



Call to Order: 10:20am

Roll Call: Craig Knudson, Ric Ahren, James Anderson, Dan Lesher, Craig Poorker, Mindy Leadholm, Aimie Mims, Greg Cooley, Roxanne Montebello, Penny Rolf, Andy Girga, Michelle MacMillan

Approval of Minutes for the November 2013 Meeting:

December 5th, 2013 approved by General Consent

Treasurer's Report: Michelle MacMillan

1. Checking Account Balance:	<u>\$33,656.47</u>
2. Chapter Event Funds Savings Account Balance:	<u>\$4,951.00</u>
3. Gary Ostrom Memorial Scholarship Fund Balance:	<u>\$3,300.00</u>
4. CD Balance:	<u>\$7,096.60</u>
5. PayPal Balance:	<u>\$0</u>

OLD BUSINESS:

1. Region 3 Spring Forum 2014: Radisson at MOA, March 13th & 14th, 2014
 - a. Committee: Dan Lesher, Michelle MacMillan, Mindy Leadholm
 - b. CapX2020 Brookings Transmission Line Presentation will be on March 13th, 2014
 - i. Lunch Buffet 12-1pm
 - ii. Presentation 1-5pm
 - iii. Social Event 6-10pm
 - c. Registration is \$85 for members, \$100 for non-members. Brochure and registration link will be on website.
 - d. HDR and Fredrikson & Byron are sponsoring the seminar. Sponsorship funds will be put towards the 2019 conference
 - e. There will be 8 presenters (Dan to forward Agenda)
 - f. Michelle printed flyers to distribute at member meeting today.
 - g. Aimie to put seminar info on LinkedIn, Executive Board to "Like" the post on LinkedIn to generate buzz
<http://www.linkedin.com/groups/On-March-13th-2014-IRWA-4492561.S.5831077687539552256?view=&gid=4492561&type=me>

[mber&item=5831077687539552256&trk=hb_nlf_LIKED_GROUP_DISCUSSION_YOU_CREATED\)](#)

- h. CEUs pending

- 2. Bid for 2019 International Conference
 - a. Las Vegas, NV and Portland, OR are also bidding
 - b. Co-chairs finalized: Penny Rolf, Dan Leshner, Joanie Miller
 - c. Application was sent out on January 10th (due Feb 1st)
 - d. Budget for shirts and trinkets
 - i. Michelle made logo
 - ii. Previously approved \$300 budget for shirts
 - iii. Dan to be reimbursed for \$50 spent out of pocket on logo
 - iv. Motion to approve \$3,000 marketing budget and \$6,000 travel budget. 1st: Craig Knudson, 2nd: Michelle MacMillan, All in favor, No opposed, motion passed
 - e. Attending the Spring Forums
 - i. Committee to finalize who is attending what forums
 - ii. City of Minneapolis putting together video to show at Forums
 - iii. Annual Conference – June 22-26 in Hartford, CT

- 3. Chapter Bylaws – Dan Leshner
 - a. Board reviewed HQ’s bylaws template, made suggested revisions
 - b. Dan to follow up with HQ’s on accepting Board’s revisions
 - c. Dan to send out updated draft of bylaws to Board
 - d. Aimie to check “IRWA Chapter 20 Administrative Policies” will be compatible with new bylaws

- 4. Treasurer Position
 - a. Board discussed creating a long-term Treasurer position for consistency and reliability. Several ideas on how this may work. Board will continue to discuss.

NEW BUSINESS:

- 1. Membership Chair Update – Penny Rolf

- a. Chapter 20 gained 28 new members in 2013
 1. 25% of new members were from Enbridge Energy
 - b. To date: 3 new members, 2 pending in 2014
 - c. In 2013 Chapter 20 gave away 3 free memberships for 2014
 - d. Total current membership: 196 per membership list on Ch 20 website (which is being maintained and updated regularly)
 - e. In Feb/March will find out who hasn't yet renewed membership and will follow up with those individuals then
2. PDC Update – Greg Cooley
 - a. 2013 Summary of Activity Article in last issue of Communique
 - b. 2013 – 21 applications, 9 candidacy, 11 contingents, 1 recertification
 3. Education Chair Update – Mindy Leadholm
 - a. Course 219-Intro to Presenting will be held on February 6-7th, 2014 at GRE
 1. 10 have signed up to-date, max allowed 20
 2. Course is required if want to facilitate IRWA courses
 3. Aimie to post to social media, Board to spread the word and encourage others to register
 4. Registration is on our website
 - b. Course 501 "Residential Relocation Assistance" and Course 502 "Business Relocation" will be held April 8-9th, and April 10th-11th, 2014 at Ulteig in St. Paul.
 1. Registration is on our website
 4. Committee Reports for February Newsletter
 - a. Spring Forum & Educational Seminar : Dan Leshner
 - b. Update on Education: Mindy Leadholm
 - c. Bid for 2019 International Conference Write Up: Penny Rolf or Joanie Miller
 5. Employer of the Year

- a. On behalf of Nominations & Elections Committee, Craig Poorker recommended Westwood Professional Services. They have supported IRWA Chapter 20 for several years.
 - b. On behalf of Nominations & Elections Committee, Craig Poorker recommended Dan Leshar for Professional of the Year.
 - c. Motion to approve nominations made by Greg Cooley, 2nd by Craig Knudsen. All in favor; none opposed.
6. International Nominations & Elections
- a. Annual call for nominations for Chapter, Newsletter, Website, Young Professional, etc. of the Year.
 1. Any one interested in spearheading? Contact Craig Poorker.
 - b. Committee looking for a Secretary. Contact Craig Poorker.
7. Communications: Aimie Mims
- a. IRWA Chapter 20 LinkedIn Group currently has **76** followers (more than any other IRWA Chapter Group on LinkedIn)
 - b. IRWA Chapter 20 Facebook Page has **16** likes
 - c. IRWA Chapter 20 Twitter Account has **60** followers
 - d. Executive Board to join social media/encourage others to do so too
8. Other Business
- a. March Board & Member meeting to be held in addition to Region 3 Forum and Educational Seminar on March 13th

Motion to adjourn by Greg Cooley **Seconded by** Penny Rolf



Call to Order: 10:03am by Dan Leshar, President

Roll Call: Dan Leshar, Michelle Macmillan, Aimie Mims, Mindy Leadholm, Debbie Tyler, Peg Flair, Penny Rolf, Craig Poorker, Joanie Miller, Andy Girga

Approval of Minutes for the November 2013 Meeting:
January 24th, 2014 approved by General Consent

Treasurer's Report:

1. Checking Account Balance:	<u>\$32,611.52</u>
<u>(+\$5,000 from Fredrickson Byron pending for Spring Forum)</u>	
2. Chapter Event Funds Savings Account Balance:	<u>\$4,951</u>
3. Gary Ostrom Memorial Scholarship Fund Balance:	<u>\$30,300</u>
4. CD Balance:	<u>\$7,096.60</u>
5. PayPal Balance:	<u>\$0</u>

OLD BUSINESS:

1. **Region 3 Spring Forum 2014: Radisson at MOA, March 14th, 2014**
 - a. IRS compliance – Need to be careful raising funds outside of education
 - b. RWIEF Donations 2014 – Board approved contributing \$300 to Region 3. All Chapters' in the Region are asked to donate to sponsor a golf hole on behalf of Region 3.
 - i. Treasurer to send in \$300 to Region 3 Treasurer
 - c. Board approved donating \$960.00 raised at the Spring Forum Casino night, plus \$40.00 for an even \$1,000 to the RWIEF sponsorship of a golf hole on behalf of Chapter 20.
 - i. Treasurer to send in the funds to RWIEF
 - d. Chapter incentive program
 - i. HQ, 70% of online courses guaranteed plus additional \$10/person/course
 - ii. Additional information pending
 - e. Young Professional's conference
 - i. Day prior to International Conference
 - ii. \$200 registration fee or free with conference registration
 - f. Election of officers

- i. Current slate of Region 3 officers was approved by the membership

2. CapX2020 Seminar, March 13th, 2014

- a. Summary: Event was a success!
 - i. Over 100 attendees
 - ii. Great feedback
- b. Financial outcome – Just under \$4,000 after expenses

3. Bid for 2019 International Conference

- a. Las Vegas, NV and Portland, OR are also bidding
- b. Spring forum presentations – Update – Joanie, Edmonton
- c. Thank you cards/gift – Thank yous to Chapters allowing us to speak at their forum/meeting
- d. Budget
- e. Cookbook – Mindy Leadholm
 - i. 152 recipes received, 199 ideal
 - ii. Need more recipes for veggies, cookies & candies, breads
 - iii. Cost is less than \$5 per book. Need to put in order by April 15th
 - iv. Penny – motion to order 400 books w/ color cover
- f. Shirts
- g. Hartford social
- h. Trinkets
- i. Financial support for members to attend?
- j. Additional sponsorship

4. Chapter Bylaws – Dan Leshner

- a. Edits made and accepted
- b. Long term treasurer – not part of By-laws, create Executive Treasurer position? Step 1: Approve By-laws, Michelle – motion, Joanie – 2nd. Dan – motion to create Co-Treasurer/Executive Treasurer, Penny – 2nd.
- c. Adoption of Bylaws

NEW BUSINESS:

1. Hartford Education Conference



- a. Attendees: Dan Leshner, Penny Rolf, Craig Poorker, Michelle Macmillan, Aimie Mims, Joanie Miller planning to attend.
 - b. Budget
2. **2014 Fall Forum** – Chapter 72, Grand Falls Casino, Oct 21, 2014
 3. **Membership Chair Update** – Penny Rolf
 - a. 7 new members recently, 3-4 still to sign up
 4. **Education Chair Update** – Mindy Leadholm
 - a. Course 219 Recap
 1. 15 attended
 2. \$379.74 profit.
 - b. Course 501 & 502 being held in April at Ulteig offices
 1. 17 signed up.
 - c. Courses 901 & 902 being held September 15-16
 5. **Committee Reports for April Newsletter**
 - a. INEC Update – Aimie Mims
 - b. Spring Forum Recap – Dan Leshner
 - c. Membership Update – Penny Rolf
 - d. AMCoP Update – Aimie Mims
 6. **Next Board and Member Meeting**
 - a. May @ GRE
 - b. Speaker – State of MN
 7. **Nominations & Elections Committee**
 - a. Chapter Officers for 2014/2015 to be installed by the end of June
 8. **Other Business**
 - a. Motion to donate \$100 to National Wild Turkey Foundation on behalf of the November 2013 presentation, Board approved

Motion to adjourn by Aimie Mims Seconded by Andy Girga

Meeting Adjourned: 11:35am



Call to Order: 10:06am Michelle

Roll Call: Craig Poorker, Roxanne Montebello, Debbie Tyler, Sharon Price, James H. Anderson, Michelle MacMillan, Andy Girga

Approval of Minutes for the January 2013 Meeting:
April 4th, 2014 approved by General Consent

Treasurer's Report:

1. Checking Account Balance:	<u>\$43,788.82</u>
2. Chapter Event Funds Savings Account Balance:	<u>\$4,951.00</u>
3. Gary Ostrom Memorial Scholarship Fund Balance:	<u>\$3,300.00</u>
4. CD Balance:	<u>\$7,096.60</u>
5. PayPal Balance:	<u>\$0</u>

OLD BUSINESS:

1. Bid for 2019 International Conference
 - a. Spring forum presentations – Final look back Craig – other Regions were impressed Chapter 20 went to Winter and Spring Forums regarding push for 2019. 8 total Regions -visited. Final push in Hartford.
 - b. Status
 - i. Shirts – Update – spreadsheet & signup for shirts
 - ii. Hartford social – Update – 3-4 per booth
 1. Room Reserved and we have significant sponsors to cover the cost. Tuesday social 7-9pm in Ballroom D, Hartford Marriot
 - iii. Trinkets – Update – bracelets, pot holders, mints, stickers, MN pins, cookbooks
 1. Ordered and are being shipped to Mindy
 - iv. Sponsorship – Update – HDR sponsor \$500 – Michelle will email
 - v. Photo Booth – Update
 1. Everything set for the booth
 - vi. Video/Skit – Update



1. Video for Minneapolis should be ready for viewing next week. Penny and Dan will visit with the City to view the video. Cooley is collecting ideas for a skit after the video. Paul Bunyan and ROW Agent skit
- vii. Budget - \$2,614.96 left in budget
2. Chapter Bylaws – Final signed copy on the website
3. Hartford Education Conference
 - a. Attendees – Michelle, Craig, Joanie, Penny, Dan, Aimie, Mindy
4. Nominations & Elections Committee
 - a. Chapter Officers for 2014/2015 – Install by the end of June – Slate of Officers, Director – Dan Leshner, President – Michelle MacMillan, President Elect – Aimie Mims, Treasurer – Andy Girga, Secretary – Mindy Leadholm
5. 2014 Chapter sponsorship update – 1 Platinum, 2 Gold, unlimited Silver. June 2nd packages available through July 1, 2014. Changes – added benefits
6. Chapter website update – Still researching, update in July. Craig – suggestion to put 2019 on top of web-page

NEW BUSINESS:

1. Membership Chair Update – Penny Rolf not present – We did not qualify for the free conference registration – missed by 1 member renewal. Penny called everyone and with retirees and those changing occupations, we couldn't meet the 93%. We were at 92+%.
To date – 7 approved members and 3 pending members (from Xcel, Enbridge and Northern Natural Gas). That is a great number since we are only in May.
New members are:
Carol Sersland from HDR



**Board of Directors
Meeting Agenda**
Wednesday, May 21st, 2014
10:00 – 11:30am
Great River Energy

- Bryan Krueger from Northern Natural Gas
Scott Hedlund
Elizabeth Burhans – Enbridge
Roger Schwinghammer – Jones Lang LaSalle
John Hraba – McKinzie Metro Appraisal
Asha Altermatt – SRF Consulting
2. PDC Update – Craig not present
 3. Education Chair Update – Mindy Leadholm – 2014 to date: \$5,164.55 profit with the 3 classes that have been held in 2014.
 4. Committee Reports for June Newsletter
 5. July Meeting – 3rd Wednesday of month?

Big thanks to all of our chairs for all of the work that they have done during the last 2 years!

Thanks to the Chapter for entrusting me to head up the Board for the last two years.

Motion to adjourn by Craig Poorker 11:05am **Seconded by**
 James Anderson

Board of Directors Meeting

September 17, 2014
10:00 a.m. to 11:30 a.m.

Merjent
800 Washington Ave. N.
Suite 315
Minneapolis, MN 55401



Meeting called by: Michelle MacMillan at 10:14am

Attendees: Mindy Leadholm Greg Cooley
Ben Tozer Ric Ahern
Dan Leshar Debbie Tyler
Craig Knudson Chris Berglund
Craig Poorker Aimie Mims
Michelle MacMillan

Attendees By Phone:
Penny Rolf
Ben Barker

Minutes Approved 9/29/14

10:00 – 10:05	CALL TO ORDER Roll Call July Board Meeting Minutes - <i>Approved 8/7/14 by general consensus</i>	<i>Michelle MacMillan</i> <i>Michelle MacMillan</i> <i>Penny Rolf</i> <i>Michelle MacMillan</i>
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10:05 – 10:10	TREASURER’S REPORT Checking Account Chapter Event Fund Savings Account Gary Ostrom Memorial Scholarship Fund CD • CD has been cashed and is in a check form (\$ 7,139.39) PayPal	<i>Andrew Girga</i> \$ 46,295.10 \$ 4,951.00 \$ 3,300 \$ 0 \$ 0
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10:10 – 10:30	OLD BUSINESS Budget Approval • Motion to approve final budget – Dan Leshar • Second – Ben Tozer • Final approved budget for 2014-2015 is attached Young Professionals Group • There is now a LinkedIn group for YP (encourage you to join)	<i>Michelle MacMillan</i> <i>Aimie Mims</i>
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Board of Directors Meeting

September 17, 2014
10:00 a.m. to 11:30 a.m.

Merjent
800 Washington Ave. N.
Suite 315
Minneapolis, MN 55401



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- Kick-off meeting details are on attached flyer
 - All are welcome to event – no age limit
 - 5 other chapters in Region 3 have offered to pay up to \$100 sponsorship toward kick-off event. This would cover light appetizers and happy hour drinks for participants
 - Motion to approve up to \$100 sponsorship – Craig Knudson
 - Second Motion – Greg Cooley

Chapter Goals/Nominations for 2015

Michelle MacMillan

- There are several awards our chapter could go for (Website of Year, Instructor of Year, Instructor of Year, YP of Year, etc.)
- Encourage membership to look at a list of all awards (list in August Newsletter) and submit applications.
- Applications are due on Feb 1, 2015.
- These are international awards that will be awarded at IRWA Conference in June (San Diego).
- In addition, Craig Poorker mentioned that the Right of Way International Foundation is changing the criteria for the scholarships they give away each year. Stay tuned for updated criteria and think about possible candidates to apply.

Mindy Leadholm

Website Update

- \$3,000 in the budget should be enough to get website revitalized and cover the maintenance/hosting fee for year 1
- If we get website going, could possibly go for Website of Year
- Focus on making sure we have the functionality that we want in website; then look at applying for website of year.
- Suggested that at the January meeting, we do a “Technology Update” to our members – show the functionality of new website, linkedin, memberfuse, and facebook.

10:30 – 11:10

NEW BUSINESS

MnDOT Conference

Penny Rolf

- October 1-3 at Cragun’s Resort in Brainerd
- IRWA Booth – need volunteers (Rick Ahern, Dan Leshner, and Greg Cooley)
- Dan Leshner will bring IRWA Banner up to conference

Board of Directors Meeting

September 17, 2014
10:00 a.m. to 11:30 a.m.

Merjent
800 Washington Ave. N.
Suite 315
Minneapolis, MN 55401



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- Prizes/Drawing: One Free Membership (one year) for new or existing member
 - Prizes/Drawing: One FitBit (approximately \$100) Dan will buy the FitBit and bring to conference as well

Chapter 20 CHiP details

Michelle MacMillan

- New rules have been applied.
- Each year, Chapter 20 will get \$2,024.45 from HQ
- Chapter 20 will get an additional \$10/person over 203 people who sign up for either online or in class courses
- Chapter should brainstorm ways to promote online and in class courses more.
- Chapter Education Chair should always add a link to online courses in e-mail updates that are sent out.

Chapter Membership Renewals & Dues

Penny Rolf

- Final List is due to HQ by end of week.

Fall Forum

Michelle MacMillan

- Fall Forum will be just outside of Souix Falls on Oct 19-21 (see attached for Forum details)
- Chapter 20 reimburses up to \$100 travel expenses for all members who attend
- Need volunteers to put baskets together for the silent auction (Mindy Leadholm, Joanie Miller, and Michelle/Aimie) offered to put baskets together for Chapter 20.
- Motion to allow up to \$50/basket = Dan Leshner
- Second to allow up to \$50/basket = Aimie Mims
- Other baskets possibly to come from WSB, ProSource, HDR, other?

Chapter CD

Mindy Leadholm

- Currently, CD has been put into a check in the amount of \$7,139.39.
- Approximate percent of interest on a CD of \$10,000 is 1.5%
- Rick Ahern suggested taking a look at Minnesota Council for Nonprofit's website. He will forward this information on to us.
- Mindy Leadholm will look into other options for investment and talk with HQs Chief Financial Advisor, Fred Nasri.

Michelle MacMillan

Board of Directors Meeting

September 17, 2014
10:00 a.m. to 11:30 a.m.

Merjent
800 Washington Ave. N.
Suite 315
Minneapolis, MN 55401



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- Will discuss options at November Meeting.

Newsletter

- Peg Flaig has stepped down as Newsletter Editor
- Mindy Leadholm, Michelle MacMillan, and Aimie Mims will collaborate and work on October Newsletter
- When the new website is up and running, the look of newsletter should have a similar look as website.

*Michelle
MacMillan/Aimie Mims*

Sponsorship Survey

- Moved to November Meeting

Region Officer Nominations

- Penny Rolf plans to apply for Region 3 Secretary/Treasurer this year (2-year obligation)

11:10 – 11:30

COMMITTEE REPORTS

Service Committees

Communications & Marketing

*Aimie Mims/Michelle
MacMillan*

Education

- September 15 and 16 Chapter 20 offered Courses 901 and 902
- Penny Rolf was Course Coordinator.
- Attendance for 901 – 7 paying participants
- Attendance for 902 – 10 paying participants
- Mindy Leadholm and Penny Rolf will work together to figure out net profit. Probably came out about even on these two courses.
- The \$65 incentive for taking both courses did help get more participants
- Aimie Mims asked if Mindy Leadholm/Greg Cooley could work together to get Negotiation/Acquisition Exam set up for Chapter 20 members to take

Mindy Leadholm

Ethics

Ben Tozer

Membership

Penny Rolf

- 15 new members this year

- 1 new member is pending

Professional Development (PDC)

Greg Cooley

Board of Directors Meeting

September 17, 2014
10:00 a.m. to 11:30 a.m.

Merjent
800 Washington Ave. N.
Suite 315
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Industry Committees

Electric & Utilities

Craig Knudsen

Local Public Agencies

Jason Alt

Oil & Gas Pipeline

Andy Girga

Transportation

Penny Rolf

Communities of Practice

Asset Management

Aimie Mims

- Most of communication comes through Memberfuse
- We need to work with Chapter Members to use this tool to find information

Environmental

Jennifer Wolf

Relocation

Ben Barker

Survey & Engineering

Michelle MacMillan

Valuation

Roxanne Montebello

Motion to Adjourn by: __Greg Cooley at 11:45am_____

Seconded by: _____

Board of Directors Meeting

November 19, 2014
10:00 a.m. to 11:30 a.m.

LHB
21 West Superior St.
Suite 500
Duluth, MN 55802



Meeting called by: Michelle MacMillan at 10:16 am

Attendees:

Mindy Leadholm	Andy Girga	Penny Rolf	<u>Via Phone:</u>
Greg Cooley	Michelle MacMillan	Brent Rolf	Dan Leshner
Leigh Lenzmeier	Joanie Miller	Aimie Mims	Rick Ahern
Matt Hagelin	Tony Derrick	Craig Poorker	Ben Barker

10:00 – 10:05	CALL TO ORDER Roll Call September Board Meeting Minutes - <i>Approved 9/29/14 by general consensus</i>	<i>Michelle MacMillan</i>
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10:05 – 10:10	TREASURER’S REPORT Checking Account \$ <u>44,125.23</u> Chapter Event Fund Savings Account \$ <u>4,951.00</u> Gary Ostrom Memorial Fund \$ <u>3,300.00</u> CD \$ <u>0</u> PayPal \$ <u>0</u>	<i>Andy Girga</i>
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10:10 – 10:30	OLD BUSINESS Young Professionals Recap <i>Discussion</i> <ul style="list-style-type: none"> • Kick-off meeting was in Larchwood, IA in conjunction with Region 3 Fall Forum • 14 YPs attended • We want to work on engaging others and growing group • Communication for group through Member Network • At event, appetizers and drinks were provided. Each of the six Region 3 chapters offered a donation of up to \$100 for event. Total came to \$60.30/chapter to cover the associated costs. • For future, possibly incorporate funding for these YP events into sponsorships or the budget. 	<i>Aimie Mims</i>
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Board of Directors Meeting

November 19, 2014
10:00 a.m. to 11:30 a.m.

LHB
21 West Superior St.
Suite 500
Duluth, MN 55802



Discussion **Website Update** *Mindy Leadholm*

- Will have contract for everyone to view at next meeting
- Should have draft of new website by next meeting
- Will talk to web-designers about doing a training on how to update/make changes on website.

Discussion **MnDOT Conference Recap** *Penny Rolf*

- Was held on Oct 1-3, 2014
- IRWA sponsored one evening with appetizers
- Several members helped with the booth
- About 300 people in attendance (successful)
- Did a drawing for 1 free membership and 1 FitBit

Discussion **Fall Forum Recap** *Michelle MacMillan*

- Attended from Ch 20: Penny Rolf, Aimie Mims, Michelle MacMillan, Craig Poorker, Mindy Leadholm
- In Larchwood, IA on October 21, 2014
- Aimie Mims presented on Member Network
- Penny Rolf presented on Chapter 20's Committee Realignment
- Both Aimie Mims and Penny Rolf are running for Region 3 Secretary. Voting will occur at the Spring Forum in April (Kansas City)

Discussion **Chapter CD Research Update** *Mindy Leadholm*

- IRWAs Chief Financial Officer, Fred Nasri, advised that a CD is the only option to invest Chapter money because we cannot take on a riskier investment.
- We will need \$2,860.61 additional funds for CD investment to make an even \$10,000
- Dan Leshner makes a motion to invest \$10,000 into a CD at Hiway Federal Credit Union; with Mindy Leadholm as the authorized signer (Penny Rolf seconds the motion)

Board of Directors Meeting

November 19, 2014

10:00 a.m. to 11:30 a.m.

LHB

21 West Superior St.

Suite 500

Duluth, MN 55802



Newsletter

Michelle MacMillan

- Chapter 20 is looking for an official newsletter editor (Rick Ahern suggested we look for someone with Graphic Design Experience)
- Chapter 20 is looking for comments on new newsletter
- Next Chapter 20 newsletter will come out in December – suggestions include: adding a member spotlight in each newsletter; adding the word “platinum,” “gold,” or “silver” to each sponsor add indicating their level of sponsorship
- Chapter 20 would like to apply for International website and newsletter of the year (either this year or next year; depending on how website is doing)

10:30 – 11:10

NEW BUSINESS

Member Network & Social Media

Aimie Mims

Discussion

- Member Network = One spot for all IRWA information
- Headquarters is recommending that Chapters stop sending multiple e-mails to membership; instead we should be posting everything to Member Network.
- In addition to MemberFuse, we should be using our Facebook, Twitter, and LinkedIn pages frequently
- Current Stats:
 - Facebook: 262 likes
 - Linked In: 91 members
 - Twitter: 91 followers
- If you have questions regarding Member Network or have trouble getting into Member Network, contact Aimie and she will be happy to assist.
- Possibly do a web demo of Member Network at the January Member Meeting

Board of Directors Meeting

November 19, 2014
10:00 a.m. to 11:30 a.m.

LHB
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Duluth, MN 55802



<i>Discussion</i>	Award Nominations <ul style="list-style-type: none">• Committee: Aimie Mims, Craig Poorker, Sharon Price• Committee has selected the following:• Professional of the Year: Michelle MacMillan• Employer of the Year: ProSource Technology• Aimie Mims made a motion to approve the 2014 nominations. (Greg Cooley seconded)	<i>Aimie Mims</i>
<i>Discussion</i>	2015 Annual Conference & YP Event <ul style="list-style-type: none">• San Diego, CA: June 14-17, 2015• Registration and Hotel information is in newsletter• YP International Event will be on June 12-13, 2015• More information on Member Network	<i>Aimie Mims</i>
	SR/WA Prep & Exam & R/W-NAC Capstone exam dates <ul style="list-style-type: none">• Larry Martin is the only Chapter 20 member who is certified to Facilitate• He has agreed to facilitate and will get back to me with dates he is available• Once we have more details, we will get brochures made by HQ and start advertising	<i>Mindy Leadholm</i>
	Ethics Committee <ul style="list-style-type: none">• Moved discussion to January Meeting	<i>Ben Tozer</i>

11:10 – 11:30

COMMITTEE REPORTS (Submit written report to Secretary)

Service Committees

Aimie Mims/Michelle MacMillan

Communications & Marketing

- Discussed earlier in meeting

Board of Directors Meeting

November 19, 2014

10:00 a.m. to 11:30 a.m.

LHB

21 West Superior St.

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Education

Mindy Leadholm

- Three courses since July 1 – profit: (\$46.06)
- Course 200 was held earlier this week – we should have made a little money on that – will know exact profit once we have all receipts.
- Course Interest Survey was sent out by HQ. Discussion on whether we should promote HQs survey; send out our own; how to get members more engaged; difficulty of setting a 3-year schedule with very little input from chapter members.

Ethics - none

Ben Tozer

Membership

Penny Rolf

- Need 10 new members for a 5% growth (this should earn us a free registration at the conference)
- Continue to work on getting new members
- Consider attending College Fairs to bring in new members – introduce young professionals to the Right of Way field.

Professional Development (PDC)

Greg Cooley

- On September 1, there were some changes implemented in credentialing
- Stay updated on the website and Member Network for specifics details on these changes
- Several Board Members mentioned the increase in Ch. 20 members getting certified – and commend Greg Cooley’s efforts to support membership development as PDC Chair

Industry Committees

Electric & Utilities – none

Craig Knudsen

Local Public Agencies - none

Jason Alt

Oil & Gas Pipeline - none

Andy Girga

Transportation - none

Penny Rolf

Board of Directors Meeting

November 19, 2014

10:00 a.m. to 11:30 a.m.

LHB

21 West Superior St.

Suite 500

Duluth, MN 55802



Communities of Practice

Asset Management - none

Aimie Mims

Environmental - none

Jennifer Wolf

Relocation - none

Ben Barker

Survey & Engineering - none

Michelle MacMillan

Valuation - none

Roxanne Montebello

ADDITIONAL DISCUSSION:

Comments from Dan Leshar:

- We should all think about how to get more members actively involved
- Offered to help transition people into their current role; answer questions anyone may have

Motion to Adjourn by: Penny Rolf at 11:44am

Seconded by: Greg Cooley
