

**Board of Directors Meeting**

January 17, 2018  
10:00am – 11:30am

Fredrikson & Byron  
200 South Sixth Street, Suite 4000 Minneapolis MN 55402



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

**Attendees:** Brian Mielke, Mindy Leadholm, Dan Leshar, Greg Cooley, Ben Barker, Penny Rolf, Ben Tozer, Michelle MacMillan

10:00 – 10:05	<b><u>CALL TO ORDER</u></b>	<i>Mindy Leadholm, SR/WA</i>
	Roll Call	<i>Everyone</i>
	November Board Meeting Minutes	<i>Mindy Leadholm, SR/WA</i>
	<ul style="list-style-type: none"> <li>• <i>Approved December 5, 2017 by general consensus</i></li> </ul>	

10:05 – 10:10	<b><u>TREASURER’S REPORT</u></b>	<i>Brian Mielke, SR/WA</i>
	Checking Account	<u>\$ 46,089.66</u>
	Chapter Event Fund Savings Account	<u>\$ 4,951.00</u>
	Gary Ostrom Memorial Fund	<u>\$ 5,051.08</u>
	CD	<u>\$ 10,468.66</u>
	PayPal	<u>\$ 0</u>
	<b>TOTAL:</b>	<b><u>\$ 66,560.40</u></b>

Note: Communications between B. Mielke and HQ has revealed that we need to have a separate account for the upcoming 2020 International conference. B. Mielke will work with bank to set up appropriate separate accounts.

10:10 – 10:50	<b><u>OLD BUSINESS</u></b>	
	Member Network & Social Media	<i>Michelle MacMillan, ARWP</i>
	<ul style="list-style-type: none"> <li>• LinkedIn: <u>125</u> members</li> <li>• Facebook: <u>319</u> Followers</li> <li>• Twitter: <u>161</u> Followers</li> </ul>	
	Spring Forum Update	<i>Penny Rolf, SR/WA</i>
	<ul style="list-style-type: none"> <li>• Location and Dates</li> <li>• Agenda</li> <li>• Charging for Forum Attendance</li> <li>• Sponsorship Packages</li> <li>• Start a list of who is attending</li> </ul>	

Note: A. Girga will need a proxy. The proxy will be determined by email after the meeting. (B. Mielke will proxy). D. Leshar so moved, G. Cooley seconded. Motion carried with unanimous consent. The board discussed the expenses of the spring forum and the best way for the Chapter to support the forum. Ultimately the Board resolved to provide for up to \$1000 for sponsorship for the Spring Forum, and up to \$1000 to Region 3 members (with Chapter 20 members receiving first selection) at \$150 each. Moved by M. Leadholm, Seconded by G. Cooley, aye by unanimous consent.

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Nametag/Lanyard Update

*Mindy Leadholm, SR/WA*

Note: These have been ordered, but haven't arrived yet.

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

*Mindy Leadholm, SR/WA*

Note: The Chapter intends to apply for website of the year, and YP of the year,

Gary Ostrom Memorial Scholarship Applications

*Sean Lawler*

- Review Applications
- Choose Recipients

Note: The board discussed at the last meeting. The reviewers made two recommendations, Alec Strandberg of St. Cloud Tech, and Austin Rooley of St. Cloud State. Motion to accept the recommendations was made by G. Cooley, seconded by M. MacMillan. Passed by unanimous consent. Board discussed potential changes to next year's St. Cloud meeting, with the possibility of a separate meeting for the students.

Incentives/Giveaways at Each Member Meeting

*Mindy Leadholm, SR/WA*

Note: All three issued so far have been used.

Membership Renewals for 2018

*Ben Barker*

Note: 173 members on roster, 33 haven't renewed. 3 are retiring. 30 outstanding.

IRWA International Conference – Edmonton

*Mindy Leadholm, SR/WA*

- June 24-27, 2018
- Early Bird Registration (\$525) – March 9
- Hotel Reservation Policy Change
- Who is attending from Chapter 20

Note: Chapter 20 will have a well-sized contingent in attendance. Many board members are considering attending.

Website Re-Design

*Mindy Leadholm, SR/WA*

- Review initial re-design

Note: M. Leadholm is working on getting the existing website updated. Due to overlapping time frames between the old website and the new website, cleanup will be needed when the new website goes live.

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Board discussed advantages of the new website, desired features, and commended M. Leadholm on the status of the new website.

### 10:50 – 11:15 **NEW BUSINESS**

International Ethics Committee

*Mindy Leadholm, SR/WA*

Note: They are expanding the committee members to lessen the load per year on the committee members and to allow declining involvement on cases with potential conflict of interest. B. Tozer expressed interest, but needed to consider further. (Follow up by email: B. Tozer will not be able to fulfill this position)

International Conference 2020

*Mindy Leadholm, SR/WA*

- Early Advertising
- Chapter 20 - 2020 Committee

Note: The Chapter will need to recruit many volunteers for the 2020 international conference. Board will need to form a main committee to lead the organization, including a volunteer coordinator. The Board discussed the steps to be done to organize for the conference. The conference will require volunteers from both the chapter and the region. B. Mielke, B. Tozer, and P. Rolf expressed interest in serving on the committee.

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

*Mindy Leadholm, SR/WA*

- Date – Expanded May Member Meeting
- Location Options
- Gift
- Invitations

Note: The board discussed possible ways to celebrate, with committees to do further work before the next meeting. Discussion was held that there be a evening dinner, after work hours, permitting guests to join and assorted beverages could be had minimizing issues with work conflicts. M. Leadholm and an ad hoc committee will investigate location options. May meeting will likely be the date of the event.

Upcoming Fall Meetings

*Mindy Leadholm, SR/WA*

- Fall Forum Dates: September 23-25
- MnDOT Conference Dates: September 26-28

Note: Board discussed the challenge of these nearly overlapping dates. The Fall Forum is in Kansas City.

Upcoming Board and Member Meeting

*Ben Barker, SR/WA*

- Date & Location

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- Speakers and/or Presenters
- Sponsors: SRF and ProSource Technologies

Note: The board discussed the date for the meeting and determined March 28<sup>th</sup>. The location is to be determined.

11:15 – 11:30 **COMMITTEE REPORTS**

**SERVICE COMMITTEES**

Nominations & Elections

*Dan Leshner*

Professional Development

*Greg Cooley*

Ethics

*Ben Tozer*

Education

*Mindy Leadholm, SR/WA*

Communications & Marketing

*Michelle MacMillan, ARWP*

Membership

*Ben Barker, SR/WA*

**INDUSTRY COMMITTEES**

Electric & Utilities

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

Local Public Agencies

*Mayrinda Cain*

Oil & Gas Pipeline

*Andy Girga*

Transportation

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

**COMMUNITIES OF PRACTICE**

Asset Management

(open)

Environmental

*Jennifer Holmstadt*

Relocation

*Jason Alt*

Surveying & Engineering

*Michelle MacMillan, ARWP*

Valuation

*Doug Johnson*

**ADDITIONAL DISCUSSION:**

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**Motion to Adjourn by:**           B. Tozer          

**Seconded by:**                           B. Mielke                          

**Minutes Approved:** Motion by Penny Rolf to approve minutes 2/1; second by Brian Mielke 2/1

Minute approved by general consensus 2/1/18