

I R W A

INTERNATIONAL RIGHT OF WAY ASSOCIATION

North Star Chapter 20

Board of Directors

Meeting Minutes

January 20, 2010

Members Present:

| | | | |
|--------------------|--------------------|---------------|---------------|
| John Foster | Jason Alt | Penny Rolf | Joanie Miller |
| Debbie Tyler | Dan Leshner | Allen Schlipp | Craig Knudsen |
| Michelle MacMillan | Bill Rottschaefner | Jim Anderson | Greg Cooley |
| Jonathan Norell | Chuck Norell | Lois Wells | Kirk Corson |

Call to order:

John Foster, SR/WA, President

Roll Call:

Dan Leshner, Secretary

Approval of Minutes for the November 2009 Meeting:

Completed Online - 12/23/09

Motion to Approve: Debbie
Tyler Second: Penny Rolf
The "Yes" carries the vote

Treasurer's Reports:

John Foster, Penny Rolf

1. Checking Account Balance: \$8,169.35
 - a. PayPal Balance: \$2,650.52
 2. CD Balances: \$6,332.24 14 Month @ 3% Matures 03/02/2010
\$6,811.66 14 Month @ 3% Matures 05/12/2010
- There are additional deposits that were presented at the meeting.
 - Discussion on scheduling a meeting with audit committee (Penny Rolf, John Foster, Jason Alt and Dan Leshner) to review the accounts. A meeting will be scheduled in the next couple of weeks after we have received the books from Jamie McIntyre.
 - Discussion on transferring money from the PayPal account into checking. A reserve amount will be kept in the PayPal account to cover PayPal fees.

Committee Reports:

1. Education Report
Greg Cooley
 - Course 100 is scheduled for Feb. 8-11 at Great River Energy, to date there are 3 people signed up for the course. Additional participants are expected to sign up in the next couple of weeks. It was decided that with a roster of 6-8 participants the class would go ahead as planned.
 - General discussion on the addition classes that are scheduled for this year. A list can be found on the Chapter website.
2. Membership Report
Karen Johnson (Absent)
 - John Foster commented on 3 new Chapter Members.
 - Emails continue to go out to Members who have not renewed.

I R W A

INTERNATIONAL RIGHT OF WAY ASSOCIATION

3. PDC Report Matt Storm, SR/WA, Leland Mann, SR/WA and Dale Aukee, SR/WA (All absent)
 - No Report

4. Newsletter Report Communiqué display Debbie Tyler
 - The next newsletter is scheduled for March. Deadline for submittal of new information is February 15th.

5. Pipeline Report Lois Wells
 - No Report

6. Asset/Property Management (Position not currently occupied)
 - No Report

7. Program Report Jason Alt
 - 2010 meeting scheduled for March, May, July, September, October, November.
 - Discussion on canceling October meeting in order to have meetings every other month.
 - Possible speakers for 2010 include: Canadian Pacific, Bureau of Indian Affairs, CapX2020 Update, possible tour of the new Twins Stadium, and a Professional Development discussion.
 - Meeting in July will include the installation of the new Board during a brunch. The annual golf outing will be held after brunch.

8. Relocation Chair Penny Rolf
 - No Report

9. Utilities Chair Michelle MacMillan
 - No Report

10. Awards Chair Jim Anderson
 - Awards were in place for the installation proceedings.

11. Environmental Chair Jennifer Wolff (Not Present)
 - No Report

12. Survey Chair Allen Schlipp
 - No Report

13. Transportation Chair (Position not currently occupied)

I R W A

INTERNATIONAL RIGHT OF WAY ASSOCIATION

- No Report

14. Valuation Chair

Kirk Corson

- Recent USPAP changes
- Kirk will be stepping down as chair, Jonathan Norell will be the new chair.

15. Real Estate/Appraisal

Doug Johnson (Not Present)

- No Report

16. Legal Credit

Greg Wheeler (Not Present)

- No Report

17. Nominations & Elections

Bill Rottschaefer, Craig Knudsen, SR/WA &
Craig Poorker, SR/WA (Not Present)

- Nominations & Elections committee is looking for any interested Members to contact the committee for consideration for July installation.

Old Business:

1. 2010 Budget

- No Discussion

2. Professional of the Year

- No Discussion

3. Employer of the Year

- No Discussion

4. Scholarship Committee

- No Discussion

New Business:

1. Bill Rottschaefer Bylaws

- Bill conducted a review of the Chapter Bylaws. There are two changes that are needed in order to comply with Chapter moving to a fiscal year.
- Changes include:
 - Conducting annual meeting in May, with installation of new officers on July 1st.
 - Removing the prohibition of Board Members only serving a maximum of 1 year.
 - The Bylaws do not currently address a quorum. Upon further discussion it was

I R W A

INTERNATIONAL RIGHT OF WAY ASSOCIATION

determined that a change to the Bylaws was not necessary.

- In order to adopt the changes Bill will present them during the January Board meeting to be adopted after the March meeting.
2. Upcoming classes
 - Course 100 is scheduled for Feb. 8-11 at Great River Energy.
 3. Golf Outing (July)
 - Dan Leshner will be planning the 2010 golf outing for the July installation meeting.
 4. Appoint audit committee
 - Penny Rolf, John Foster, Jason Alt and Dan Leshner
 5. Pass the leadership manual to officers
 - Dan Leshner will be receiving leadership manual
 6. Other
 - IRWA Annual Conference is June 27-30 in Calgary, Canada
 - Regional Forum scheduled for April 9th in Centerville, IA

Motion to adjourn the January meeting by Jason Alt, second by Joanie Miller. Motion carried



NORTH STAR CHAPTER 20
Board of Directors
Meeting Agenda
March 17, 2010

Members Present:

| | | | |
|-------------------|---------------|---------------|-----------------|
| John Foster | Jason Alt | Penny Rolf | Lisa Beckman |
| Dan Leshner | Allen Schlipp | Craig Knudsen | Jonathan Norell |
| Bill Rottschaefer | Jim Anderson | Greg Cooley | Chuck Norell |

Call to order: John Foster, SR/WA, President

Roll Call: Dan Leshner Secretary

Approval of Minutes for the January 2010 Meeting: Online approval 2/8/10
Motion to Approve: Joanie Miller
Second: Kirk Corson
The "Yes" carries the vote

Treasurer's Reports:

Penny Rolf

1. Account Balance \$16,407.90 (Includes the balance from a CD that was recently cashed out)
- PayPal Balance: \$587.74

2. CD Balance \$6,811.66 14 month @ 3% Matures 05/12/2010

- Audit was completed on Feb 25th and all moneys identified during the audit were deposited.
- Taxes have been completed and sent to Headquarters
- It was decided that the money from the recently cashed out CD would be better served to be left in the checking account instead of reinvesting into a CD for minimal gains. The CD also makes it challenging for the treasurer to manage the account.
- The CD money will be tracked separately within the checking account.

Committee Reports:

1. Education Report

Greg Cooley, SR/WA

- Course 100 was held Feb. 8-11 at Great River Energy. The course was very successful due to the number of participants. The Chapter would like to thank Craig Poorker, Larry Martin, and Jim Anderson for donating their time to teaching the class.
- Course 600 was held March 8th at Westwood Professional Services. The class was very successful with 10 participants. The Chapter would like to thank Westwood for the use of their facilities.

2. Membership Report Karen Johnson (Absent)
- No Report
3. PDC Report Matt Storm, SR/WA, Leland Mann, SR/WA & Dale Aukee, SR/WA (All Absent)
- No Report
4. Newsletter Report Debbie Tyler (Absent)
- No Report
5. Pipeline Report Lois Wells (Absent)
- No Report
6. Asset/Property Management (Position not currently occupied)
- No Report
7. Program Report Jason Alt / Penny Rolf
- The Twins stadium tour is set for May 18th at 10am and 1:30pm. Each tour can have a maximum of 30 participants. The Board will be attending the afternoon tour. Lunch will be served at the 58 club to coincide with the morning tour returning and the afternoon tour departing.
 - A speaker is currently being finalized for the September meeting.
8. Relocation Chair Penny Rolf
- No Report
9. Utilities Chair Michelle MacMillan (Absent)
- No Report
10. Awards Chair Jim Anderson
- No Report
11. Environmental Chair Jennifer Wolff (Absent)
- No Report
12. Survey Chair Allen Schlipp
- No Report
13. Transportation Chair Mike Kelly (Absent)
- No Report

14. Valuation Chair

Jonathan Norell

- John provided an update regarding the new rules established around Broker Price Opinions (BPO's)

15. Real Estate/Appraisal

Doug Johnson, SR/WA (Absent)

- No Report

16. Legal Credits

Greg Wheeler (Absent)

- No Report

17. Nominations & Elections

Bill Rottschaefter, Craig Knudsen, SR/WA &
Craig Poorker, SR/WA

- The Nomination and Election Committee is currently looking for nominations to fill the open Board seat in July. If anyone has any suggestions please contact a Board member or the Nominations and Elections Committee.

Old Business:

1. Scholarship Committee
2. Golf Outing (July)
3. Appoint audit committee - Audit Completed 2/25
4. Taxes

New Business:

1. Bill Rottschaefter Bylaws
 - Bill summarized the changes in the Bylaws during the last Board meeting and also provided them verbally to the Membership during the last luncheon. Following protocol, Bill put the Bylaw changes to a vote at the Board meeting and luncheon. There was a motion by Craig Knudsen to accept the Bylaw changes and a second by Greg Cooley. Bylaw changes were unanimously accepted.
2. Nominations & Elections
 - An announcement was made during the Luncheon of the open Board seat in July. Members were encouraged to nominate an incoming Secretary.
3. CD Renewal
 - After discussion it was determined not to renew the CD and to keep the money earmarked within the checking account. This would provide liquidity to the money and make it easier for the treasurer to manage the money.
4. MNDOT Conference Breezy Point 9/28 – 9/30
 - Lisa Beckman discussed the need for a sponsor of the social event for the Mn DOT conference in September. Due to the event having alcohol Mn DOT can no longer be the host of the event.
 - The event would consist of the social hour along with the speaker. The sponsor would be responsible for the advertising flyer that would be included in the Mn

- DOT folder along with the cost to cover the speaker (\$500) and prizes.
- Penny made the motion to sponsor the event, Dan seconded. The motion was unanimously approved.
 - It was decided that the gifts for the event would consist of certificates for an upcoming IRWA class of choice.
5. Annual Conference Calgary 6/27 – 6/30
 - John Foster has looked into the costs of attending the annual conference in Calgary and they appear to be around \$2500 per person. This would include flight, hotel, conference fees, and transfers to/from hotel. Currently the budget allows for \$1500 per required Board member.
 - It was decided that it is unfair to expect that required Board members supplement the budgeted \$1500 with their own money.
 - A motion by Greg Cooley and second by Dan Lesher allowing the expenditure of \$2500 for John Foster and Jason Alt for this year only was approved unanimously.
 - It was decided that a year to year review of the budget amount for the IRWA conference would be conducted and raised accordingly.
 - Joanie Miller will not be needing her full \$1500 amount due to her role on an IRWA Board.
 6. October Meeting
 - As previously discussed it was agreed that we would not hold an October meeting.
 7. Gary Ostrom Memorial Scholarship Fund
 - The Nominations and Elections Committee will be looking into the details of the Scholarship fund and provide the oversight.
 8. Golf Outing (July)
 - Dan Lesher will be working with the Board on setting up a 2010 golf outing for sometime around the middle of July.
 - It is possible we could contact the Wisconsin Chapter and coordinate a joint golf event to maximize participation.
 9. Spring Forum – Iowa 4/8 – 4/9

Motion to adjourn the March meeting by Greg Cooley, second by Jim Anderson. Motion carried

NORTH STAR CHAPTER 20
Board of Directors
Meeting Agenda
May 18, 2010

Members Present:

| | | | |
|--------------------|--------------------|-----------------|---------------|
| John Foster | Jason Alt | Penny Rolf | Debbie Tyler |
| Dan Leshner | Craig Knudsen | Jonathan Norell | Joanie Miller |
| Bill Rottschaefner | Greg Cooley | Chuck Norell | Craig Poorker |
| Pam Johnson | Michelle MacMillan | | |

Call to order: John Foster, SR/WA, President

Roll Call: Dan Leshner Secretary

Approval of Minutes for the 4/1/10
March 2010 Meeting: Motion to Approve: Greg Cooley
Second: Jason Alt
The "Yes" carries the vote

Treasurer's Reports: Penny Rolf

1. Account Balance \$20,920.71 (Includes the balance from a CD that was recently cashed out)

- PayPal Balance: \$2078.03

2. CD Balance \$6,811.66 14 @ 3% Matures 05/12/2010

- It was discussed that it would be beneficial to track the money designated for the scholarship fund and social events.
- The CD will be maturing 5/12/2010 and at that time it will remain in the CD until we want to move it to an account.
- Motion to approve Treasurer's Report – 1st Greg Cooley, 2nd Craig Knudsen

Committee Reports:

1. Education Report Greg Cooley, SR/WA

- IRWA HQ has informed the Chapter that there are additional online courses that have now been posted as part of the IRWA plan to make education more accessible to the membership.
- There are a number of short online courses that are being offered at a reduced price however the Chapter does not receive any proceeds for this option.
- The standards for course Facilitators is currently under review. It is possible that in the coming months the standards could increase to stay competitive with other course providers in the industry.
- There have been a number of course changes. Please see Greg Cooley for specifics.
- Course 400 was held May 10th & 11th. The class was held at Great River Energy and there

were 8 participants in the class.

- Course 804 has been set for Nov. 8th. The Facilitator will be Larry Martin and he has generously offered his fee to be used for the scholarship fund.

3. Membership Report Karen Johnson

- No Report

3. PDC Report Matt Storm, SR/WA, Leland Mann, SR/WA & Dale Aukee, SR/WA

- No Report

4. Newsletter Report Debbie Tyler

- Communiqué – Deadline for new material is June 7th.

5. Pipeline Report Lois Wells

- No Report

6. Asset/Property Management

- No Report

7. Program Report Jason Alt / Penny Rolf

- November meeting - Mike Moran, Mn Dot – Relocation
- Looking for more speakers to fill the rest of the year and beyond.

8. Relocation Chair Penny Rolf

- No Report

9. Utilities Chair Michelle MacMillan

- Eminent Domain and corridor sharing Bills passed and are now signed into law. A summary is to be provided for publication in the newsletter.

10. Awards Chair Jim Anderson

- No Report

11. Environmental Chair Jennifer Wolff

- No Report

12. Survey Chair Allen Schlipp

- No Report

13. Transportation Chair Mike Kelly

- No Report

14. Valuation Chair Jonathan Norell

- No Report

15. Real Estate/Appraisal Doug Johnson, SR/WA

- No Report

16. Legal Credits Greg Wheeler

- No Report

17. Nominations & Elections Bill Rottschaefter, Craig Knudsen, SR/WA & Craig Poorker, SR/WA

- Current Chapter Board Members agree to move on the Board and serve another term.
- Nomination and Election committee have recognized Pam Johnson, Anoka County, as the incoming Secretary.
 - Board and Membership vote unanimously to approve Pam Johnson as Chapter 20 Secretary.

Old Business:

1. Scholarship Committee -

- Bill Rottschaefter, Craig Poorker and Craig Knudsen have looked into the formation of a Scholarship Committee:
 - 5 trustees with 3 year terms
 - The fund will be established to aide those who need financial help applying for IRWA education certifications.
 - Once the budget drops below \$1000 an assessment of the need for the Committee will be determined.

2. Golf Outing (July)

3. Bill Rottschaefter Bylaws

4. October Meeting

5. Gary Ostrom Memorial Scholarship Fund

6. Annual Conference Calgary 6/27 – 6/30

- A discussion was held to review the Boards stance on assisting the three Board positions financial assistance in attending the Annual IRWA Conference. At this time the one year Director, President, and President Elect are budgeted a set amount each year to help with the costs of attending the conference. This year, due to the additional expense of the Calgary Conference, it was decided that up to \$2500 would be set aside for the President and Vice Presidents costs of attending.
- The Board wanted to be clear that Board Members are expected to contribute some time and money when they accept a nomination to the Board. The Chapter is very conscious of the costs associated with these events and does not expect a large burden to be borne by the Board member.
- If the commitments are not able to be met to attend the Conference then Board members are encouraged to make their thoughts known so that a replacement can be found.
- For this year the additional budget will be accepted but in the future this will be discussed

in detail.

New Business:

1. Nominations & Elections - New Officer
2. Golf Outing (July 12)
3. Spring Forum Donation
4. Fall Forum – St. Louis 9/30 – 9/31
5. CD Renewal
6. MNDOT Conference Breezy Point 9/28 – 9/30
7. Utility Seminar (August 23-24)
 - A vote was taken at the Board meeting to support the Utility Seminar to be held August 23-24th. A wide variety of topics will be presented and Joanie Miller has been spearheading the initial planning.
 - A motion was made by Greg Cooley to support the Utility Seminar, Aug. 23-24th, after some discussion the motion was amended to include language stating the proceeds would be used for general Chapter funds including educational and social events within the Chapter.
 - Seconded by Jason Alt
 - Unanimously passed
8. Bob Westling has passed away
 - A contribution of \$50 has been approved by the Board to his memorial fund

Adjourn to Luncheon at 11:20!

Chapter 20
Transaction List by Date
 March 12 - May 17, 2010

Starting Balance - \$9,683.20

| Date | Type | Num | Posting | Name | Memo/Description | Account | Split | Amount |
|------------|---------|------|---------|---|------------------------------------|-------------------|--|-----------|
| 03/25/2010 | Deposit | | Yes | Deposit | Dakota Elec.-2 attendees | Ch 20 checking | 4600C COURSE INCOME:COURSE 600'S {131}:600C- Environmental Awareness | 530.00 |
| 03/25/2010 | Deposit | | Yes | Deposit | March mtg.-5 attendees | Ch 20 checking | 9750 SEMINARS & CONFERENCES INCOME:Other Conventions & Meetings | 75.00 |
| 03/30/2010 | Check | 3428 | Yes | Joanie Miller | Int'l Conference - Registration | Ch 20 checking | 6500 SEMINARS & CONFERENCES EXPENSES:Other Conventions and Meetings Expenses | -425.00 |
| 04/02/2010 | Check | 5055 | Yes | Jason D. Alt | Int'l Conf. Registration | Ch 20 checking | 6500 SEMINARS & CONFERENCES EXPENSES:Other Conventions and Meetings Expenses | -425.00 |
| 04/02/2010 | Check | 5057 | Yes | Richard Dickson | Hotel Fee | Ch 20 checking | 5600 COURSE 600'S:600-Environmental Awareness | -75.09 |
| 04/02/2010 | Check | 5056 | Yes | Jennifer B. Wolff | Food Expense | Ch 20 checking | 5600 COURSE 600'S:600-Environmental Awareness | -20.00 |
| 04/06/2010 | Check | 3429 | Yes | Nagell Appraisals | Mar. luncheon refund | Ch 20 checking | 6500 SEMINARS & CONFERENCES EXPENSES:Other Conventions and Meetings Expenses | -15.00 |
| 04/09/2010 | Check | 5058 | Yes | Midland Hills Country Club | March luncheon | Ch 20 checking | 7010 Occupancy Expense | -1,149.85 |
| 04/27/2010 | Deposit | | Yes | Deposit | March mtg.-5 attendees | Ch 20 checking | 9750 SEMINARS & CONFERENCES INCOME:Other Conventions & Meetings | 45.00 |
| 04/27/2010 | Deposit | | Yes | Deposit | C100 course reimbursement | Ch 20 checking | 9750 SEMINARS & CONFERENCES INCOME:Other Conventions & Meetings | 6,833.00 |
| 05/05/2010 | Check | 3431 | Yes | Evergreen Alliance Golf, Limited Partnership | CHECK | Ch 20 checking | 6500 SEMINARS & CONFERENCES EXPENSES:Other Conventions and Meetings Expenses | -250.00 |
| 05/05/2010 | Check | 3430 | Yes | Twins Ballpark, LLC | CHECK | Ch 20 checking | 5000A SPECIAL EVENTS EXPENSE:Special Events Expnes #1 | -300.00 |
| 05/07/2010 | Check | 3432 | Yes | Douglas Johnson | CHECK | Ch 20 checking | 5800 COURSE 800'S:800-Principles of R/E Law | -10.25 |
| 05/11/2010 | Check | 3433 | Yes | IRWA Region 3 | CHECK | Ch 20 checking | 8003 CONTRIBUTIONS, GRANTS, ETC PAID:Contribution to Regions | -300.00 |

Monday, May 17, 2010 01:14:25 PM GMT-5

CD transfer amt - \$6,554.70
 Ckb. balance w/o CD-\$14,366.01
 Total - \$20,920.71



NORTH STAR CHAPTER 20
Board of Directors
Meeting Minutes
July 12, 2010

Call to order: Jason D. Alt, President

Roll Call: Pam Johnson, Secretary
Penny Rolf Debbie Tyler Rita Rasmussen Allen Schlipp
Craig Poorker Jonathan Norell John Foster Joanie Miller
Michelle MacMillan

Approval of Minutes for May 2010 meeting:
The Secretary's Report was approved previously via email.

Treasurer's Reports: Penny Rolf

1. Account Balance is \$22,194.11 (includes \$6,554.70 from cashed in CD)
CD Balance: \$6,991.11 Maturity Date July 12, 2011 at .7500%.
2. PayPal balance is \$4,797.78

Old Business:

1. Annual Conference Calgary (6/27 – 6/30)
 - The Calgary Conference was very successful with an attendance of approximately 966. There are still bills coming in from John Foster.
 - John gave a very impressive speech with regards to North Star Chapter hosting the 2016 conference. Omaha will be pursuing the conference in 2016.
 - A quilt which Joanie made for the auction got a total bid of \$1,025.00. Thanks to Joanie for her donation!
 - The golf and auction were profitable bringing in about \$20,000.00 between them.
2. Installation and Annual Golf Outing (Majestic Oaks 7/12)
 - Installation of Officers will not require a separate meeting and will be considered as of today, July 12, 2010.
 - We will get a final tally from Dan Leshner on the golf outing.
3. CD Renewal

New Business:

1. MNDOT Conference Breezy Point (9/28 – 9/30)
 - a. Exhibit sponsorship:
Lisa Beckman has agreed to be the liaison for one year between the IRWA and MNDOT for

the Exhibitors. It was thought that all checks should be directed to the IRWA Treasurer rather than Lisa Beckman, but it was decided to leave it as is for this year and have the funds go to our treasurer for next year's event.

b. Random exhibit locations:

It was agreed that, as in the past, random exhibit locations would be assigned.

c. IRWA exhibit & materials:

Since the IRWA can add information to the MNDOT information packet, it was brought up that maybe a coaster could be placed in the packet. Also, Dan has done research with regards to purchasing a banner for events instead of requesting one from headquarters and having to return it. The cost is approximately \$75.

d. Number of exhibits:

It was thought there could be 20 exhibitors for the Conference.

e. Prizes:

There is a \$150 fee for room rental, speaker, prizes and hors devours. The Board feels that there should be no problem obtaining the needed contributions. Penny will obtain a list of past participants, so that we can solicit funds if needed. We will set up a poster board with a list of all the names of the contributors and also put that information in MNDOT's information packet.

2. Fall Forum (St. Louis 9/30 - 10/1)

- There is a conflict with Breezy Point and the Fall Forum this year. It is 717 miles from Breezy Point to St. Louis so driving would take approximately 8 hours. This would mean that attendees would miss the social event on Thursday evening. They would be attending on October 1st and then turning around and driving back. It was also noted that it would cost over \$700 for mileage, both ways. John researched Expedia and found flights that leave Minneapolis at 5:20 p.m. and arrive in St. Louis at 7:00 p.m. and then turn around and leave for Minneapolis at 4:40 p.m. on October 1st. These round trip tickets were \$273 including tax. Jason thought this was fine as long as it was within the budget. There was discussion that the Board should get away from paying for mileage since it does not cost \$350 to drive to St. Louis and should only reimburse for gas with receipts. There is also a cap on mileage that the maximum paid is air fare.
- Reimbursements for the Fall Forum are as follows: President and President Elect are reimbursed 100% and any other attendees will be reimbursed \$100.

3. Utility Seminar Update (8/23 - 8/24)

- To date there are six people signed up for the Seminar. We have received ample contributions in the amount of \$1,500 for the riverboat cruise and dinner.
- The Commerce packet is ready to go for approval with the exception of one course. There may be eleven credits instead of the possible 12 that were hoped for.
- Bob Krava is a presenter with Ottertail Power and is bringing two other presenters with him. He has asked if they are to pay or if they are free. There was much discussion on how to handle this since there are meals and snacks provided as part of the Seminar which come at a cost. There were three alternatives as follows:
 - a. One comp per topic.
 - b. If they come, give their presentation and leave, we would comp them but if they stay they would pay.
 - c. The budget for speaker gifts is \$250. It we requested that the speakers can attend the riverboat cruise and dinner for free in lieu of gifts.

4. Future Speakers/meeting dates and locations:

- Future meetings will be held at Midland Hills on September 16, 2010 and November 18, 2010, which are both Thursdays. Justice Dietzan will speak at the September meeting and Mike Moran, MNDOT, will speak on Relocation at the November meeting.
- John Foster stated that we still need to have a meeting to give out awards for Professional of the Year and Employer of the Year. These awards will be acknowledged at our January meeting along with a free meal for members and an off-topic speaker.
- Penny has an out of town relative who does motivational speaking. She thought the fee was higher than \$500 but if she were to come to Minnesota for another reason, maybe she would be willing to speak. Craig stated that if it were called a charity, there are some deductions that can be taken by the speaker in lieu of payment.

Motion to Adjourn: Motion – John Foster Seconded Penny Rolf . Motion
passed.



NORTH STAR CHAPTER 20
Board of Directors
Meeting Minutes
September 16, 2010

Call to order:

Jason D. Alt, President

Roll Call:

Penny Rolf

Dan Leshar

Pam Johnson, Secretary

Michelle MacMillan

Jonathan Norell

John Foster

Debbie Tyler

Greg Cooley

Jim Anderson

Craig Poorker

Bill Rottschaefar

Allen Schlipp

Charles Norell

The Board of Directors Meeting was called to order on September 16, 2010 at 10:05 AM.

Approval of Minutes for July 2010 meeting:

The Secretary's Report was approved on July 29, 2010 via email.

Treasurer's Reports:

Penny Rolf

1. Checking Account Balance: \$32,621.56
2. CD Balance: \$6,991.11 Maturity Date July 12, 2011 at .7500%.
3. PayPal balance is approximately \$650.00.

Motion to approve the Treasurer's Report by Greg Cooley and seconded by Penny Rolf.
Motion approved.

Discussion:

The 2009 taxes have been completed. There were three checks totaling \$75.00 plus \$0.29 earned in interest from 2008 that have not cleared. These checks are from three late registration fees for \$25 each for a class held in April of 2008. Subsequent to the course, it was decided the late fee would be reimbursed to the participants. Minneapolis Parks and Recreation is owed \$25.00 for one attendee and the Corp of Engineers is owed \$50.00 for two attendees. The \$0.29 is interest that was earned.

When contacted, The Corp of Engineers stated it would be more of a problem to find out what to do with the check and we should just keep it. The person who attended the class from Minneapolis Park and Recreation is no longer employed with them. Craig Poorker suggested we could donate the money to Minneapolis Parks and Recreation since they welcome receiving donations.

Dan received a check from Headquarters in the amount of \$863.75 referencing the dates of July 1, 2009 to June 30, 2010. There was a question as to the intent of the payment. Craig Poorker stated that Dan Leshar should request a detailed report from Headquarters to find out this information.

Old Business:

1. MNDOT Conference Breezy Point (9/28 – 9/30)

- **IRWA Exhibit & Materials:**

John ordered 300 coasters to be placed in each of the MNDOT envelopes given to the attendees of the conference. There is \$25.00 - \$30.00 in expenses expected for reimbursement for purchasing mints, tootsie rolls, licorice, etc., to have at the booth. The Board's consensus was that it was alright to purchase of candy under Miscellaneous Expenses. John also mentioned that we would appreciate anyone attending the conference to consider spending some time at the IRWA booth. The booth at Mn/DOT provides a great opportunity for us to meet new potential members, and to educate folks about our organization. Jason Alt thanked John and Greg coordinating all the details related to the booth.

2. Fall Forum (St. Louis 9/30 - 10/1)

- Jason Alt advised that a count of people attending the Fall Forum is needed. Craig Poorker, Joanie Miller, Penny Rolf and Jason Alt will be attending. John Foster is checking to see if he is able to attend.
- The cost for the Fall Forum is free except for hotel and transportation. We reviewed reimbursement policies for Board members and general membership.

3. Utility Seminar Update (8/23 – 8/24)

- Greg Cooley offered to provide, as an attachment to the minutes, a financial summary of the event.
- There were 89 participants and 85 paid attendees. Four were considered presenters and it was approved that one presenter per presentation could attend the seminar free of charge.
- Many thanks go to the sponsors for being so generous in the tough business times (especially Great River Energy who played a large part in the success of the seminar by donating resources, time and a commitment and willingness of individuals to help).
- The seminar deemed as successful as the previous Seminar. There were comments made by many individuals that the networking during the seminar and the riverboat event were very positive. Also, thanks for the personal and professional sacrifices that were made by many in order to host such a successful event (especially Joanie and Greg Cooley).
- General Housekeeping Note: All receipts should be given to the Treasurer to be attached to the checks for easier retrieval for audit.
- There was discussion on allocation of the proceeds from the seminar. It was agreed that action to specifically allocate funds would be tabled to the next meeting while the Chapter Treasurer pulls together a summary of committed funds in the Chapter's checking account. Jason Alt encouraged Greg Cooley and Craig Poorker to prepare a proposal to the Board (for November's meeting) in regard to the allocation of the proceeds from the seminar. He also encouraged them to consider maximizing the amount that is donated to the IRWIEF.

4. Future Speakers/meeting dates and locations:

- Mike Moran is scheduled to be the speaker for the November meeting.
- Penny Rolf contacted Gary Hoffman to speak at our January 19th meeting. He and his son canoed the entire Mississippi River and he has written a book depicting their adventures. He will have a power point presentation and book signing. His fee is \$300

plus mileage from Excelsior.

Greg Cooley motioned to approve \$300 plus a mileage reimbursement for the proposed speaker and continue our tradition to offer a free meal to members at this event (guests will have to pay for their meal). Dan Leshar seconded the motion. Motion approved.

- In the past, we have had an out of town meeting. Greg Cooley may possibly have a topic on safety to be presented by Mn/DOT if we have the meeting in St. Cloud.
- There is a possibility Allen Schlipp offered to contact a friend from Kansas City provide a presentation on pipeline safety for our March meeting. Given the events of the gulf oil spill, it was thought this would be a very appropriate topic.

New Business:

1. Chapter Communication Strategy:

a. Website modifications (and related service fees):

Because our website has become such a valuable tool to communicate with members, the fees charged have become greater. Allen Schlipp stated that there is a maintenance package for \$240 which is based on an hourly rate as we need services. We have generally been using three of these packages a year, totaling \$720). There is also a fee of \$285 per year for website hosting and the domain name. Allen Schlipp has been paying for these services up to now. He is requesting to be reimbursed \$385 for payments he has recently made and he will donate as he sees fit. The decision was made that the web designers do a wonderful job and respond to our requests immediately. Penny made a motion to pay Allen \$385 and put \$1,000 in the budget for future payments and Allen Schlipp may donate what he wishes as a donation. Bill Rottschaefter seconded the motion. Motion approved.

b. Email Blasts:

It has become apparent that there is some issue with bulk emails being sent out to the IRWA membership and other chapters. In order to limit these emails, which take up a lot of room on servers, using the web links has been very helpful. Greg Cooley also cleaned up the list which really helped when sending out necessary email blitzes.

c. Partnership Agreements:

We should define how we will interact with other organizations when partnering on events for our membership. It is up to us to have control and be comfortable with the manner in which we are spending for the different functions. This will be tabled until the next meeting.

d. 2011 Membership Renewals – Chapter Toolkit Resource (September 21st Conference Call): Jason Alt advised that he spoke with Karen Johnson and she will be participating in the conference call. Please let Jason Alt know if anyone is interested in participating in this online event.

e. MNDOT Conference Drawing - There has been a total of \$1,650 collected from vendors of which \$1,000 will be used for the Social Event. This leaves \$650 for prizes at the drawing. Lisa Beckman is requesting two-\$100 IRWA course gift certificates and reimbursement for \$450 in gas cards. There was much discussion in regard to the request. Since advertisements/commitments were made at the time funds were collected from vendors, Jim Anderson made a motion to authorize Jason Alt to work directly with Lisa in regard to how the prize funds (\$650) would be allocated. John Norrell seconded the motion. Motion passed.

Jason Alt has suggested this item be placed on the agenda for further discussion in November.

4. Region Secretary/Treasurer Position Opening:

- There are openings for the above position – Jason Alt encourages those interested in the position to attend the Region Forum.

5. Gary Ostrom Memorial Scholarship Fund:

- At the May meeting, there were changes made to the proposed resolution, see attached. Bill Rottschaefter, in detail, reviewed the changes to the resolution. Penny made a motion to approve the resolution and added that if there are additional funds, over and above the original \$2,000 stated, we can add them to the account. Jim Anderson seconded the motion. Motion passed.

Jason Alt and Craig Poorker thanked Bill Rottschaefter for the effort and time he put into the Resolution.

6. Policies and Procedures:

- The Chapter's Policy and Procedures has not been updated since 11/2004. Jason Alt suggested that we create a committee to review the guidelines and provide a recommendation to the Board for amendments. Bill Rottschaefter volunteered to assist. Greg Cooley volunteered Joanie in her absence. The committee will include: Bill Rottschaefter, Jason Alt, Joanie Miller and Greg Cooley. Jason Alt requested that the committee provide an update at the November Board meeting.

7. 2011 Budget:

- The budget for 2011 is being worked on and will be tabled until the next meeting.

8. Committee Reports:

- We ran out of time for Committee reports. Jason Alt requested that any reports be e-mailed to him.

Motion to Adjourn: Motion: Greg Cooley. Second: Bill Rottschaefter. Motion passed.



NORTH STAR CHAPTER 20
Board of Directors
Meeting Minutes
November 18, 2010

Call to order: Jason D. Alt, President

Roll Call:

| | | | |
|--------------------|---------------|------------------------|-----------------|
| Penny Rolf | Dan Leshner | Pam Johnson, Secretary | |
| John Foster | Debbie Tyler | Michelle MacMillan | Jonathan Norell |
| Bill Rottschaefter | Allen Schlipp | Greg Cooley | Craig Poorker |
| Karen Johnson | | Charles Norell | Craig Knudsen |

The Board of Directors Meeting was called to order at 10:00 a.m.

Approval of Minutes for September 2010 meeting:

The Secretary's Report was approved on September 20, 2010 via email.

Treasurer's Reports: Dan Leshner

We now have two separate savings accounts as listed below.

1. Checking Account Balance is \$22,713.40
2. Chapter Events Fund Savings Account Balance is \$3,466.00
3. Gary Ostrom Memorial Fund Savings Account Balance is \$3,000.00
4. CD Balance: \$6,991.11 Maturity Date July 12, 2011 at .7500%.
5. PayPal balance is \$510.64.

Discussion:

Dan Leshner has a about what to do about a check we issued at the Calgary Conference to the Rainbow Society for \$250.00. The Rainbow Society is a charitable arm of the International Right of Way Association. This check has never been cashed and when asked about it, the Rainbow Society has no knowledge of the check. Dan brought two solutions to the Board, 1) re-issue the check 2) pay \$25 dollars and cancel the check. John Foster suggested we issue a new check and if the other one is found; they return it. Craig Knudsen thought we could cancel the check and re-issue one in the amount of \$225 to cover the cancelation fee. Jason Alt stated we should give the authority to Dan Leshner to handle the corrective action.

Craig Knudsen made a motion to allow Dan to handle the situation and approve the Treasurer's Report. Penny Rolf seconded. Motion approved.

Old Business:

No discussion.

New Business:

1. 2011 Budget Discussion

Dan Leshner distributed 2011 Draft Budget

John Foster stated in 2007 we had \$23,000; 2008 - \$31,000, 2009 - \$22,700; January of 2010 - \$23,900 and as of our last meeting in September we had \$15,500. Greg Cooley said we should look at a snap shot in January for the year.

Bill Rottschaefer questioned if we have run a deficit in past years. According to John Foster, in 2010 we cashed a long term CD from approximately 1997. Attendance at education courses have dropped in recent years which is part of the reason for the deficit.

There was much discussion regarding raising the cost of the Chapter luncheons. Craig Poorker noted the cost has not changed for several years. There was concern if we raise the price that members who do not have employer backing may not attend. Craig P. brought up the fact that people, members and non-members, attend the meetings for the networking and speakers as well as the lunch. Allen Schlipp suggested that \$18.00 was manageable. Penny Rolf stated that raising the cost to \$18.00 covers the meal and the Chapter could cover the tip, etc.

Most of our income is from the education courses. We want to thank Craig Poorker, Michelle MacMillan and Dan Leshner for allowing us to hold our courses at Great River Energy (GRE). It is a wonderful venue for such events. Dan Leshner brought to our attention that GRE employees receive discounted rates for food. The last course that Dan coordinated he ordered the food under IRWA and did not receive the discount. Even though there have been no noticeable bad feelings regarding this, it was agreed that we need to be fair. Dan Leshner stated that the lower attended courses are the ones which eat into the GRE budget. The larger courses can absorb the expense. John Foster said we should raise the cost of lunch and refreshments to \$23.00.

Jason Alt is comfortable with the budget. He stated we should adjust the Region Meeting bid to half of what it is presently. The hotel in Deadwood is approximately \$64.00 per night. Penny Rolf said that \$1,000.00 should cover the Spring Forum.

Penny Rolf made a motion to increase the cost from \$15.00 to \$18.00 beginning in January. Debbie Tyler seconded the motion. Motion approved. The Chapter will pay for the members' luncheon for the January meeting. Guests/non-members will pay \$18.00.

There was a request from Jason for a committee to plan the Fall Forum. Craig Poorker suggested that we ask the membership and maybe it would bring out someone to assist. Penny Rolf and Pam Johnson agreed to assist with the planning. We will need to get a date set and topic for the Forum. Craig P. also stated the Joanie has a seminar in mind but we would need to discuss that with her.

2. 2010 Utility Seminar Committee - Proceeds Recommendation

Discussion:

Proceeds from the Utility Seminar are distributed as follows:

- A. \$5,000.00 to RWIEF
- B. \$3,500.00 to the General Fund
- C. \$3,485.00 to the Chapter Event Fund

Since Education Courses are our primary source of income, Penny Rolf asked if we could use the Chapter Event Fund as a promotion for members to attend education courses. Greg Cooley also made the point that we have to make it more viable for attendees to come to our courses.

Someone asked Greg C. if there were discounts for persons with handicaps. There is no such discount at the International level, maybe local. It was suggested that people who are requesting financial assistance to attend courses map out their plan and bring it before the Board. Penny Rolf thought if we subsidized we may see greater attendance. Greg C. stated we would need \$2,000 to \$3,000 per year to create a discount. We need to market our courses. Craig P. suggested returning the \$3,500.00 donation made by education.

Beginning Chapter Event Fund is \$3,466.00 less \$1,000.00 for the 2011 Golf outing. John Foster stated that we could pull \$4,000 from the event fund for the January meeting.

Penny Rolf motioned that the three allocations are recommended and we can discuss further at a later date. Michelle MacMillan seconded the motion. Motion approved.

Craig Poorker, as Trustee, thanked the Chapter for the generous donation to the RWIEF at the IRWA Annual Conference.

John Foster gave details for the Annual Conference is being held in Atlanta, Georgia from Sunday, June 12, 2011 to Sunday, June 15, 2011. The hotel is approximately \$200 per night, \$425 for early registration and \$350 - \$400 for airfare. This comes to a total of approximately \$1,800 to \$1,900 per attendee. Jason Alt, John Foster and Penny Rolf will be attending. This will be cost to the Chapter of approximately \$5,400.00. Our budget is \$4,500.00.

Greg Cooley made a motion for line item allocation \$2,000.00 for discounting class for attendees. Bill Rottschaefer seconded the motion. Jason Alt added to change the allocation of Income Line 312 - Membership Meetings and Income Line 513 from \$2,500.00 to \$2,000.00. Motion passed.

3. Event Partnership

Jason Alt asked from the Board how to hand Event Partnerships. Should we decide in advance, have up-front agreements on what the proceeds are and how they should be distributed? We need to clarify these issues. Craig Knudsen stated that we need agreements now matter what. Bill Rottschaefer agreed and feels that a committee should be assembled to make those clarifications. Greg Wheeler was mentioned as someone who could be brought in to assist with this as well.

4. Chapter Policies & Procedure Updates

A draft of a proposal for revisions to the Chapter Policies was distributed. Thanks to Joanie Miller for all of her efforts.

Committee Updates:

Professional Development Committee (Craig Knudsen, Craig Poorker and Bill Rottschaefer)

Debbie Tyler was unanimously chosen as Professional of the Year. Her work with the Newsletter and creating cohesiveness in the Chapter is very vital. There were many thanks and congratulations from the entire Board.

Greg Cooley motioned to accept Debbie Tyler as the Professional of the Year, seconded by John Foster. Motion passed.

Membership Committee (Karen Johnson)

At present, we have 187 members. Of those, 103 have not paid their dues yet. There will be a reminder in the next Newsletter. International has a promotion for new members only. The fee will be \$170.00, waiving the \$26.00 dues. International will send out certificates to new members and Karen J. will present pins. If there is anyone who does not have a pin, please let Karen know and she will obtain one for you.

International is also offering a Chapter Toolkit. This assists Chapters in recruiting new members, etc. We also have the option of designing the logo to fit our Chapter.

The membership database has not been working well. Since International has all of the information, Allen Schlipp will put a link on our website to retrieve the database from their website.

Karen has been fundamental in her work on the Membership Committee and her behind the scenes assistance has been much appreciated.

Education Committee (Greg Cooley)

Greg C. has materials and is requesting assistance to market electronic courses. There are currently 19 electronic courses and that number will grow. The thought is that members/non-members who wish to take beginning and some intermediate courses will benefit from these courses. Actually attending a course will be more for intermediate and advanced courses.

Just a note, our Chapter had the highest responses per membership to the survey that was sent out.

Greg also needs assistance from the coordinators when they are coordinating education courses. Craig Poorker noted that since coordinators are attending a course free, this should be part of their responsibility. Everyone appreciates the dedication and the great job that Greg has done for education.

Motion to Adjourn: Motion – Greg Cooley Seconded Craig Knudsen . Motion passed.