

**Board of Directors Meeting**

July 17, 2017

9:30am – 11:00am

Oak Marsh Golf Course

526 Inwood Avenue N, Oakdale MN



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

**Attendees:** Andy Girga, Ben Barker, Mindy Leadholm, Ben Tozer, Brian Mielke, Sean Lawler, Dan Leshner, Greg Cooley

9:30 – 9:35      **CALL TO ORDER**      *Mindy Leadholm, SR/WA*  
Roll Call      *Everyone*  
May Board Meeting Minutes      *Mindy Leadholm, SR/WA*  
    • *Approved June 8, 2017 by general consensus*

9:35 – 9:40      **TREASURER’S REPORT**      *Ben Barker, SR/WA*  
Checking Account      \$55,937.58  
Chapter Event Fund Savings Account      \$4,951.00  
Gary Ostrom Memorial Fund      \$5,047.75  
CD      \$10,390.47  
PayPal      \$0.00  
**TOTAL:**      **\$76,326.80**

Taxes are done and approved by HQ. This is Ben Barker’s last report, next one will be Brian Mielke.

9:40 – 10:10      **OLD BUSINESS**  
**Member Network & Social Media**      *Michelle MacMillan, ARWP*  
    • **LinkedIn - 109**  
    • **Facebook - 319**  
    • **Twitter - 156**

**Golf Fundraiser (Summary of today)**      *Mindy Leadholm, SR/WA*

- 37 people golfing today which is more than double last year. 2 hole sponsors, Jim Anderson and HDR. Will report financial outcome at next meeting, but may be a slight loss depending on sales of strings and other tag-ons. Last year had few attendees so not surprised that hole sponsorship went down.

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### 2017 Annual Conference Summary/Comments

#### *All Conference Attendees*

- Positive Feedback from members who attended. Smaller attendance than past years, but sessions were helpful and well-organized.

-Cleveland is hosting 2022. The Monday night event (Rock 'n' Roll Hall of Fame) was donated to them.

### Sponsorship Packages

- 2017-2018 Sponsors
- Fall Forum Only Option

*Michelle MacMillan, ARWP*

Platinum Sponsor: HDR

Gold: WSB

Silver: Fredrikson and Byron, Prosource, SRF , and Ulteig,

Bronze: KLJ

\$10,650 in sponsorship money total, which is a record year for sponsorships.

Have a fall-forum-only-option for sponsorship that we think may be attractive region-wide. Decided to discuss the sponsorship with Jake Farrell, Region 3 Chair

### Website and Archived Items onto Website

*Mindy Leadholm, SR/WA*

- Mindy has condensed down and scanned old meeting minutes, newsletter, etc. and will place on the website so

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that they are available to members.

-Ben Barker pointed out that the international website links out to the incorrect site. We will need to contact international to get the link corrected.

*Mindy Leadholm, SR/WA*

-Approval coming from credit union and should be mailed to Brian Mielke.

**Debit Card Approval**

10:10 – 10:50 **NEW BUSINESS**

**Review draft 2017 – 2018 Chapter 20 Budget**

*Mindy Leadholm, SR/WA*

-Mindy Leadholm drafted the budget and provided last year's budget for comparison. Board reviewed this year's draft budget line by line and compared changes from last year. Discussed the idea of providing more sponsorships to members for the IES conference and will budget for an at large scholarship for next year in addition to the current YP scholarship.

-Board to review and approve budget by email.

- Spring Region Meeting is in Denver and so may have higher associated travel costs.

-\$10,000 budgeted for fall forum. Not sure how much it will cost, but this should be conservative.

- \$754 to host the website. Paid through 2017. Board to

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consider whether we should do this on our own and if so by what method. Sean Lawler reporting back.

-We've heard feedback from chapter members that we have too much money. Compile ideas and send to Mindy Leadholm via email about ways that we can use our assets to benefit members more. Ideas via email and at the meeting included reducing meeting charge for members and offering drawings for course coupons at each membership meeting.

- The b

### Upcoming College Outreach Meeting

- Date & Location
- Speakers and/or Presenters

*Sean Lawler*

- Thursday Sep. 28 at 4:30 pm at Beaver Island Brewery.

- Ben Barker, Brian Mielke, Mike Moran, Michelle Lommel, and Mercedes Mallinger (maybe) will be presenting.

-Scholarship application is now available at SCSU website, and pending at SCTCC.

-Sean will work with Michelle to use the social media outreach to get more students.

### 2017 – 2018 Committee Chairs

*Mindy Leadholm, SR/WA*

Reviewed committee chair lists.

We don't have an Asset Management chair. Michelle

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MacMillan and Dan Lesher are switching roles on the nominations committee.

### 2017 Fall Forum Update

- Schedule
- Giveaways and t-shirts
- Sponsors

*Mindy Leadholm, SR/WA*

- YP funds should sponsor the YP event, instead of chapter 20.

-Mindy Leadholm presented a draft schedule and draft registration form which were discussed by the board.

-Report from Greg Cooley that attendance certificates can now be signed by chapter – no need for IEC approval. Limit on how many hours you can get this way. This can be used for recertification.

- We have a 55 coach bus scheduled for the St. Paul gangster tour. Board discussed and agreed that members ought to be able to bring one guest on the tour.

- The board discussed giveaways for fall forum and decided to order 100 bags with sponsors logos.

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10:50 – 11:00 **COMMITTEE REPORTS**

**SERVICE COMMITTEES**

Nominations & Elections

*Dan Leshner*

Professional Development

*Greg Cooley*

- Guidelines for IRWA Chapters and Regions approving IRWA Continuing Education Units (CEUs), Effective July 1, 2017, (Final Adoption Pending)
- Guidelines for Continuing Education Units (CEUs) from Non IRWA Education Vendors for IRWA recertification, Effective July 1, 2017 (Final Adoption Pending)
- IRWA Completion Certificate

Ethics

*Ben Tozer*

Education

*Mindy Leadholm, SR/WA*

- C-701 (August 29-30, Apple Valley)
- C-504 (Brent Rolf)
- C-802 (Ben Tozer)

Communications & Marketing

*Michelle MacMillan, ARWP*

Membership

*Ben Barker, SR/WA*

We have two pending members. Ben Barker getting approval to see this stuff from HQ, but doesn't have details yet.

**INDUSTRY COMMITTEES**

Electric & Utilities

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

Local Public Agencies

*Mayrinda Cain*

Oil & Gas Pipeline

*Andy Girga*

Transportation

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

**COMMUNITIES OF PRACTICE**

Asset Management

(open)

Environmental

*Jennifer Holmstadt*

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Relocation

*Jason Alt*

Surveying & Engineering

*Michelle MacMillan, ARWP*

Valuation

*Doug Johnson*

**ADDITIONAL DISCUSSION:**

**Motion to Adjourn by: Brian Mielke**

**Seconded by: Andy Girga**

**Minutes Approved: Motion to Approve: Brian Mielke (8/7/17)**

**Seconded by: Michelle MacMillan (8/7/17)**

**Approved by general consensus (via e-mail): Monday, August 7**