

Board of Directors Meeting

March 22, 2018

10:00am – 11:30am

Washington County Public Works

11660 Myeron Road North, Stillwater MN 55082



Meeting called by: Mindy Leadholm, SR/WA

Attendees: Ben Tozer, Mindy Leadholm, Dan Leshner, Craig Knudsen, Doug Johnson, Faye Gillespie, Brian Mielke, Jason Alt, Michelle MacMillan, Greg Cooley,

10:00 – 10:05 **CALL TO ORDER** *Mindy Leadholm, SR/WA*
Roll Call *Everyone*
January Board Meeting Minutes *Mindy Leadholm, SR/WA*

- *Approved February 1, 2018 by general consensus*

10:05 – 10:10 **TREASURER'S REPORT (as of Friday)** *Brian Mielke, SR/WA*

Checking Account	\$ 42,979.64
Chapter Event Fund Savings Account	\$ 4,951.00
Gary Ostrom Memorial Fund	\$ 4,051.08
CD	\$ 10,468.66
PayPal	\$ 18.82
TOTAL:	\$ 62,469.20

10:10 – 10:50 **OLD BUSINESS**

Member Network & Social Media *Michelle MacMillan, ARWP*

- LinkedIn: 115 members
- Facebook: 314 Followers
- Twitter: 164 Followers

Spring Forum Recap *Penny Rolf, SR/WA*

Notes: The Spring Forum was a joint meeting between Regions 3, 7, and 9, with separate forums in the morning, and a joint forum in afternoon. The board discussed the advantages and disadvantages of this approach. Nineteen members from our region attended

Membership Renewals for 2018 *Ben Barker, SR/WA*

Notes: Ben Barker sent update to Mindy Leadholm by email prior to meeting. He's been reaching out to those that didn't renew. 146 of 170 have renewed. Out of 24 remaining, 14 have confirmed that they are not renewing and 10 aren't sure or haven't responded. Need to 8 of 10 to renew by April 15 in order to receive certain incentives from international headquarters.

IRWA International Conference – Edmonton *Mindy Leadholm, SR/WA*

- June 24-27, 2018
- Newsletter of the Year Finalist

Notes: The YP Event is on June 23rd, and young professionals can receive 20% off registration. The board discussed the nomination for newsletter of the year and also discussed the blog on our webpage and how to update it.

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Website Re-Design

Mindy Leadholm, SR/WA

- Review Current Content
- Blog Page
- Links – Web Designers are auditing site.

10:50 – 11:15 NEW BUSINESS

Chapter Letter of Support for SCSU Survey & Mapping Program

Greg Cooley, SR/WA

Notes: We believe SCSU is considering cutting this program, though not immediately. Greg Cooley wrote a letter of support for us and the Board thanked Greg for his work.

Policy of Reimbursement for Forum Discussion

Brian Mielke, SR/WA

Note: The current language in our policy for reimbursement does not list the director and does not fit the goals of the policy. The board discussed and generally agreed that the language ought to allow for reimbursement of all voting members, including proxies. The board formed a committee to review the policies and propose revisions. The committee will include Mindy Leadholm, Dan Leshner, and Ben Tozer. Review and approval of policy changes planned for the May Meeting.

Sponsorships – Edmonton 2018

Mindy Leadholm, SR/WA

- Region 3 Hole Sponsorship
- Chapter 20 Silent Auction Item
- YPG Sponsorship

Note: Last year Chapter 20 sponsored a hole at \$350. The board discussed sponsoring at a higher amount and considered the advantages and disadvantages of doing so, including the strength of the chapter, its relation to the region, and the financial wherewithal of other chapters in the region. Ben Tozer moved for \$500 in sponsorship, Michelle MacMillan seconded, and the motion passed by unanimous consent. The board also discussed the need for a silent auction item. The board tabled this issue until May. The board also considered and discussed a YPG sponsorship – CBRE is already the top sponsor. Three levels available, \$700 \$450, and \$300. Chapter 20 has not sponsored in the past, but also has not been reached out to before. The board decided to table and talk to other chapters in the region.

Email Scams

Mindy Leadholm, SR/WA

Notes: The board discussed the email scamming attempts and reviewed the discussions the IRWA is having about how to address these issues. The Board stressed the importance of being careful in reviewing emails and responding with financial data. The email scams look like they're coming from people in the chapter.

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2018-2019 Executive Committee Discussion

Mindy Leadholm, SR/WA

Note: Brian Mielke is stepping down off the board due in part to a recent job change. Brian expressed a willingness to manage the transition however would be best for the Chapter. The Board thanked Brian for his service and hard work. In the best interest of the Chapter, Brian will step down from the Board in July after filling out his role for this year. Ben Tozer will work with Brian on transition into the treasurer position. The current positions after treasurer will remain in place and there will be an opening for secretary in the coming year. Dan Leshar moved that Brian roll off as treasurer at the end of this board term (July), Ben Tozer will become the new treasurer, other executive board members will stay on for a year in order to keep continuity with a new secretary to be named this summer. Craig Knudsen seconded and the motion passed with unanimous consent, Brian Mielke abstaining.

The Board also considered sponsorship of a YP member for attendance at IEC at Edmonton. Greg Cooley moved that the Chapter follows the same sponsorship as last year, Ben Tozer seconded, and the motion passed by unanimous consent.

Chapter 20 – 60th Anniversary Celebration

Mindy Leadholm, SR/WA

- Wednesday, July 25
- Mill City Museum Tour (10-1 or 2-5)
- Lunch/Dinner at The Spaghetti Factory?
- Free meeting (Plus one?)
- Special gift for attendees
- Additional Invites (Penny)

Note: Mindy Leadholm has confirmed that the Mill City Museum would be available for tour for us at these dates and times. The Board discussed the logistics of the meeting and settled on the lunch meeting as the best approach. The board considered gifts for attendees of the celebration and agreed to make this determination by email.

Upcoming Board and Member Meeting

Ben Barker, SR/WA

- HDR; Wednesday May 16
- Speakers and/or Presenters - tbd
- Sponsors: All 2017-2018 Sponsors

11:15 – 11:30 **COMMITTEE REPORTS**

SERVICE COMMITTEES

Nominations & Elections

Dan Leshar

Professional Development

Greg Cooley

Ethics

Ben Tozer

Education

Mindy Leadholm, SR/WA

Communications & Marketing

Michelle MacMillan, ARWP

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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

(open)

Relocation

Jason Alt

Surveying & Engineering

Michelle MacMillan, ARWP

Valuation

Doug Johnson

ADDITIONAL DISCUSSION:

Motion to Adjourn by: Ben Tozer

Seconded by: Brian Mielke, Unanimous Consent

Minutes Approved: Motion by Greg Cooley; Seconded by Dan Leshner; approved by unanimous consent on April 3, 2018.