deposit			Jul-Dec 2019 Rebates	Checking	5,654.31	23,275.63
Total for 463 Rebates						**$5,654.31**	
465 Miscellaneous Income (Should not exceed $2500)							
02/03/2020	Deposit			YP Whirlyball reimbursement to chapter	Checking	130.00	130.00
Total for 465 Miscellaneous Income (Should not exceed $2500)						**$130.00**	
465.1 Misc-Chapter Dinner Reimbursement							
Beginning Balance							2,900.00
Total for 465.1 Misc-Chapter Dinner Reimbursement							
465.2 Misc-Delegate Stipend from National							
Beginning Balance							500.00
Total for 465.2 Misc-Delegate Stipend from National							
Total for 465 Miscellaneous Income (Should not exceed $2500) with subs						**$130.00**	
480 Royalties							
480.1 Royalties-Spring Conference							
Beginning Balance							15,542.83
Total for 480.1 Royalties-Spring Conference							
Total for 480 Royalties							
490 Sponsorships-Educational Event/Social Event							
Beginning Balance							2,781.34
01/15/2020	Deposit			Dewey Kasma Scholarship	Checking	2,500.00	5,281.34
Total for 490 Sponsorships-Educational Event/Social Event						**$2,500.00**	
Registration Fees-UUCIS							
02/14/2020	Deposit			2019-20 UUCIS-2nd payment	Checking	150.00	150.00
Total for Registration Fees-UUCIS						**$150.00**	
Uncategorized Income							
Beginning Balance							264.91
Total for Uncategorized Income							
556 Business Travel							
556.2 Board/Delegate Travel, HOD							
01/03/2020	Check	1107	Chris Petree	Reimbursement for Feb 2020 Council of Chapters travel expense	Checking	176.60	176.60
02/27/2020	Check	1132	Chris Petree	Reimbursement Feb 2020 Council of Chapters meeting	Checking	440.70	617.30
Total for 556.2 Board/Delegate Travel, HOD						**$617.30**	
556.4 Committee Chair/YP/HGE to PWX							
Beginning Balance							3,224.16
Total for 556.4 Committee Chair/YP/HGE to PWX							
Total for 556 Business Travel						**$617.30**	
600 Facility Space/Venue Rental							
600.2 Facility Costs-State Fair/STEM Day/Fall Maint Expo/Civil Engrg Day							
Beginning Balance							108.15
01/28/2020	Check	1111		2020 Supporting Sponsorship-Civil Engrg Day & Women in Science & Engineering Day	Checking	4,500.00	4,608.15
Total for 600.2 Facility Costs-State Fair/STEM Day/Fall Maint Expo/Civil Engrg Day						**$4,500.00**	
Total for 600 Facility Space/Venue Rental						**$4,500.00**	
615 Food & Beverage-Educational Event/Social Event							

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Beginning Balance							178.06
02/18/2020	Check	1128	Ben Manibog	Reimbursement for Feb 2020 Diversity Cmte Mtg	Checking	74.20	252.26
Total for 615 Food & Beverage-Educational Event/Social Event						**$74.20**	
615.01 F/B-Board Orientation/YE Reception							
Beginning Balance							113.00
01/09/2020	Check	1108		12/5/2019 year-end social	Checking	109.17	222.17
01/09/2020	Check	1108		12/5/2019 EC year-end social CR	Checking	-6.42	215.75
01/09/2020	Check	1108		12/5/2019 EC year-end social CR	Checking	-4.37	211.38
01/09/2020	Check	1108		12/5/2019 EC meeting	Checking	805.03	1,016.41
01/09/2020	Check	1108		12/5/2019 year-end social	Checking	160.61	1,177.02
Total for 615.01 F/B-Board Orientation/YE Reception						**$1,064.02**	
615.02 F/B-Membership Committee							
Beginning Balance							7,882.40
02/14/2020	Check	1112	Beth Engum	December 2019 Membership Cmte meeting reimbursement	Checking	137.05	8,019.45
02/18/2020	Check	1121		Jan 2020 M&E Mtg	Checking	162.59	8,182.04
02/21/2020	Expense		PayPal	Transfer from US Bank to pay PayPal MSA Topgolf purchase dispute	Checking	70.00	8,252.04
02/24/2020	Check	1129	Jason Sprague	Reimbursement for Feb 2020 M&E Cmte Meeting	Checking	133.33	8,385.37
Total for 615.02 F/B-Membership Committee						**$502.97**	
615.03 F/B-Communications Committee							
Beginning Balance							124.04
02/14/2020	Check	1124	Lydia Ener	Feb. 4, 2020 Communications Cmte meeting	Checking	29.71	153.75
Total for 615.03 F/B-Communications Committee						**$29.71**	
615.06 F/B-Education & Training Committee							
Beginning Balance							300.04
Total for 615.06 F/B-Education & Training Committee							
615.08 F/B-Executive Committee							
Beginning Balance							1,944.44
01/09/2020	Check	1108		12/19/2019 officers meeting	Checking	132.68	2,077.12
02/18/2020	Check	1121		Jan 2020 EC Mtg	Checking	397.26	2,474.38
Total for 615.08 F/B-Executive Committee						**$529.94**	
615.10 F/B-Student Chapters							
Beginning Balance							1,013.28
01/13/2020	Check	1075	Michael Odell	Reimbursement for Student Chapter Org. Fair	Checking	29.98	1,043.26
Total for 615.10 F/B-Student Chapters						**$29.98**	
615.11 F/B-Young Professionals							
Beginning Balance							334.05
01/02/2020	Check	1105	Sarah Schweiger	Reimbursement for YP 1/22/2020 Whirlyball court reservation	Checking	427.95	762.00
01/06/2020	Check	1099	Chris LaBounty	Reimbursement for YP Cmte 8/8/2019 meeting	Checking	99.43	861.43
01/27/2020	Check	1116		Reimbursement YP Whirlyball-food	Checking	186.38	1,047.81
Total for 615.11 F/B-Young Professionals						**$713.76**	
615.13 F/B-Chapter Dinner at PWX							
Beginning Balance							9,569.95
Total for 615.13 F/B-Chapter Dinner at PWX							
615.14 F/B-Public Awareness							
Beginning Balance							530.34
01/09/2020	Check	1108		Dec. 2019 PAC meeting	Checking	141.18	671.52
01/29/2020	Check	1117	Chuck Schwartz	Creativity Fest reimbursement	Checking	182.27	853.79

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for 615.14 F/B-Public Awareness						**$323.45**	
Total for 615 Food & Beverage-Educational Event/Social Event with subs						**$3,268.03**	
670 Consultants and Subcontractors							
Beginning Balance							1,702.95
Total for 670 Consultants and Subcontractors							
670.2 C/SC Fees-Raise Our Grade MN/website hosting fee							
Beginning Balance							1,715.05
01/03/2020	Check	1106	fjorge	Jan. 2020 ROG host fee - invoice #12974	Checking	199.00	1,914.05
01/28/2020	Check	1114	fjorge	Feb. 2020 ROG host fee, invoice #13268	Checking	199.00	2,113.05
02/27/2020	Check	1131	fjorge	March 2020 ROG host fee - invoice #13427	Checking	199.00	2,312.05
02/28/2020	Check	1126	Kristin Asher	Reimbursement 2/6/2020 ROG Subcommittee meeting	Checking	84.85	2,396.90
Total for 670.2 C/SC Fees-Raise Our Grade MN/website hosting fee						**$681.85**	
670.3 C/SC Fees-Website MGMT							
Beginning Balance							482.91
Total for 670.3 C/SC Fees-Website MGMT							
670.4 C/CS Fees-Chapter Services							
Beginning Balance							50,820.69
01/10/2020	Check	1110	Ms. Patricia L Schutrop 8054957	Dec, 2019 Admin expenses	Checking	184.60	51,005.29
01/10/2020	Check	1109	Ms. Patricia L Schutrop 8054957	Jan 2020 Admin Services	Checking	7,041.00	58,046.29
02/14/2020	Check	1122	Ms. Patricia L Schutrop 8054957	Feb. 2020 Admin services	Checking	7,609.00	65,655.29
02/14/2020	Check	1123	Ms. Patricia L Schutrop 8054957	Jan. 2020 Admin expenses	Checking	100.38	65,755.67
Total for 670.4 C/CS Fees-Chapter Services						**$14,934.98**	
670.5 C/SC Fees-UUCIS							
Beginning Balance							8,000.00
Total for 670.5 C/SC Fees-UUCIS							
Total for 670 Consultants and Subcontractors with subs						**$15,616.83**	
700 Office Supplies							
Beginning Balance							1,316.35
01/09/2020	Check	1108		Dec. 2019 Google Play storage	Checking	1.99	1,318.34
01/29/2020	Check	1117	Chuck Schwartz	Enviroscape purchase	Checking	2,836.73	4,155.07
02/18/2020	Check	1121		GooglePlay monthly charge	Checking	1.99	4,157.06
Total for 700 Office Supplies						**$2,840.71**	
705 Dues & Subscriptions							
705.1 Student Membership-U of MN Student Chapter							
01/28/2020	Check	1115	APWA	Student Chapter Membership Renewal - Joe Dunlap	Checking	25.00	25.00
Total for 705.1 Student Membership-U of MN Student Chapter						**$25.00**	
Total for 705 Dues & Subscriptions						**$25.00**	
838 Printing & Production-General Marketing & Membership							
Beginning Balance							1,176.27
Total for 838 Printing & Production-General Marketing & Membership							
861 Conference-Awards/Recognition Plaques							
Beginning Balance							475.79
Total for 861 Conference-Awards/Recognition Plaques							
861.1 Awards & Door Prizes-Summer Golf Event							
Beginning Balance							1,410.00

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Total for 861.1 Awards & Door Prizes-Summer Golf Event							
Total for 861 Conference-Awards/Recognition Plaques with subs							
863 Cert. Pub. Fleet Prof. Scholarships (non-students)							
863.1 Stipends-2 UUCIS Scholarships (CPII exam) (non-student)							
02/03/2020	Check	1113	APWA	CPII eligibility fee - Coby Schriever	Checking	145.00	145.00
02/10/2020	Check	1120	APWA	CPII Eligibility fee - Keena Ghazi, Met Council	Checking	145.00	290.00
Total for 863.1 Stipends-2 UUCIS Scholarships (CPII exam) (non-student)						**$290.00**	
Total for 863 Cert. Pub. Fleet Prof. Scholarships (non-students)						**$290.00**	
864 Scholarships to Students-Educational Scholarshps							
Beginning Balance							20,000.00
Total for 864 Scholarships to Students-Educational Scholarshps							
890 Bank Service Charges							
Beginning Balance							96.79
Total for 890 Bank Service Charges							
899 Sponsorship/Contributions-Educational Grants							
Beginning Balance							2,500.00
Total for 899 Sponsorship/Contributions-Educational Grants							

APWA-MN CHAPTER DEPOSIT AND EXPENSE REPORT - MARCH 2020

Check No.	Transaction/Due Date	Vendor	Account Code	Deposit	Expense	Description
1122	**2020-02-12**	**Pat Schutrop**	670.4		$7,609.00	Feb. 2020 Admin Services
1123	**2020-02-12**	**Pat Schutrop**	670.4		$100.38	Jan. 2020 Admin Expenses
1124	**2020-02-12**	**Lydia Ener**	615.3		$29.71	Reimbursement-2/4/2020 Communications Cmte mtg
1125	**2020-02-12**	**Monica Heil**	615.6		$229.40	Reimbursement-2/5/2020 E&T Cmte mtg
1126	**2020-02-12**	**Kristin Asher**	670.2		$84.85	Reimbursement-2/6/2020 ROG Subcommittee mtg
1127	**2020-02-13**	**APWA**	863.1		$300.00	Payment-Keena Ghazi-CPII Exam Fee
1128	**2020-02-13**	**Ben Manibog**	615		$74.20	Reimbursement-2/12/2020 Diveristy Cmte mtg
	2020-02-14	**APWA**	463	$5,654.31		Rebates-Jul-Dec 2019
	2020-02-14	**Morgan Williams**	404.2	$150.00		UUCIS-2nd payment
1129	**2020-02-19**	**Jason Sprague**	615.2		$133.33	Reimbursement-M&E Feb. 2020 mtg
1130	**2020-02-19**	**Ben Perkey**	615.10		$176.91	Reimbursement-Student Chapter networking event
	2020-02-20	**PayPal**	615.2		$70.00	Transfer from US Bank to PayPal for MSA disputed Topgolf purchase ($50) plus fee ($20). Dispute resolved. MSA will submit check to cover expense to chapter.
1131	**2020-02-24**	**fjorge**	670.2		$199.00	ROG host fee-March 2020-invoice #13427
1132	**2020-02-24**	**Chris Petree**	556.2		$440.70	Reimbursement-Council of Chapter Feb. 2020 mtgs
	2020-02-26	**Deposit**	404.3	$70.00		Reimbursement from MSA for Topgolf dispute (see above entry dated 02-20-2020)
1133	**2020-03-03**	**APWA**	863.1		$300.00	Payment-Coby Schriever-CPII Exam Fee
1135	**2020-03-06**	**Monica Heil**	615.6		$257.99	Reimbursement E&T March 2020 mtg
1136	**2020-03-06**	**Zach Johnson**	615.15		$128.13	Reimbursement GAC March 2020 mtg
		TOTAL CHECKING ACCOUNT			**$10,133.60**	
		MASTERCARD - Grothaus			$0.00	
		MASTERCARD - Matthys				
		Potbelly	615.8		$252.51	Feb. 2020 EC meeting
		Fuddruckers	615.14		$144.06	Feb. 2020 PAC mtg
		MASTERCARD - ENGUM				
		GooglePlay	700		$1.99	Monthly storage fee
1134	**2020-03-06**	**US BANK MASTERCARD TOTAL**			**$398.56**	Feb. 2020 Mastercard Statement
DEPOSIT TOTAL				**$5,874.31**		
MARCH 2020 TOTAL EXPENSES					**$10,532.16**	

3E

2020 Chapter Sponsorship Levels Summary

SPONSORSHIP LEVEL	ANNUAL CONTRIBUTION	SPONSORSHIP BENEFITS
PLATNINUM	**$1,500** *(2019 Rate = $975)*	1. Fall Conference Exhibit space – preference on booth location (includes two staff) 2. Sponsorship at Summer Golf Outing 3. Three feature news articles on the website home page 4. Recognition at APWA-PWX – Chapter Dinner & Spring/Fall Conferences 5. Chapter website sponsor listing (logo and link) 6. Recognition as contributing affiliates at STEM events, Science Museum events, ROG, MN2050, etc. 7. Dinner admission at Summer Golf Outing for four (4) sponsor staff/reps.
GOLD	**$975** *(2019 Rate = $725)*	1. Choice of Fall Conference Exhibit space (includes 2 staff) **OR** Summer Golf Outing sponsorship 2. Two feature news articles on the website home page 3. Recognition at APWA-PWX – Chapter Dinner & Spring/Fall Conferences 4. Chapter website sponsor listing (logo and link) 5. Recognition as contributing affiliates at STEM events, Science Museum events, ROG, MN2050, etc. 6. Dinner admission at Summer Golf Outing for two (2) sponsor staff/reps.
SILVER	**$725** *(2019 Rate = $475)*	1. One feature news article on the website home page 2. Recognition at APWA-PWX – Chapter Dinner & Spring/Fall Conferences 3. Chapter website sponsor listing (logo and link) 4. Recognition as contributing affiliates at STEM events, Science Museum events, ROG, MN2050, etc.

DRAFT

APWA

2020 - 2023

6A

STRATEGIC GOALS & ACTIVITIES

VISION STATEMENT

Advancing quality of life for all

MISSION STATEMENT

Support those who operate, improve and maintain public works and infrastructure through ***advocacy, education & member engagement.***

STRATEGIC GOALS

VALUE

Promote the value of public works and enhance its visibility and awareness

VOICE

Be the voice of public works to government leaders, the public, and media

EDUCATION & CREDENTIALING

Provide excellence in education and credentialing

MEMBERSHIP AND CHAPTERS

Deliver an outstanding and valuable membership experience in collaboration with Chapters

STRATEGIC **GOALS & ACTIVITIES**

VALUE:

Promote the value of public works and enhance its visibility and awareness

- Create and implement a public awareness campaign to clearly define public works
- Promote public works professionals as First Responders
- Establish and promote public works as a premier career choice
- Promote asset management for existing infrastructure and the value of future investment in creating, operating and maintaining infrastructure that improves the quality of life for all
- Increase public understanding and appreciation of the positive impact public works has on quality of life, public health and safety through the development and expansion of initiatives such as National Public Works Week

VOICE:

Be the voice of public works to government leaders, the public, and media

- Create a public policy agenda to coincide with each new session of the Canadian Parliament and U.S. Congress encouraging members to provide feedback and input through the legislative, regulatory, and judicial processes
- Develop meaningful APWA policy statements that focus on issues impacting public works & infrastructure in Canada and the U.S.
- Work with Chapters to assist individual members in developing and using their advocacy and story-telling skills to influence positive infrastructure public policy outcomes at the federal, state and local levels of government
- Serve as the resource for subject matter experts in public works and infrastructure to governments and media within Canada and the U.S.
- Conduct and provide research to assist the governments of Canada and the U.S. in their development of infrastructure policy
- Participate in the development of the Canadian and U.S. infrastructure report cards
- Continue to build upon APWA's partnership with the U.S. House of Representatives' Caucus on Public Works and Infrastructure
- Develop a proactive media strategy to increase APWA's presence in both print and electronic and social media

EDUCATION & CREDENTIALING:

Provide excellence in education and credentialing

- Create innovative educational offerings using a variety of delivery methods and techniques to create an exceptional learning experience for all levels of public works professionals
- Collaborate with and support Chapters' current educational programming by providing resources that complement their existing programs
- Promote the importance and value of APWA's certification and certificate programs to public works professionals, public agencies, regulatory agencies and other appropriate entities
- Serve as the best credentialing (certification and accreditation) resource for the public works community throughout the world
- Develop strategic and global alliances with other organizations to promote APWA's education and credentialing programs
- Develop comprehensive employment, professional development and career lifecycle roadmap for members

MEMBERSHIP & CHAPTERS:

Deliver an outstanding and valuable membership experience in collaboration with Chapters

- Increase member engagement by continuously improving the member experience
- Create and implement recruitment and retention membership strategies for the association
- Provide best in class association services to Chapters
- Enhance public agency and corporate member experience
- Provide a nimble and flexible membership structure to meet changing needs of APWA's stakeholders
- Develop mutually beneficial partnerships with complementary associations

6B

Executive Committee Update
Dave Hutton, Chair

History Committee

Date: March 11, 2020

Executive Committee Action Items

1. Committee Discussion Items

Review and provide direction to the History Committee on planning our 75th anniversary celebration in 2021

Our 75th Anniversary will be in 2021. If you recall during our 70th anniversary in 2016, we put a video together that coincided with the first ever PWX held in Minneapolis. The History Committee met in January and brainstormed ideas for our 75th. We feel the planning should be done in 2020 and if money needs to be budgeted, the Ex Comm can include that in their budget discussions for next year.

Options the committee discussed include:

a) Put together a coffee table book, similar to the example I showed the Ex Comm from the Sacramento Chapter's 50th. This hard copy book cost the chapter about $15,000 or $75 per book for the 200 books ordered. They had a celebration party (for a fee) and anybody that attended received a book along with food and drink during the event. One thing about this book is it was written and put together by a number of past presidents so there is some sweat equity in the book as well.
b) Do the same thing only make it an e-book. Everybody is getting away from hard copies and an e book is more environmentally sensitive.
c) A calendar with photos, key chapter facts, etc. I know the Arizona Chapter did this a number of years ago.
d) Some kind of trinket – pen, coffee mug, water bottle etc.- to hand out to all members, maybe at the fall conference in 2021?
e) Revise our logo to add a 75th banner across the bottom. This could be added to any trinket we give out.
f) Simply have an anniversary party. In talked to Rhonda Wilhite at national, she said this is a common event for other chapters. Her comments were "We do not have anniversary product examples. Most do a book, or just throw a party. In 2021 you will receive a 75th anniversary patch and certificate from APWA and most chapters have that presented at a conference from the visiting regional director (if invited). KC Metro is updating their history book and has contracted Connie Hartline a retired APWA staff member to update theirs so that might be a chapter to reach out to."
g) Other suggestions from the EXComm.

2. Recommendations for Action/Vote

Depending on where we go with this idea, the History Committee would be seeking two items from the ExComm:

a) Assist in setting a budget to work with. The HC can do some preliminary research on selected options and bring them back to the EC for direction and approval.
b) Allow the Chapter Assistance to help compile information from our records as necessary. This will probably fall outside of her normal contract, so a separate contract may be warranted. We feel somebody will need to work with the HC to put together any kind of book if that is the direction we are going.

Committee Membership

Chair: Dave Hutton
Members: Mike Nill, Tom Thompson, Paul Kauppi, Ross Bittner, Phil Elkin, Greg Anderson, Jeff Pearson, Andrew Scipioni
EC Liaison: Jeannine Clancy, Chapter Delegate

Executive Committee Update
Monica Heil, Chair, and Tim Plath, Vice Chair

Education and Training Committee

Date: March 11, 2020

Executive Committee Action Items

1. **Recommendation to amend College Scholarship Language**
    a. Revise applicant criteria to include Construction Management degree programs, as many of our agency and consultant partners do hire graduates of Construction Management programs for Public Works related positions – *attached.*

Committee Discussion Items and Updates

1. **The** Education and Training Committee has finalized a Fall Workshop Topic. For 2020, the Fall Workshop will consist of a Fleet Certificate Program. The title of the workshop will identify that the workshop is intended not only for fleet personnel, but also supervisors and directors that will benefit from the following session topics:

    - Role, Mission and Vision
    - Marketing and Communication
    - Human Resources Management
    - Information Technology
    - Finance and Purchasing
    - Operations
    - Facility and Safety Management

2. Hosting a Self-Assessment Workshop with National will be planned as a separate event.
    - We can host the workshop at a donated facility
    - The Self-Assessment Workshop will not "compete" with other workshop topics
3. Possible collaboration with IAM to host a one-day asset management workshop will be further investigated, and APWA-MN will look for other organization partners to assist with the delivery of this workshop, should it move forward.
    - Recommend looking to host the workshop at a donated facility
4. The idea of PWX stipends have been discussed at recent E&T Committee meetings. In addition to the YP Stipend to attend PWX, the E&T Committee wonders if there are opportunities to offer a stipend to an agency that would otherwise not be able to send an attendee (i.e. small town with small professional development budgets, out-state locations, other limiting factors)….

Committee Membership

Chair:	Monica Heil, Chair and Tim Plath, Vice Chair
Members:	Anna Breland, Andy Brotzler, Mindy Carlson, Dan Fick, Adam Gadbois, Steve Groen, Mary Hurliman, Dave Hutton, Zach Johnson, Steve Klein, Steve Love, Chris McKenzie, Sue Polka, Mike Purdy, Jeff Radick, Dale Reed, Kevin Schlangen, Rick Shomion, Bert Tracy, Steve Vogl, Helen Weber, Joe Wiita, Deb Williams
EC Liaison:	Jupe Hale
YP Liaison:	Lauren Letsche

Mission

The APWA-MN Chapter Education & Training Committee will identify, develop and support the implementation of quality and timely educational opportunities.

APWA-MINNESOTA CHAPTER
COLLEGE SCHOLARSHIP APPLICATION
2020 - 2021 ACADEMIC YEAR

APPLICANT INFORMATION

Name _____

Home Address (Summer):	_____	School Address (if different):	_____
City/State/Zip:	_____	City/State/Zip:	_____
Home Phone:	_____	Cell Phone:	_____
Primary Email:	_____	Alternate Email:	_____

COLLEGE/UNIVERSITY INFORMATION

School Name: _____

Program Name: _____

Degree Anticipated/Major: _____ Minor: _____

Tentative Graduation Date: _____

EMPLOYER INFORMATION (IF APPLICABLE)

Name: _____

Address: _____

City/State/Zip: _____

PT/FT: _____

Position/Work Description: _____

_____

_____

_____

REFERENCE INFORMATION

Name: _____

Employer: _____

Work Address: _____

_____

FINANCIAL ASSISTANCE

Are you in an employer's tuition reimbursement program? Yes _____ No _____

Provide information regarding for all financial assistance you have received or will receive for the 2020-2021 school year.

List source(s) and amount(s): _____

_____

_____

_____

_____

IS YOUR APPLICATION COMPLETE?

OTHER INFORMATION THAT MUST BE SUBMITTED WITH APPLICATION:

- ❑ Unofficial school transcript, including grades. An official transcript may be required for final selection.

- ❑ List of the courses you will be taking in the coming academic year.

- ❑ Three-part cover letter/essay (1-2 pages) describing
    1. How you plan to use your public Works-related degree (e.g., Civil Engineering, Public Works Administration, Construction Management, Geographic Information Systems) in the area of public works, and
    2. Your extracurricular activities, volunteer work, and involvement in professional organizations (if any), and
    3. Financial need and any special circumstances.

- ❑ Letter of reference from an instructor, academic counselor, or public works professional, indicating knowledge of the applicant's interest in a career in the field of public works.

APPLICATIONS MUST BE SUBMITTED BY 4:30 P.M. FRIDAY, May 29, 2020

Submit applications to:

Daniel Fick
APWA-MN E&T COMMITTEE
Met Council Environmental Services
390 Robert Street North
St. Paul, MN 55101-1805

Email: Daniel.Fick@metc.state.mn.us
Direct: 651-602-1061

APWA – MINNESOTA CHAPTER
COLLEGE SCHOLARSHIP CRITERIA

I. OBJECTIVE OF SCHOLARSHIP

To financially assist students in Civil Engineering and/or Public Works Administration and/or related academic programs. To increase the interest in the public works profession by publicizing the APWA-MN Chapter and its Scholarship Program.

II. CRITERIA FOR APPLICANTS

1. Student must be a Minnesota resident or an APWA-MN Chapter member, but need not attend a Minnesota University/College.
2. Applicant must be going into their third (junior) year, or higher, and enrolled in a Public Works-related degree (e.g., Civil Engineering, Public Works Administration, Construction Management, Geographic Information Systems, or other closely related curriculum).
3. Consideration will be given to financial need, academic achievements, character, participation in the Minnesota Public Works community and any work experience in the area of public works within the State of Minnesota.
4. Preference will be given to applicants pursuing bachelor's degrees.
5. Eligibility is limited to a lifetime maximum of two APWA-MN scholarship awards.

III. AWARD AMOUNTS

The five scholarships are as follows:

1 - $5,000 Dewey Kasma APWA-MN Scholarship
4 - $2,500 Scholarships

IV. REFERENCES

All applicants must submit a letter of reference from an instructor, academic counselor, or a public works professional indicating knowledge of the applicant's interest in a career in the field of public works.

7D1

Executive Committee Update
Chris Petree, Chair

Outstate Development Committee

Date: March 11, 2020

Executive Committee Action Items

None

Committee Discussion Items and Updates

1. No meetings have been held since last Executive Committee Update.
2. Next meeting is scheduled for April 29, 2020.

Committee Membership

Chair:	Chris Petree
Members:	Troy Nemmers, Brad DeWolf, John Rodeberg, Jeremy Mathiasen, John Olson, Scott Jensen, Joe Jurewicz, Mindy Carlson, Kevin Kruger
EC Liaison:	Scott Jensen

Purpose

The Outstate Development Committee creates educational opportunities and professional relationships for existing members and promotes membership benefits to prospective members in the non-metro (outstate) area of the state.

7D2

Executive Committee Update
Sarah Lloyd, Chair

Awards Committee
March 11, 2020

Executive Committee Action Items

- None

Committee Discussion Items and Updates

- Our Chapter made 14 National Award submittals! The following are the submittals that were made:

Award	Nominee	Agency
Exceptional Performance Journalism (non-chapter)	Career Cards	WSB
Technical Innovation	GIS/Mobile Workforce	City of Eagan
Top Ten PW Leaders	Kristin Asher	City of Richfield
POY Structures <$5M	Centennial Lakes Bridge Replacement	City of Edina
POY Trans $25-75M	66th Street Recon	Hennepin County
POY Enviro $5-25M	Penn/American Stormwater Storage	City of Bloomington
POY Historical <$5M	Historic North Loop Public Realm Recon	City of Minneapolis
POY Small Cities/Rural Communities -	Water Treatment Facility	City of Morris
POY Small Cities/Rural Communities - Transportation	Fallon Overpass	City of Monticello
Harry S. Swearingen - Individual	Chris Petree	WSB
Harry S. Swearingen - Corporate	Stantec	Stantec
Prof Mgr – Eng & Tech	Lyndon Robjent	Carver County
Prof Mgr – Water Resources	Steve Klein	Barr Engineering
Myron Calkins Y.L.	Chris LaBounty	City of Plymouth

  - Thank you to everyone that worked on these 14 submittals. It is no small task when we ask members to prepare these submittals.
  - Big thanks to Pat for all her work preparing letters of support, finalizing the submittals and making online submission.
- PACE award is due in June.

Committee Membership

Chair: Sarah Lloyd
Vice Chair: Richard McCoy
Members: Chad Millner, Brian Simmons, Eric Eckman, Jennifer Solseth, Jessa Trboyevich, Mark Hansen, Eric Lembke, Greg Brown, Tom Borowicz
EC Liaison: Scott Jensen

Mission

The Awards Committee solicits and administers the Chapter's annual awards program recognizing outstanding public works personnel and projects.

7E

Executive Committee Update
Chuck Schwartz, Chair
April Crockett, Vice Chair

Public Awareness Committee

Date: March 11, 2020

Executive Committee Action Items

1. **Discussion Items**
   a. Committee meet on February 14. Our next meeting is in April 3.

2. **Recommendations for Action/Vote**
   a. Input on APWA Shirt Distribution and Pricing
      a. Quality Shirt Required (±$40)
      b. 2-3 Color Options
      c. A Couple of Style Options

Committee Discussion Items and Updates

- Science Museum of MN (SMM) Sponsored Events
  - Women in Science and Engineering (WISE) – Saturday, February 22, noon to 4
  - Civil Engineering Day – Saturday, February 29, noon to 4

- Future Events
  - SBC at Dunwoody – Thursday, March 12
  - SBC at Normandale – Friday, May 15
    - Volunteers needed. Contact Chuck Schwartz
  - SBC at Century College – Thursday, May 21, 2020
    - Volunteers needed. Contact Chuck Schwartz

Committee Membership

Chair:	Chuck Schwartz
Vice Chair:	April Crockett
Members:	Alan Offerman, Bill Bowman, Bob Moberg, Cara Geheren, Chadd Larson, Christina Orlowsky, Erin McPhee-Anderson, James Hauth, Jennifer Olejar, John Rodeberg, Kevin Kielb, Ross Bintner, Tom Richter, Wayne Houle
EC Liaison:	Dan Erickson

Mission

Provide education to others so that they can choose to advocate for public works at all ages and in all places (schools, legislature, etc.). We accomplish this by leveraging existing resources (such as STEMLinks, etc.) and being creative in bringing public works issues to peoples' attention.

7G

Executive Committee Update
Lydia Ener, Chair

Communications Committee

Date: 3/11/2020

Executive Committee Action Items

1. **No actions required.**

Committee Discussion Items and Updates

- Item 1 - Articles needed:
  - STEM day at the Science Museum
  - Public Schools STEM Expo

- Item 2 - Articles received:
  - WISE event at the Science Museum
  - APWA Events!

Committee Membership

Chair:	Lydia Ener (WSB)
Members:	Alex Miller (WSB), Charles Howley (Chanhassen), Jacqueline Thompson (Bolton & Menk), Riley Dvorak (Forterra)
Liaison:	Mark Rehder

7H

Executive Committee Update
Alex Jordan, Chair

Young Professionals Committee

Date: March 11, 2020

Executive Committee Action Items

1. **Discussion Items**
   a. Student Chapter T-shirts

2. **Recommendations for Action/Vote**
   a. NA

Committee Discussion Items and Updates

- Discuss ideas for specific young professional topics at future Spring/Fall Conferences. Group will continue brainstorming at March committee meeting.
- Student competition.
  - We have been coordinating with National on a student competition. Working on developing ideas and funding from a National level.
- Student chapter
  - Upcoming Project Life Cycle Lunch and Learn
  - Discussed Student Chapter T-shirts. Funding/Logos need to be discussed
  - Student project – potential annual project on campus (i.e., rain garden)
- Upcoming events.
  - March 11th Committee meeting
  - Joint networking event with ITE on April 22nd
  - Sarah is scheduling a lunch PW tour at Minnetonka's facility (March 25/26)
  - Working with MCES to schedule summer technical tour of Minnehaha project
  - Future Speed Networking Event
  - September Service Project
  - YP Spring Conference Meet Up

Committee Membership

Chair:	Alex Jordan
Vice Chair:	Eric Seaburg
Members:	Christina Orlowsky, Cody Mathisen, Darin Rezac, Emily Lueth, Jacob Guzik, Lauren Letsche, Sarah Schweiger
EC Liaison:	Chris LaBounty

Mission

To engage young professionals within the Minnesota Public Works industry, expose them to the benefits of APWA-MN, and to provide them with an opportunity to become active in the chapter at both the Young Professional level as well as at the Chapter level.