

**Board of Directors Meeting**

November 15, 2017

10:00am – 11:30am

WSB & Associates

701 Xenia Avenue S, Suite 200 Minneapolis MN 55416



**Meeting called by:** Mindy Leadholm, SR/WA

**Attendees:** Brian Mielke, Jennifer Holmstadt, Mindy Leadholm, Dan Leshner, Greg Cooley, Ben Barker, Doug Johnson, Penny Rolf, Brent Rolf, Craig Knudsen, Mayrinda Cain

10:00 – 10:05 **CALL TO ORDER** *Mindy Leadholm, SR/WA*  
Roll Call *Everyone*  
September Board Meeting Minutes *Mindy Leadholm, SR/WA*

- *Approved October 13, 2017 by general consensus*

10:05 – 10:10 **TREASURER'S REPORT** *Brian Mielke, SR/WA*

|                                    |                            |
|------------------------------------|----------------------------|
| Checking Account                   | <u>\$ 46,163.30</u>        |
| Chapter Event Fund Savings Account | <u>\$ 4,951.00</u>         |
| Gary Ostrom Memorial Fund          | <u>\$ 5,049.42</u>         |
| CD                                 | <u>\$ 10,429.49</u>        |
| PayPal                             | <u>\$ 0</u>                |
| <b>TOTAL:</b>                      | <b><u>\$ 66,593.21</u></b> |

Note: Due to some discrepancies in payment from attendees for Course 203, \$286 is being refunded to us from International. That issue has now been straightened out, and International will be sending us a check. (Note for future course coordinators: If you are a course coordinator, you will receive an email when someone registers for the course. The email will generally state a balance of \$0. Sometimes, members may register and not pay at the time, expecting an invoice. In those cases, the email will reflect a balance owned.)

We have also received first quarter membership incentives from International. These three incentives totaled \$621.11, which has already been received and is reflected in the numbers above.

10:10 – 10:40 **OLD BUSINESS**

Member Network & Social Media *Mindy Leadholm, SR/WA on behalf of Michelle MacMillan, ARWP*

- LinkedIn: 115 members
- Facebook: 318 Followers
- Twitter: 160 Followers

Note: Michelle not in attendance due to a presentation, but she prepared these numbers and set to Mindy prior to meeting.

Region 3 Fall Forum – Cost Update/Summary *Mindy Leadholm, SR/WA*

Note: Mindy handed out Fall Forum expense summary. The summary reflected a below budget fall forum. Discussion about the expenses was had by the Board.

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### Spring Forum Update

*Penny Rolf, SR/WA*

- Location and Dates
- Agenda
- Chapter 20 Sponsorship

Note: The spring forum will be a joint forum hosted by Region 3, 7, and 9 and Chapter 6 in Denver, Colorado. Rooms are currently available at the Grand Hyatt hotel in Denver. The forum will take place from February 28 – March 3. More information is available on Chapter and Region websites, as the schedule and speakers are determined.

### Nametag/Lanyard Update

*Mindy Leadholm, SR/WA*

Note: Mindy did research on possibilities. An ID wallet that allows for a name tag in front and a zippered pocket in back for drawings appeared to be the best option, and was priced at \$78 for 200. The board discussed the options and agreed by general consensus that such a purchase was within the budget and would save meeting time and some money long term. Mindy will look into a few more options and order for January meeting.

### Chapter 20 – 2017 Awards

*Dan Leshner, SR/WA*

- Young Professional of the Year
- Professional of the Year
- Employer of the Year

Note: The nominations committee, Michelle MacMillan, Dan Leshner, and Craig Poorker, met and considered these awards. The board received the nominations committee recommendations and agreed with those recommendations. Awards will be presented at the January Meeting.

### Call for Chapter 20 IRWA International Award Applications (Due February 1)

*Mindy Leadholm, SR/WA*

- Watch for an email announcing that Applications can be submitted.

Note: Michelle MacMillan will send an email to Mindy Leadholm once applications are available. We should continue to apply for many awards, as we have done in the past. In particular, we would like to try to receive newsletter of the year. Brent Rolf will complete the application once it comes out. We will also apply for website of the year. We cannot apply for Chapter of the Year since we won it recently.

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### 10:40 – 11:10 NEW BUSINESS

Review and Discuss Gary Ostrom Memorial  
Scholarship Applications

*Sean Lawler*

Note: The board discussed the applications so far and agreed that further review was necessary. Board members will review the applications, discuss, and make a recommendation at the January meeting.

IRWA & Charitable Activities

*Brian Mielke, SR/WA*

Note: Proceeds from charitable events must be sent to the RWIEF. If we're planning events such as golf outings or auctions, you should communicate regarding the same with International. This year the golf tournament did not make any money. The outing was done in July as part of free meeting, and the chapter covered food. For future events, if we break even the event will simply be a fun outing for our members and if we make money, those funds should be donated to the RWIEF.

Membership Renewals for 2018

*Ben Barker, SR/WA, R/W-NAC,  
R/W-RAC*

Note: Renewal forms have gone out. Reminder to renew and ask others at your company to renew.

IRWA International Conference – Edmonton

*Mindy Leadholm, SR/WA*

- June 24-27, 2018
- Early Bird Registration (\$525) – March 9
- Hotel Reservation Policy Changes

Note: Can save \$100 by registering early. The registration email includes a code to receive the IRWA rate at any of the four different hotels associated with the conference.

Chapter 20 – 60<sup>th</sup> Anniversary Celebration

*Mindy Leadholm, SR/WA*

- Date
- Location Options
- Gift

Note: Next May is our 60<sup>th</sup> Anniversary. The board discussed options for a party and agree that further discussions and preparations needed to take place at the January meeting.

Upcoming Board and Member Meeting

*Ben Barker, SR/WA*

- "Awards" Luncheon
- Giving Back to Members – ideas?
- Date & Location
- Speakers and/or Presenters

Note: The January meeting will be held at Fredrickson and Byron.

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11:10 – 11:30 **COMMITTEE REPORTS**

**SERVICE COMMITTEES**

Nominations & Elections

*Dan Leshner*

Professional Development

*Greg Cooley*

Ethics

*Ben Tozer*

Education

*Mindy Leadholm, SR/WA*

Communications & Marketing

*Michelle MacMillan, ARWP*

Membership

*Ben Barker, SR/WA*

**INDUSTRY COMMITTEES**

Electric & Utilities

*Craig Knudsen, SR/WA, R/W-EC, R/W-NAC*

Local Public Agencies

*Mayrinda Cain*

Oil & Gas Pipeline

*Andy Girga*

Transportation

*Penny Rolf, SR/WA, RW-NAC, RW-RAC*

**COMMUNITIES OF PRACTICE**

Asset Management

*(open)*

Environmental

*Jennifer Holmstadt*

Relocation

*Jason Alt*

Surveying & Engineering

*Michelle MacMillan, ARWP*

Valuation

*Doug Johnson*

**ADDITIONAL DISCUSSION:**

Motion to Adjourn by: Greg Cooley

Seconded by: Penny Rolf

Minutes Approved: Motion by Greg Cooley on 12/5/17; seconded by Ben Barker on 12/5/17;

Approved by general consensus on 12/5/17.