



Executive Committee Meeting and Orientation December 7, 2023

Officers in Attendance: Nick Egger, Jupe Hale, Monica Heil, Mitchell Hoeft, Chris Petree, Amy Grothaus
Current and Incoming Executive Committee in Attendance: Kristin Asher, Tim Behrendt, Lydia Ener, Kent Exner, Alyson Fauske, Heidi Hamilton, Mark Hansen, Zach Johnson, Alex Jordan, Michael Kirsch, Eric Lembke, Luke Lortie, Cody Mathisen, Russ Matthys, Richard McCoy, Chris McKenzie, Justin Messner, Cristina Mlejnek, Phil Olson, Ben Perkey, Tim Plath, Matt Saam, Paul Sandy, Chuck Schwartz, Sarah Schweiger, Jessa Trbojevich

Mary Detloff, Chapter Administrator and Recorder

1. Call to Order, Welcome and Introductions

President Monica Heil called the meeting to order at 12:06 pm and facilitated introductions of those present.

2. Chapter Housekeeping Orientation Items

President Heil reviewed basic operational documents and expectations for the Executive Committee and committee chairs.

- a. Executive Committee templates: Various templates are updated each year for use by chapter leaders, including committee reports to the Executive Committee, letterhead and more.
- b. Directors' articles: Committee chairs and/or directors serving as liaison to various committees will be asked to draft an article for inclusion in the monthly e-newsletter providing highlights of committee activities.
- c. Committee expectations: Committee updates will be requested prior to each Executive Committee meeting. The chair and/or director liaison share highlights of the committee report at each ExComm meeting.
- d. Meeting attendance: Committee chairs and director liaisons are expected to attend committee meetings and Executive Committee meetings.
- e. Chapter bylaws: Bylaws are used to guide the chapter in governance and operations.
- f. Review of 2024 Organizational Chart and Director/Committee Liaison assignments: President Heil conducted an organizational review and explanation of various roles.
- g. APWA-MN Strategic Plan Infographic: The APWA-MN strategic plan will be updated soon. The current infographic and goals were reviewed.
- h. APWA 2023-2026 Strategic Goals and Activities: APWA recently updated their strategic goals and initiatives, which were reviewed.

Additional comments:

- Incoming President Hale noted committee reporting in 2024 will ideally incorporate committee strategic initiatives and how they relate to chapter and/or national strategic initiatives.
- Incoming Vice President Hoeft noted he would like to continue to expand and strengthen student chapters, STEM outreach to individuals younger than college, and including additional public works staff within APWA-MN as active, engaged members.
- Incoming Treasurer Mark Hansen noted he was involved in the most recent Executive Fellowship cohort, which focused a great deal on workforce development. He desires to place more emphasis on workforce development and continue to expand initiatives in this area.

3. President's Update

Agreements for chapter accounting, chapter administrator and conference & workshop planning were summarized by President Heil.

Motion by Chris Petree, seconded by Mark Hansen, to approve the 2024 chapter accounting agreement. Motion carried.

The two remaining agreements have been sent to APWA for their review due to the amount of the agreements. Because these are pending review and approval of APWA, they cannot be approved by the Executive Committee today.

Motion by Mark Hansen, seconded by Chris Petree, to authorize the officers to execute the 2024 chapter administrator and conference & workshop planning agreements pending review by APWA. Motion carried.

4. APWA-MN Chapter Meeting Minutes

a. Executive Committee Officers Meeting – October 6, 2023 and November 3, 2023
No comments were received on the minutes as distributed.

b. Executive Committee Meeting – October 11, 2023
No comments were received on the minutes as distributed.

Motion by Jupe Hale, seconded by Nick Egger, to approve the October 11, 2023 Executive Committee meeting minutes as distributed. Motion carried.

5. Financial Report

For months ending November 30, 2023		
Opening Balance Equity (as of 7/1/2023)	\$510,172.914	
Merrill Lynch	\$131,186.22	
US Bank Checking	\$211,804.91	
US Bank Savings	\$251,980.27	
Total Current Assets	\$594,971.40	
Net Monthly Income	\$4,310.89	
	Deposits	Expenses
Deposit & Expense Report (Nov. 2023)	\$62,134.27	\$57,823.388

Financial statements and account balances were reviewed.

Motion by Mark Hansen, seconded by Monica Heil, to approve the financial statements for the month ending November 30, 2023. Motion carried.

Committee chairs were again encouraged to consider how they can work to achieve strategic goals of the chapter via committee initiatives and activities. If there are financial considerations for achieving these goals, chairs were asked to bring those requests to chapter leaders.

Committee chairs were asked to keep their budgets up to date. Budget tracking and requests should be maintained and submitted using available forms. The 2023-2024 budget was modified and simplified.

The US Bank Officers Signatories (President, Vice President, Secretary/Treasurer, Past President) will be updated to Jupe Hale (president), Mitch Hoeft (VP), Mark Hansen (secretary/treasurer) and Monica Heil (past president).

Motion by Jupe Hale, seconded by Nick Egger, to approve personnel updates to the US Bank officer signatories. Motion carried.

6. 2023-24 Budget Review

a. July 1, 2023 – June 30, 2024 Budget

Secretary/treasurer Hoeft reviewed the 2023-2024 budget, which has been modified and simplified from previous years.

b. Credit card use and reimbursement

Purchases qualifying for reimbursement should be sent to Pat Schutrop, chapter accounting, with a receipt for the purchase and the budget line item it should come from.

7. Vice President's Report

The 2024 Executive Committee and Officers Meeting Schedules were reviewed. The June 2024 Executive Committee meeting date will be changed to avoid a holiday conflict. Executive Committee meetings will have in-person and Zoom options; all officer meetings are held via Zoom only. Calendar invitations will be sent to everyone shortly.

8. Past President's Report

Past President Nick Egger thanked the group for the opportunity to serve the chapter.

9. Delegate's Report

a. National Committee Participation

National Delegate Chris Petree summarized his role and responsibilities as chapter delegate. He also summarized APWA-MN chapter members serving on national committees and the APWA Board of Directors and briefly noted the roles and responsibilities of those committees.

As additional opportunities for service at APWA become available, Chris Petree and Alternate Delegate Amy Grothaus will bring those back to the chapter

10. Committee Strategic Initiatives

Committee chairs and/or director liaisons provided reports for each committee to include 2024 committee missions, 2023 successes, and 2024 work plans/goals/alignment with the Strategic Plan. Highlights are below.

a. Asset Management (Russ Matthys, Chair)

- Development of Asset Management Standards is underway.
- The APWA-MN Asset Management Committee will have an article in an upcoming *Reporter* magazine and has applied to make a presentation at 2024 PWX.
- Chair Russ Matthys is representing APWA-MN on the MN Infrastructure Resilience Advisory Task Force, with recommendations going to the Governor soon.
- Conducting presentations on asset management throughout the state is a goal.

b. Audit (Heidi Hamilton, Chair)

- Chair Hamilton invited those interested to join the committee.
- The Audit Committee fills an important role for the chapter.

c. Awards (Eric Lembke, Incoming Chair; Richard McCoy, Vice Chair)

- APWA has made changes in their awards. The APWA-MN Awards Committee will continue to learn more about those changes and realign our awards with those of national, as well as to convey these changes to members.
- 2023 local awards have already been modified somewhat (i.e., Project of the Year categories)
- APWA awards now include badges for winners to use to share their award (on LinkedIn for
- In 2024, the committee will encourage applications for awards, encourage utilization of award badges, and work with other committees as appropriate to promote awards and the good work being done in public works
- Outgoing committee chair Sarah Lloyd was thanked for her years of service.

d. Communications (Lydia Ener, Chair)

- The committee will continue with monthly articles featuring all chapter committee activities. An annual schedule will be sent in early January.
- The Executive Committee get to know you questions will be pursued again in 2024.

- e. Conference Planning (Matt Saam and Mitch Hoeft, Co-Chairs)
 - The committee would like to increase attendance at both conferences by 10% and 50% of chapter membership in attendance.
 - Increase the number of exhibitors at the fall conference as space allows.
 - Make progress in continuing to reduce food waste at the spring conference.

- f. Diversity, Equity & Inclusion (Shibani Bisson, Incoming Chair)
 - Revise name from Diversity and Inclusion to Diversity, Equity & Inclusion.
 - Continue to support the \$6,000 grant in partnership with MSES, promoting the grant through available channels.
 - Secure presenters at the spring and/or fall conferences and support a local community service project for the spring conference.

- g. Education & Training (Tim Plath, Chair; Chris McKenzie, Vice Chair)
 - A spring workshop will be added to chapter education offerings beginning in 2024, with 2024 featuring stormwater.
 - All 2023-2024 education programs were reviewed.
 - Establish a 2-3 year schedule for upcoming education programs.
 - Continue to provide and expand education offerings to greater Minnesota.

- h. Environment & Sustainability (Ben Scharenbroich and TBD, Co-Chairs)
 - Share information for water conservation, drought planning and climate action plans.
 - Increase collaboration with other groups in environment-related topics

- i. Government Affairs (Zach Johnson, Chair)
 - The Infrastructure Resilience Advisory Task Force was a high spot in 2023.
 - Continue to be a resource for members and others to assist them in their efforts to communicate with elected and appointed officials.
 - Communicate public works-related legislative/governmental news to APWA-MN members. Utilize APWA tools and information.
 - Encourage members to be involved in public works-related action items and partner with other organizations as appropriate.

- j. History (Justin Klabo, Chair)
 - The committee will continue with Where Are They Now articles and a 2024 look-back of public works projects over the past decade.

- k. Membership & Special Events (Jason Sprague and Justin Messner, Co-Chairs)
 - Organize and manage the spring conference and summer golf outings.
 - Organize at least two service projects and at least two technical tours in 2024. Award-winning projects may be good technical tour opportunities.
 - Organize fun networking opportunities to promote networking and engage members.
 - Plan and execute the fall conference Thursday evening networking event.

- l. MN Infrastructure Alliance (MN2050) (Michelle Stockness, Chair)
 - MnIA is comprised of 18 partner organizations, including APWA-MN, with a small group serving as a Steering Committee.
 - MnIA has developed a website: www.mninfrastructure.org. The Raise Our Grade website has also been updated.
 - Increase communication with MN House and Senate Capital committees and continue to engage with partner organizations in 2024.

- m. Outstate Development (Paul Sandy, Incoming Chair)
 - Focus on educational offerings in greater Minnesota in partnership with the Education & Training Committee, including virtual and hybrid options.
 - Increase awareness and value of APWA-MN to greater Minnesota.
 - Update the membership map when a new roster is available and promote membership in cities, areas where membership is lacking.

- n. Public Awareness (Chuck Schwartz, Chair; April Crockett, Vice Chair)
 - Continue partnerships with other organizations to promote public works careers and STEM.
 - The PAC suggests chapter leadership consider inviting contractors to become members.

- o. Young Professionals (Cody Mathisen, Incoming Chair)
 - Expand young professional recognition and exposure, including a greater presence on the website and social media.
 - Create intentional YP engagement opportunities, including student chapter engagement, professional development, mentor programs, networking/social events, and more.
 - Collaborate with other APWA-MN committees and other organizations.
 - Establish YP Subcommittees to focus on major areas of committee focus.

- p. Volunteer Coordinator (Michael Kirsch, Volunteer Coordinator)
 - Michael is planning a new member lunch in spring 2024.

11. Recognition of Officers Leaving Board

Monica thanked those leaving the board for their service.

12. Ceremonial Passing of the Briefcase

Outgoing secretary/treasurer Mitchell Hoeft highlighted the treasurer's briefcase, which traditionally held the treasurer's records. Currently, the briefcase is a nostalgic memento passed from treasurer to treasurer, with each outgoing treasurer adding an item to the briefcase. Mitch's addition to the briefcase is a pickleball in honor of playing pickleball in Kansas City last year. Mitch also added a notepad and pen in recognition of the work done by the Education & Training Committee. The briefcase was presented to incoming secretary/treasurer Mark Hansen.

13. Adjourn

The meeting adjourned at 2:36 pm.