

Board of Directors Meeting

January 28, 2015

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

WA Frost

374 Selby Ave.

St. Paul, MN 55102



Meeting called by: Michelle MacMillan

Attendees:

10:00 – 10:05	CALL TO ORDER	<i>Michelle MacMillan, ARWP</i>
	Roll Call	<i>Michelle MacMillan, ARWP</i>
	November Board Meeting Minutes	<i>Michelle MacMillan, ARWP</i>
	- <i>Approved 12/11/14 by general consensus</i>	
	Meeting locations	<i>Michelle MacMillan, ARWP</i>

10:05 – 10:10	TREASURER’S REPORT	<i>Andy Girga</i>
	Checking Account	\$ _____
	Chapter Event Fund Savings Account	\$ _____
	Gary Ostrom Memorial Fund	\$ _____
	CD	\$ _____
	PayPal	\$ _____

10:10 – 10:30	OLD BUSINESS	
	Website Update	<i>Mindy Leadholm</i>
	Chapter CD Update	<i>Mindy Leadholm</i>
	Newsletter	<i>Michelle MacMillan, ARWP</i>
	Member Network & Social Media	<i>Aimie Mims, RWP, RW-AMC</i>
	International Award Nominations Update	<i>Aimie Mims, RWP, RW-AMC</i>
	Final Cookbook Sales	<i>Mindy Leadholm</i>

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10:30 – 11:10

NEW BUSINESS

2015 Annual Conference & YP Event *Aimie Mims, RWP, RW-AMC*

- Funding for YP Event

Spring Forum *Michelle MacMillan, ARWP*

- Date & Location
- Region dues increase

Generalist Certification Program Tool *Greg Cooley, SR/WA*

College Outreach Program *Greg Cooley, SR/WA*

Ethics Committee *Ben Tozer*

- Function of the committee

60 Year Celebration – 2017 *Michelle MacMillan, ARWP*

Golf Tournament *Michelle M., ARWP & Mindy L.*

Education Library *Mindy Leadholm*

Upcoming Meetings *Aimie Mims, RWP, RW-AMC*

11:10 – 11:30

COMMITTEE REPORTS

Service Committees

Communications & Marketing *Aimie Mims, RWP, RW-AMC*

Michelle MacMillan, ARWP

Education *Mindy Leadholm*

Ethics *Ben Tozer*

Membership *Penny Rolf*

Professional Development (PDC) *Greg Cooley, SR/WA*

Industry Committees

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

Local Public Agencies *Jason Alt*

Oil & Gas Pipeline *Andy Girga*

Transportation *Penny Rolf*

Communities of Practice

Asset Management *Aimie Mims, RWP, RW-AMC*

Environmental *Jennifer Wolff*

Relocation *Ben Barker*

Survey & Engineering *Michelle MacMillan, ARWP*

Valuation *Roxanne Montebello*

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ADDITIONAL DISCUSSION:

Motion to Adjourn by: _____

Seconded by: _____

Minutes Approved: _____

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NOTES:

Board of Directors Meeting

March 18, 2015

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

WSB & Associates, Inc.

701 Xenia Avenue South, Suite 200

Minneapolis MN 55416



Meeting called by: Michelle MacMillan at 10:00 am

Attendees:

Mindy Leadholm	Michelle MacMillan
Ben Barker	Dan Leshner
Brent Rolf	Ben Tozer
Penny Rolf	Jason Alt
Craig Poorker	Craig Knudson
Andy Girga	Ric Ahern
Greg Cooley	

10:00 – 10:05

CALL TO ORDER

Michelle MacMillan

- Roll Call
- January Board Meeting Minutes

Approved 2/11/15 by general consensus

10:05 – 10:10

TREASURER’S REPORT

Andy Girga

- Checking Account \$ 37,890.25
- Chapter Event Fund Savings Account \$ 4,951.00
- Gary Ostrom Memorial Scholarship Fund \$ 3,300
- CD \$ 10,011.84
- PayPal \$ 0
- TOTAL ASSETS: \$ 56,153.09

10:10 – 10:45

OLD BUSINESS

Website Update & Demo

Mindy Leadholm

- Web design is in process and Mindy provided a brief overview of the site. Asking for feedback on draft – focusing on design; rather than content.
- <http://www.bigfishdigital.net/irwa/> (link to draft)
- Will talk to web designers regarding a mobile version of the website
- Discussed what the best way to archive information; how long it needs to be saved – more in May.

Board of Directors Meeting

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

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Minneapolis MN 55416



10:10 – 10:45

OLD BUSINESS (continued)

Member Network & Social Media

- An update was provided on the number of members and followers for our social media sites
- We should all take an active role in using these social media sites and promoting them to our members.

Michelle MacMillan on behalf of Aimie Mims

International Award Nominations Update

- Chapter 41 is a candidate for website of the year

Michelle MacMillan on behalf of Aimie Mims

Annual Conference & YP Event

- San Diego (June 13-15, 2015)
- Registration is now \$625 until May 1
- Members can submit applications for partial reimbursement for travel costs/registration if they plan on attending the YP event in San Diego. Details in the February Newsletter

Michelle MacMillan

Spring Forum

- April 23-24, 2015 (Phillips Hotel, Kansas City)
- Discussed Region Dues increase from \$1/member to \$2/member. (Motion to approve by Craig Knudson; Second by Ben Barker)
- In conjunction with Spring Forum, there will be a R3YP event on April 23. More information regarding this event is on the Chapter 20 website and in the February Newsletter

Michelle MacMillan

Generalist Certification Program Tool

- Has been sent to Francis Vicente at HQ to review
- Has been updated/redesigned based on HQ feedback and new courses/requirements.
- Will wait to hear back from HQ for any further comment
- Will be posted on the new website as a useful tool for those looking to obtain certifications

Greg Cooley

Board of Directors Meeting

March 18, 2015

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

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OLD BUSINESS (continued)

College Outreach Program

Greg Cooley

- Discussed September meeting ideas (possible venue would be the new brewery in St. Cloud)
- Greg will research food vendors, costs, logistics
- Scholarship(s) and parameters – typical scholarships would be between \$500 - \$2000. We will have to decide as a group how these scholarships will be funded, set up, what requirements will need to be meet.
- Discussed building the scholarship funding into sponsorship packages in the future

Golf Tournament

Mindy Leadholm

- The week of June 1 (probably Monday or Tuesday)
- Dan Leshner and Ben Tozer volunteered to help Mindy with the organization
- Mindy has reached out to several golf courses – regarding availability, costs, etc.
- Mindy will follow-up with these courses, establish a 2015 tournament location, and send update out to the Board.
- Schedule should be to begin advertising for the tournament by the beginning of April.

10:45 – 11:20

NEW BUSINESS

INEC Region 3 Representative

Michelle MacMillan

- Aimie Mims will be running from the floor for the International Elections Committee (IEC) Secretary position in June at the Annual Conference
- Aimie Mims has resigned as the Region 3 Representative to applying to HQ to represent Region 3 in the INEC to run for the IEC
- Announcement Election will be made at the Annual Conference in San Diego
- If Aimie wins, she will step off of the Chapter 20 Board (talk about contingency plan below)

Board of Directors Meeting

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Chapter 20 Nominations for 2015-2016

Michelle MacMillan

- Matt Hagelin and Ben Barker are both applying to be on the Chapter Board as Secretary
- We will vote at the May Chapter Meeting
- Discussed contingency plan if Aimie is elected to IEC as the INEC Region 3 Representative. Decision was made that Dan and Michelle will continue in their current positions for another year – Andy Girga will move to President Elect and Mindy Leadholm will move to Treasurer.

IRWA Instructor Changes

Michelle MacMillan

- Chapter 20 would like to have more members become certified to instruct
- First step to becoming an instructor is to take C-219.
- If interested in taking C-219, Chapter 20 could hold the course again (last held February 2014)

Meeting Minutes from Fall Forum

Michelle MacMillan

- Minutes to be approved at Spring Forum
- Michelle has a copy of minutes if anyone is interested in reviewing/seeing them

RWIEF Golf Hole at Annual Conference

Michelle MacMillan

- Donation of \$300 would get us to the Diamond Level (\$300 donation/Chapter in Region)

Foundation support at Annual Conference for RWIEF Monday Night event

Michelle MacMillan

- Requested donation of \$100-200
- Dan Leshner made a motion to donate \$200 to Region 1 for the Monday night event. Ben Barker seconded the motion

Board of Directors Meeting

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Chapter 20 Presidents Call (3/18/15)

Michelle MacMillan/Penny Rolf

- Membership Renewal (203 invoiced; 169 renewed = 83.25% renewal)
- Any further action is needed by April 15, 2015
- Continue to contact those who have not renewed and see if we can get more renewals – if you have updates on the list of non-renewed members, get to Penny asap

Upcoming Meetings

Michelle MacMillan for Aimie Mims

- Next meeting will be on the fourth Wednesday of May (instead of the 3rd) because of a meeting conflict.
- More information to follow

Education Library

Mindy Leadholm

- Discussed keeping extra copies of course materials – decision was made to not keep any materials except the C-219 course.

11:20 – 11:30

COMMITTEE REPORTS (Submit written report to Secretary)

Service Committees

Communications & Marketing

Aimie Mims/Michelle MacMillan

Education

Mindy Leadholm

Ethics

Ben Tozer

Membership

Penny Rolf

Professional Development (PDC)

Greg Cooley

Industry Committees

Electric & Utilities

Craig Knudsen

Local Public Agencies

Jason Alt

Oil & Gas Pipeline

Andy Girga

Transportation

Penny Rolf

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Communities of Practice

Asset Management

Matthew Hagelin

Environmental

Jennifer Wolf

Relocation

Ben Barker

Survey & Engineering

Michelle MacMillan

Valuation

Roxanne Montebello

Motion to Adjourn by: Greg Cooley at 11:40am

Seconded by: Dan Leshner

Minutes Approved: 4/9/15 (Electronic motion by Ben Tozer; Second by Ben Barker)

Board of Directors Meeting

May 27, 2015

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

Washington County Nordic Center
Lake Elmo, MN



Meeting called by: Michelle MacMillan at 10:15 am

Attendees:

Mindy Leadholm	Andy Girga
Penny Rolf	Greg Cooley
Ben Barker	Craig Knudson
Brent Rolf	Michelle MacMillan

10:00 – 10:05	CALL TO ORDER	<i>Michelle MacMillan</i>
	<ul style="list-style-type: none">• Roll Call• March Board Meeting Minutes	<i>Everyone</i>
	- Approved 2/11/15 by general consensus	<i>Michelle MacMillan</i>

10:05 – 10:10	TREASURER'S REPORT	<i>Andy Girga</i>
	<ul style="list-style-type: none">• Checking Account• Chapter Event Fund Savings Account• Gary Ostrom Memorial Scholarship Fund• CD• PayPal	<p>\$ 38,144.76</p> <p>\$ 4,951.00</p> <p>\$ 3,300</p> <p>\$ 10,048.62</p> <p>\$ 0</p>

10:10 – 10:45	OLD BUSINESS	<i>Mindy Leadholm</i>
	Website Update	
	<ul style="list-style-type: none">• Continuing to work on updating Website• Goal: Present the new website in July, September, or November Member Meeting• Do not want to rush website – make it what we want and then roll it out• Goal: Apply for 2015 website of the year (application due February 1, 2016)	
	Member Network & Social Media	<i>Aimie Mims</i>
	<ul style="list-style-type: none">• 260 Facebook Likes; 256 Twitter Followers; 97 Members on LinkedIn• Social Media presentation at the July meeting• Goal: Be active in using and posting on our social media outlets. Encourage others to do the same	

Board of Directors Meeting

May 27, 2015

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

Washington County Nordic Center
Lake Elmo, MN



10:10 – 10:45

(continued)

Annual Conference & YP Event

- San Diego (June 13-17, 2015)
- Registration is now at \$700
- Mindy Leadholm applied for the YP Event Funding (registration fee + ½ travel cost – up to \$500); she is not sure she'll be able to attend – will let the Board know asap

*Michelle
MacMillan/Aimie
Mims*

RWIEF Golf Event Update

- Golf event is scheduled for next Tuesday (6/2/15)
- Currently, there are 28 golfers signed up
- 11 sponsors are signed up for hole sponsorship
- Cut-off for signing up is TODAY!
- Penny Rolf made a motion to: Spend \$200 on prizes for the event (this money will be taken out of the funds raised by the event). The \$500 golf deposit will be considered part of the donation to the RWIEF; in addition to the fundraiser proceeds. These funds will be broken out as follows: Canadian RWIEF = \$250 donation; US RWIEF = the remainder (Craig Knudson seconded the motion)

Mindy Leadholm

Spring Forum Recap

- Spring Forum was April 23-24 in Kansas City
- Congratulations to Penny Rolf; elected incoming Secretary for Region 3
- Kelly Anderson was awarded Region 3 Professional of the Year
- Region voted to raise region dues to \$2/member (Chapter 20's contribution is rounded to \$400)

Michelle MacMillan

R3YP Event at the Spring Forum

- Held on April 23, in conjunction with Spring Forum
- Huge success – Close to 30 people in attendance
- Group is looking for new leadership
- Group is working on how to fund events in the future
- R3YP will be presenting at the Nat'l Conf. (CA in June)

Aimie Mims

Generalist Certification Program Tool

- Greg continues to work with HQ to finalize the tool that he developed
- Add a link to the new website and an article in the June newsletter

Greg Cooley

Board of Directors Meeting

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

Washington County Nordic Center
Lake Elmo, MN



10:15 – 10:45

College Outreach Program

Greg Cooley

(continued)

- September Meeting (9/16) will be in St. Cloud at the Beaver Island Brewing Co (Taco Bar)
- Cost will be approximately \$500 for 35 people
- Board mtg will be at 3pm; Member mtg at 4:30pm
- Ben Barker made a motion to approve the \$150 deposit to Beaver Island Brewing Co. (Seconded by Greg Cooley)
- Aimie Mims made a motion to have the event free to any of the college students (Juniors or Seniors) who choose to attend (Seconded by Penny Rolf)
- Scholarship Application Update (We will plan to review a draft of the application at the next mtg; Aimie Mims made the group aware the International HQ has a scholarship opportunity as well so we could direct students to that in addition or instead of creating our own scholarship)

INEC Region 3 Representative

Michelle MacMillan

- Brett Farner, Chapter 37 was elected as the Region 3 Rep for the INEC

Chapter 20 Nominations for 2015-2016

Michelle MacMillan

- Voting will be today; member only vote
- Must vote for all positions
- We have two candidates for Secretary (Ben Barker and Matt Hagelin)
- Once votes have been tallied; an announcement will be made. Michelle will also send out an email announcing the new executive board.

10:45 - 11:20

NEW BUSINESS

Michelle MacMillan

International Board of Directors Meeting

- Will be on Wednesday, June 17 at the Conference in San Diego, CA.

2015-2016 Sponsorship Packages

Michelle MacMillan

- An email pertaining to sponsorship packages for 2015-2016 will go out after the golf event.
- Sponsorship opportunities will be available from June 19 – July 17.
- First come, first serve basis.

Board of Directors Meeting

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Washington County Nordic Center

Lake Elmo, MN



10:45 – 11:20

(continued)

Fall Forum, Omaha, NE

Michelle MacMillan

- Forum on October 19-20 in Omaha, NE
- Course 503: Mobile Home Relocation will be held on October 19 in conjunction with the Fall Forum
- Social Night on October 19 (more details tbd)
- R3YP event on October 19 (more details tbd)
- Location: Hampton Inn – Omaha Midtown

Upcoming Meetings

Michelle MacMillan

- Next meeting will be July 29 at Hamline University
- Swearing in of new officers will take place
- The presentation will be on Social Media

Joint Meeting with Ch. 72

Michelle MacMillan

- Baseball game was canceled due to weather; so will look for another challenge with Chapter 72 at a later date

Ordering Thank You Cards

Mindy Leadholm

- Mindy will look into the cost of getting Chapter 20 Thank you cards ordered.
- Guessing that \$100 would be enough for cards for a year.
- Mindy will provide an update at the next meeting

R3YP Steering Committee Representation

Aimie Mims

- Chapter 20 is looking for new leadership in the R3YP

Gary Ostrom Memorial Fund

Mindy Leadholm

- Larry Martin donated his fee for instructing the SR/WA Study Session and Exam to the Gary Ostrom Memorial Fund
 - The amount that was donated was “All of the proceeds; no less than \$1000 and up to \$3000
 - We will finalize that number and deposit into the Gary Ostrom Fund
-

Board of Directors Meeting

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Washington County Nordic Center
Lake Elmo, MN



11:20 – 11:30

COMMITTEE REPORTS (Submit written report to Secretary)

Service Committees

Communications & Marketing

Aimie Mims/Michelle MacMillan

Education

Mindy Leadholm

Ethics

Ben Tozer

Membership

Penny Rolf

- Two new members since last meeting

- Total of 173 members in Chapter 20

Professional Development (PDC)

Greg Cooley

- 12 new certifications since last meeting

Industry Committees

Electric & Utilities

Craig Knudsen

Local Public Agencies

Jason Alt

Oil & Gas Pipeline

Andy Girga

Transportation

Penny Rolf

Communities of Practice

Asset Management

Matthew Hagelin

Environmental

Jennifer Wolf

Relocation

Ben Barker

Survey & Engineering

Michelle MacMillan

Valuation

Roxanne Montebello

ADDITIONAL DISCUSSION:

Penny Rolf asked if Chapter 20 would like to sponsor the social hour at the MnDOT conference as we have done in the past. This event does not cost Chapter 20 anything (sponsors money covers the cost). The Board agreed that we should continue as in the past.

Motion to Adjourn by: Craig Knudson at 11:37am

Seconded by: Greg Cooley

Minutes Approved: 6/12/15 (Electronic motion by Dan Lesher; Second by Aimie Mims)

Board of Directors Meeting

July 29, 2015

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

Hamline University, Anderson Center, Room 111

1536 Hewitt Ave., St. Paul, MN



Meeting called by: Michelle MacMillan at 10:07

Attendees:	Andy Girga	Greg Cooley	Matt Hagelin	Ben Tozer
	Jason Alt	Mindy Leadholm	Aimie Mims	Brent Rolf
	Michelle MacMillan	Ben Barker	Dan Leshner	

10:00-10:05 **CALL TO ORDER** *Michelle MacMillan, ARWP*
 Roll Call *Everyone*
 May Board Meeting Minutes *Michelle MacMillan, ARWP*

- *Approved 6/12/15 by general consensus*

10:05-10:10 **TREASURER’S REPORT** *Andy Girga/Mindy Leadholm*

Checking Account	<u>\$46,829.60</u>
Chapter Event Fund Savings Account	<u>\$4,951.00</u>
Gary Ostrom Memorial Fund	<u>\$3,300.00</u>
CD	<u>\$10,085.95</u>
PayPal	<u>\$0</u>

10:00-10:45 **OLD BUSINESS**

Website Update *Mindy Leadholm*

- Hoping the new website will go live August 1st
- Website address remains the same www.irwa20.org
- Old website will stop August 1st, because the Chapter doesn’t want to pay two hosting fees.
- Email will be sent to members when the new website is launched.

Member Network & Social Media *Aimie Mims, SR/WA, RW-AMC, RW-NAC*

- Chapter 20 is on Facebook, Member Network, LinkedIn, and Twitter
- Aimie Mims will continue posting general info on social media.
- Michelle MacMillan suggested the committee chairs contribute to social media.
- Brent Rolf, Ben Barker and Michelle Macmillan will meet to discuss social media as part of the Communication Committee.
- LinkedIn - 97 members

Board of Directors Meeting

July 29, 2015

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Hamline University, Anderson Center, Room 111

1536 Hewitt Ave., St. Paul, MN



- Twitter - 121 followers
- Chapter 20 has the most followers in IRWA.

Annual Conference Recap

Michelle MacMillan, ARWP

- Held in San Diego, CA on June 14-17th
- Highest attendance for an annual conference
- Resolutions Approved
- New Region Officers sworn including Penny Rolf
- IEC Secretary Election – Aimie Mims was elected.
- Aimie Mims and Penny Rolf were recognized for achieving their SRWA.
- Chapter 41 won website of the year
- Basin Electric won employer of the year for under 20 employees
- Next year the annual conference is in Nashville, TN

RWIEF Golf Event Success Story

Mindy Leadholm

- We had 29 golfers and 8 additional attend just the dinner.
- We had 12 sponsors for the event.
- Chapter 20 selected the golf event in June versus the fall because the event raises funds for the RWIEF and CRWIEF. Chapter 20 makes the donation at the IRWA annual conference in June.
- Golf event raised \$2,291.30. Chapter 20 donated an additional \$500 totaling our contribution to \$2,791.30. RWIEF received \$2,541.30 and CRWIEF received \$250.

Generalist Certification Program Tool

Greg Cooley, SR/WA

- Update status
- General Certification Program Tool is working well. Greg Cooley is comfortable with the tool, and he has received positive feedback from members.

College Outreach Program

Greg Cooley, SR/WA

- September meeting update
- Chapter 20 is reaching out to students within St. Cloud State's Real Estate, Land Surveying, and Planning & Community Development Departments.

Board of Directors Meeting

July 29, 2015

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

Hamline University, Anderson Center, Room 111

1536 Hewitt Ave., St. Paul, MN



- Meeting is set for September 16, 2015 at the Beaver Island Brewing Co. in St. Cloud.
- Panel – Penny Rolf, Doug Johnson, Michelle MacMillan, Brian Mielke and Sean Lawler
- Greg Cooley will be reaching to Sean Lawler and Brian Mielke for assistance since they graduated from St. Cloud State.
- Need volunteers to host a table to answer questions.
- Penny Rolf will bring membership and student membership forms.
- Setup registration for members, non-members and students.
- Bring promotional items to give the students. Mindy Leadholm will research and purchase promotional items. **Motion by Greg Cooley to authorize spending \$500 for promotional items such as pens, note pads, etc. Mindy Leadholm seconded.**
- Chapter 20 will not charge the students or professors to attend the meeting.

Scholarship Application Update

Greg Cooley, SR/WA

- Greg Cooley drafted the scholarship form.
- St. Cloud State has reviewed the scholarship form.
- Ben Tozer recommended minor text revisions for clarity of intent.
- Chapter 20 needs to determine who is processing and reviewing the applications.

2015-2016 Sponsorship Packages Update

Michelle MacMillan, ARWP

- Platinum - HDR
- Gold - WSB
- Silver - Ulteig and SRF
- Bronze – Paragon, KLJ, Integra Realty
- Total raised from sponsorships \$7,000
- Over the last 3 years the Chapter has raised \$25,000
- Other regions/chapters are taking an interest in how Chapter 20 is enacting sponsorships
- The Chapter is considering surveying our sponsors to get their feedback.

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1536 Hewitt Ave., St. Paul, MN



10:45-11:20

NEW BUSINESS

2015-2016 Executive Board

Michelle MacMillan, ARWP

- Aimee Mims resigned from the Executive Board, Dan Leshner stays on as director, Michelle MacMillan stays on as President, Andy Girga is President-Elect, Mindy Leadholm is Treasurer, Ben Barker is Secretary

Fall Forum, Omaha, NE

Michelle MacMillan, ARWP

- Location has changed to Magnolia Hotel in downtown Omaha
- October 19th – Social night
- October 20th – Forum
- Course 503 Mobile Home Relocation will be held on Oct. 19th
- R3YP Group will be meeting prior to Forum

Upcoming Meetings

Andy Girga

- Chapter 20 tries to have one Chapter meeting outside the Twin Cities a year
- September 16th at Beaver Island Brewing Co. in St. Cloud, MN
- We need good attendance to show students we believe in the Chapter and the profession.
- Greg Cooley asked an open question seeking input on methods to consider marketing to students. One suggestion is to have the Student Union on campus place flyers around campus.
- Students should register online.

Thank You cards

Mindy Leadholm

- Mindy Leadholm made 100 thank you cards to be used for speakers, instructors, other chapters, etc.

R3YP Steering Committee

Michelle MacMillan, ARWP

- Chapter 20 Representation – Michelle MacMillan and Brent Rolf
- Chapter 20 Representation
- Brent Rolf is new on the steering committee.
- If anyone wants to join the steering committee they should contact Michelle MacMillan.

Board of Directors Meeting

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Chapter 20 Committee Open Positions

Michelle MacMillan, ARWP

- The 2015-2016 Committee Chairs and Community of Practice Chairs can be found on Chapter 20's website.
- Changes
 - Nominations & Elections Chair – Dan Lesher
 - PDC Committee – Matt Hagelin
 - Communication & Marketing Committee – Brent Rolf and Ben Barker
 - Relocation Chair – Ken Helvey
 - Valuation Chair – open position

11:20-11:30

COMMITTEE REPORTS

SERVICE COMMITTEES

Communications & Marketing

Michelle MacMillan, ARWP

- Will meet to discuss social media and newsletter

Education

Mindy Leadholm

- Course 103 in August (Chapter 72)
- Course 803 will be held in October (Chapter 20)
- Chapter 20 has offered 6 courses this year
- Members should complete the IRWA course survey. This helps the Chapter to determine what courses we should offer.

Ethics

Ben Tozer

Membership

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

- Ellen Heine – new member
- Eric Ertl – transferred membership
- Mayrinda Cain – membership pending

Professional Development (PDC)

Greg Cooley, SR/WA

- June – Ben Barker, Penny Rolf and Aimie Mims received their RW-NAC

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- June – Ben Barker and Penny Rolf received their RW-RAC
- July – Mayrinda Cain is a candidate for SR/WA and RW-NAC
- July – Craig Porker received his SR/WA recertification

INDUSTRY COMMITTEES

Electric & Utilities

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

Local Public Agencies

Jason Alt

- LPA should look at updating their ROW technical manuals

Oil & Gas Pipeline

Andy Girga

Transportation

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

- IRWA Transportation Committee will be holding a symposium in Niagara Falls in May 2016.

COMMUNITIES OF PRACTICE

Asset Management

Matthew Hagelin, RWA

Environmental

Jennifer Wolff

Relocation

Ken Helvey

- Federal register issued a new fixed moving payment based on room count effective July 24, 2015

Survey & Engineering

Michelle MacMillan, ARWP

Valuation

Vacant

ADDITIONAL DISCUSSION:

Board of Directors Meeting

July 29, 2015

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

Hamline University, Anderson Center, Room 111

1536 Hewitt Ave., St. Paul, MN



Motion to Adjourn by: Greg Cooley at 11:30am

Seconded by: Ben Tozer

Minutes Approved: Motion by Greg Cooley and seconded by Jim Anderson. Minutes were approved by general consensus on August 12, 2015

Board of Directors Meeting

September 16, 2015

3:00 p.m. to 4:30 p.m.

Beaver Island Brewery

216 6th Ave. S., St. Cloud, MN 56301



Meeting called by: Michelle MacMillan at 3:09pm

Attendees: Andy Girga Greg Cooley Mindy Leadholm Penny Rolf
Michelle MacMillan Ben Barker Dan Leshner
Sean Lawler Doug Johnson Brian Mielke

3:00-3:05 **CALL TO ORDER** *Michelle MacMillan, ARWP*
Roll Call *Everyone*
July Board Meeting Minutes *Michelle MacMillan, ARWP*
 • *Approved 8/12/15 by general consensus*

3:05-3:10 **TREASURER'S REPORT** *Mindy Leadholm*
Checking Account \$49,609.66
Chapter Event Fund Savings Account \$4,951.00
Gary Ostrom Memorial Fund \$3,300.00
CD \$10,085.95
PayPal \$194.22

3:10-3:40 **OLD BUSINESS**
Website Update *Mindy Leadholm*
 • Website was launched and transferred the information over. Mindy is getting the rights to update the website. If anyone sees anything that needs to add or change, please contact Mindy.
 • \$59/month hosting fee, but not paying for updating website
 • Stay with vender for 1 year to host, then transfer host to site like GoDaddy.

Member Network & Social Media *Michelle MacMillan, ARWP*
 • No update

Generalist Certification Program Tool *Greg Cooley, SR/WA*
 • No update (Remove from agenda).

College Outreach Program *Greg Cooley, SR/WA*

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- 5 or 6 students & a couple of professors registered to attend
- Panel held on September 16th at Beaver Island Brewery

Scholarship Application Update

Greg Cooley, SR/WA

- Proposing 2 scholarships of \$500 each.
- Keep scholarship application open for at least 1 month.
- Application is posted on Chapter website.
- Nominations Committee plus Greg Cooley and Brian Mielke will be on the scholarship ad hoc committee.
- Check will be made out to the qualifying student and St. Cloud State.

Fall Forum, Omaha, NE

Michelle MacMillan, ARWP

-Course 503 Mobile Home Relocation will be held on Oct. 19th

-Social night Oct. 19th

-Forum Oct. 20th

-Downtown Omaha

-R3YP Group will be meeting on Oct. 18th at the Upstream Brewing Co. at 6pm

-Oct-18 to 20th

-14 people registered for course 503

-Money for 2 baskets

*-Motion for 2 gift baskets totaling in the amount of \$100 – Penny 1, Dan 2,
unanimous approval*

3:40-4:20

NEW BUSINESS

New Checking Account

Mindy Leadholm

- New checking account Hiway Federal Credit Union.
- Closed our account with US Bank.
- President and Treasurer are signers, will keep President-Elect on account.
- CD is at the Hiway Federal Credit Union.
- Customer service at Hiway Federal Credit Union is better than US Bank.

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Upcoming Meetings

Andy Girga

- Location: TBD possibly WSB
- Sponsor: WSB & Associates
- Date: November 18, 2015
- Speaker: TBD – ideas environmental

R3YP Steering Committee

Michelle MacMillan, ARWP

- Sean Lawler agreed to be on R3YP steering committee representing Chapter 20 with Michelle MacMillan

R3YP Sponsorship

Michelle MacMillan, ARWP

- \$250 for Region Chapters
- Possibly earmarked for YP trying to attend conference
- *No motion necessary because it was itemized in our 2015-2016 budget*

2015-2016 Annual Budget

Michelle MacMillan, ARWP

-Education budget changed based on 2014-2015 #s

-Misc income lowered to \$50 from advertisement

EXPENSES

Money added came from sponsorship package

511-money spent to put on golf event

513-same

Proposed income 44324

Expense @39950

Profit=

- Review and discussion about the budget.
- *Motion to approve 2015-2016 budget – Dan 1, Greg 2, unanimous approval*

Gary Ostrom Memorial Scholarship Fund

-Donation from Larry Martin

Mindy Leadholm

- Donated his time for instructing SRWA class with profit going to Ostrom fund - \$2,284.95.

Board of Directors Meeting

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216 6th Ave. S., St. Cloud, MN 56301



- \$3,000 rate would have been paid to Larry Martin
- Add \$ to round the donation to \$2300

- Revising the current resolution

Michelle MacMillan, ARWP

- Used for members to get their SRWA
- Fund changed to college scholarship fund
- Money from sponsorship packages added to fund
- Still allow Chapter members to use \$ for SRWA fund
- Think about/consider
- Looking at reviewing and potentially revising the Fund rules – Mindy, Greg Cooley, Dan Leshner, Craig Porker, and another member

2016 Fun Event

Michelle MacMillan, ARWP

- Any ideas: Tour CHS Field; River tour of St. Croix River bridge
 - Possibly do event in August 2016

Sponsorship Survey

Michelle MacMillan, ARWP

- Need people to create survey out to company sponsorships to get feedback
- What do companies want to see in sponsorship
- Michelle, Penny, Ben

MnDOT Conference

Penny Rolf

- IRWA Social Hour – Oct. 23rd
- Chapter 20 Booth – Dan will bring banner for booth
- Giveaways (Membership, Kindle, FitBit, etc) usually around \$100
 - Give free membership
 - Penny purchase candy
 - Spin twister spinner to decide what item people get from Chapter 20
 - Motion to give a free new or renewal membership for MnDOT conference – Greg 1, Dan 2

IRWA Dues Renewal 2016

Michelle MacMillan, ARWP

Board of Directors Meeting

September 16, 2015

3:00 p.m. to 4:30 p.m.

Beaver Island Brewery

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- Renew dues will be sent out in November
- Update roster by October 15th, which counts against our numbers
- Michelle will email updated roster for everyone to review roster

4:20-4:30

COMMITTEE REPORTS

SERVICE COMMITTEES

Communications & Marketing

Michelle MacMillan, ARWP

Education

Mindy Leadholm

Ethics

Ben Tozer

Membership

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

Professional Development (PDC)

Greg Cooley, SR/WA

INDUSTRY COMMITTEES

Electric & Utilities

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

Local Public Agencies

Jason Alt

Oil & Gas Pipeline

Andy Girga

Transportation

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

COMMUNITIES OF PRACTICE

Asset Management

Matthew Hagelin, RWA

Environmental

Jennifer Wolff

Relocation

Ken Helvey

Board of Directors Meeting

September 16, 2015

3:00 p.m. to 4:30 p.m.

Beaver Island Brewery

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Survey & Engineering

Michelle MacMillan, ARWP

Valuation

Doug Johnson

ADDITIONAL DISCUSSION:

Motion to Adjourn by: Greg Cooley

Seconded by: Penny – approved unanimously at 4:21pm

Minutes Approved: _____

Board of Directors Meeting

November 18, 2015

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

WSB & Associates, Inc.

701 Xenia Avenue South, Suite 200

Minneapolis, MN 55416



Meeting called by: Michelle MacMillan at 10:10am

Attendees:	Andy Girga	Greg Cooley	Mindy Leadholm	Penny Rolf
	Michelle MacMillan	Ben Barker	Craig Poorker	Doug Johnson
	Brent Rolf	Craig Knudsen	Mayrinda Cain	Ben Tozer
	Chris Berglund			

10:00-10:05	<u>CALL TO ORDER</u>	<i>Michelle MacMillan, ARWP</i>
	Roll Call	<i>Everyone</i>
	September Board Meeting Minutes	<i>Michelle MacMillan, ARWP</i>
	<ul style="list-style-type: none"><i>Approved 10/05/15 by general consensus</i>	

10:05-10:10	<u>TREASURER'S REPORT</u>	<i>Mindy Leadholm</i>
	Checking Account	<u>\$44,860.13</u>
	Chapter Event Fund Savings Account	<u>\$4,951.00</u>
	Gary Ostrom Memorial Fund	<u>\$5,600.00</u>
	CD	<u>\$10,123.83</u>
	PayPal	<u>\$544.04</u>

10:10-10:45	<u>OLD BUSINESS</u>	
	Website Update	<i>Mindy Leadholm</i>
	<ul style="list-style-type: none">Mindy is working on figuring out how to regularly update the website. Mindy will meet with the website developer to learn how to update, add content, and maintain the website.Mindy was to inquire on process to permit a blog like feature per chapter service committees to allow chairs to add their committee reports.	

	New Checking Account	<i>Mindy Leadholm</i>
	<ul style="list-style-type: none">Currently Chapter 20 has one checking account which includes funds for the Gary Ostrom Memorial Scholarship Fund and Event Fund.According to IRWA, Chapter 20 should have separate bank accounts for the general funds, the Gary Ostrom Memorial Scholarship Fund, and the Event Fund.Mindy will work with the credit union to setup two savings account (1 for Event Fund and 1 for GO Memorial Fund).	

Board of Directors Meeting

November 18, 2015

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

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Newsletter

Michelle MacMillan, ARWP

Brent Rolf

- Changes coming
 - Condense the newsletter to under 10 pages
 - Link committee reports and articles to website
 - Previous newsletter of year (Chapter 10 Indiana) – Lots of Pictures, Informative of what is coming up versus past, no reports
- Reports on website
 - Committee Chairs need to submit reports sooner.
- Ideas for content
 - History of Chapter 20
 - Interesting articles
 - Member spotlight
 - Employer spotlight

Member Network & Social Media

Michelle MacMillan, ARWP

- Twitter – 128 followers
- LinkedIn – 100 members
- Facebook – 305 likes

Scholarship Application Update

Greg Cooley, SR/WA

- Number of applicants = 3 applicants
- Number of recipients = 2 recipients
- The Scholarship Committee recommends Brittney Schmoll and Colin Marum receive the \$500 scholarships.
- Chapter 20 will issue the checks to the individuals and St. Cloud State.
- Michelle MacMillan will contact the recipients and ask them to attend next meeting to accept the scholarships.
- ***Motion to recognize Jon Packer's participation in Chapter 20 and reward with Chapter 20 paying for a one day IRWA course of his choosing. Penny Rolf made the motion, and seconded by Greg Cooley. Motion passed by unanimous approval.***

Board of Directors Meeting

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

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Fall Forum, Omaha, NE

Michelle MacMillan, ARWP

- Fall Region 3 Forum is October 18-20th in Omaha, Nebraska
 - R3YP Group – 40 YP’s attended event
 - Greg Cooley spoke at the YP event sharing information on the elements and strategy for achieving a “Generalist Certification.”
 - Social night of raffle raised approximately \$1,000 for RWIEF
 - Forum details
 - Discussed changing up the forum, and have some educational segments
 - Dec 1st Prof of Year deadline
 - Elections will be slightly different
 - International President Wayne Goss, SR/WA, and Manager of Field Operations Tim Drennan, from IRWA Headquarters, attended the fall forum.
 - Changing Region website (modeling Chapter 40’s website)

MnDOT Conference Recap

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

- Social Hour – Consultants contributed funds and covered the cost of the social hour.
- Giveaways – Chapter 20 gave several items away, which were well received.
- Winner of free membership – LeahRae Traxler from Wilson Development

IRWA Dues Renewal 2016

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

- Please remember to renew IRWA membership for 2016.

International Nominations

Michelle MacMillan, ARWP

- Chapter 20 wants to run for Newsletter and Website of the Year. Deadline for submitting application is February 1, 2016.

10:45-11:20 NEW BUSINESS

Board of Directors Meeting

November 18, 2015

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

WSB & Associates, Inc.

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2015 Chapter Nominations

Craig Poorker, SR/WA

- Professional of the Year = Mindy Leadholm
- Employer of the Year = WSB & Associates, Inc.
- Young Professional of the Year = Brent Rolf
- ***Motion to accept nominations. Greg Cooley made the motion. Craig Knudsen seconded. Motion passed by unanimous approval.***
- ***Motion to add Young Professional of the Year award to Chapter 20 as an annual award. Motion made by Craig Knudsen and seconded by Penny Rolf. Motion passed by unanimous approval.***

Region 3 Spring Forum

Michelle MacMillan, ARWP

- Drury Plaza Hotel, St. Louis, MO April 18–19
 - 20 room block at \$106/night
 - Reservations must be made by 3/17/16
- Monday
 - 12:00-1:00 - Lunch
 - 1:00-5:00 - Region 3 Spring Forum
 - 7:15 - St. Louis Cardinals vs. Chicago Cubs game
- Tuesday
 - 8:00-12:00 - Interactive Education Session
 - 12:00-1:00 – Lunch
 - 1:00-5:00 – Interactive Education Session
 - 6:00- Young Professionals Event

2016 Educational Conference

- June 12-15, 2016 Nashville, TN
- YP Symposium June 11, 2015
- Gaylord Opryland Resort & Convention Center (\$219/night)
- Rooms are filling up fast
- Monday Night Event at the Wildhorse Saloon – RWIEF
- Chapter 20 YP sponsorship to attend = two \$750 scholarships

Board of Directors Meeting

November 18, 2015

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

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- Region 3 YP sponsorship to attend = two \$1,000 scholarships

Upcoming Meetings

Andy Girga

- Location: TBD
- Sponsor: Silver Sponsor
- Date: January 20, 2016
- Speaker: TBD

11:20-11:30

COMMITTEE REPORTS

SERVICE COMMITTEES

Communications & Marketing

Michelle MacMillan, ARWP

- Meeting to revamp the newsletter and work with Mindy Leadholm to coordinate the newsletter with Chapter 20's website.

Education

Mindy Leadholm

- Chapter 20 held Course 803 in November.
 - 17 people attended
 - \$1,877.30 profit
- Multiple individuals have expressed interest in coordinating for six IRWA courses in 2016.

Ethics

Ben Tozer

Membership

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

- Three new members and one pending member.

Professional Development (PDC)

Greg Cooley, SR/WA

- No new certifications, but Chapter 20 has two SR/WA applications and one R/W-AMC application.

Board of Directors Meeting

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- Greg Cooley will present a SR/WA plaque to Chuck Mayer today.

INDUSTRY COMMITTEES

Electric & Utilities

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

Local Public Agencies

Jason Alt

Oil & Gas Pipeline

Andy Girga

Transportation

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

COMMUNITIES OF PRACTICE

Asset Management

Matthew Hagelin, RWA

Environmental

Jennifer Wolff

Relocation

Ken Helvey

Survey & Engineering

Michelle MacMillan, ARWP

Valuation

Doug Johnson

ADDITIONAL DISCUSSION:

Motion to Adjourn by: Craig Knudsen at 11:30am

Seconded by: Greg Cooley

Minutes Approved: Motion by Ben Tozer and seconded by Greg Cooley. Minutes were approved by general consensus on December 4, 2015.