

Board of Directors Meeting

July 25, 2018

8:00am – 9:30am

Caribou Coffee

509 South Washington Avenue, Minneapolis, MN 55415



8:30 – 9:15

NEW BUSINESS

2018-2019 Budget Review Update & Approval

Mindy Leadholm, SR/WA

Notes: A great majority of the educational courses in the past couple of years have lost money. Chapter 20 has a policy not to cancel courses. We need to make sure that we estimate in the budget for the loss. 3 courses scheduled for this year. An event/symposium was suggested to offset loss? Discussion on how to structure, schedule and organize an event/symposium to make up for financial shortfall. Michelle McMillan has info to utilize and Tim Drennan mentioned a "special events" spreadsheet from International that he would share.

Travel expenses – additional contributions to board members/members to support the Chapter 20 booth in Portland to promote 2020. People from region to help promote MPLS conference along with giveaways.

Chapter 20 contributions to the RWIEF and CRWEF discussion. Thoughts of ways to challenge other chapters/regions to contribute as a fundraising effort.

Gary Ostrom Fund – Funding (contributions)

2018-2019 Committee Chair Positions

Mindy Leadholm, SR/WA

Notes: All existing Committee Chairs elected to remain in their positions. Two open positions remained – Chair for Local Public Agencies and Chair for Asset Management. Jason Alt volunteered to Chair the Local Public Agency Committee and Sean Lawler volunteered to Chair the Asset Management Committee.

2018-2019 Sponsorship Update

Michelle MacMillan, SR/WA

- HDR (Platinum)
- SRF Consulting Group, Inc. (Silver)
- Fredrikson & Byron, P.A. (Silver)
- Ulteig (Silver)
- ProSource Technologies (Silver)
- WSB (Silver)
- Henning Professional Services, Inc. (Bronze)
- **Total = \$9,900 (\$9,610.50)**

Chapter 20 Newsletter

Brent Rolf

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Notes: We are looking to revamp the current newsletter into an interactive newsletter in advance of a run for “Newsletter of the Year” for IRWA. Brent is looking into software solutions to help in design and editing. With new software; there may be additional expense for newsletter (In-Design or Adobe Spark software subscription expense (estimated at \$10/mo). We will need to submit three newsletters from the past to be eligible for consideration.

Region 3 Fall Forum

Penny Rolf, SR/WA

- Kansas City, Missouri
- September 23-25
- Basket Raffle Item
- Chapter 20 Attendance

Notes: Fall Forum discussion – Basket raffle ideas (how much, what, cash basket, lotto) – Penny taking the lead -- \$100 budget. Open Secretary position for Region 3 – Penny will be getting an email out to the region 3 leadership to gauge interest. Mindy will not be sending anything out to Chapter 20 members since there are two Chapter 20 members already on the Board -- looking to other Chapters to step in.

2020 Education Conference

Mindy Leadholm, SR/WA

- Co-Chair and Volunteer Coordinator
- Logo Ideas

Notes: By the end of August, Chapter 20 needs to come up with suggestions on venues for the 2020 conference. Positions will also need to be filled by those interested in participating in the International Conference Committee for Chapter 20. Positions – Two Co-Chairs and one Volunteer Coordinator. Members are to reach out to Mindy if they are interested or have nominations.

The 2020 International Conference logo also needs to be designed. Members are asked to submit Symbols/ideas to get logo design going. The logo designer will ultimately pick two symbols to incorporate in the final logo.

College Outreach Program

Sean Lawler

- Date
- Scholarship Review Committee
- Advertising to students and professors

Upcoming Board and Member Meeting

Ben Barker, SR/WA

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- Location
- Date
- Sponsor

Notes:

Discussion on a date and time for College Outreach Program – potential schedule coordination with Board Meeting. There are a number of competing events (MNDOT, Fall Forum, Etc.) – Sean Lawler will be looking into scheduling/venues for October/November. Tim Drennan highly suggests that we request sponsorship from International for this event. Chapter 20 will provide two scholarships to students.

9:15 – 9:30 **COMMITTEE REPORTS**

Notes: Committee members were asked to use the blog to update the members. Mindy will re-send the password to the Blog

SERVICE COMMITTEES

Nominations & Elections

Dan Leshar

Professional Development

Greg Cooley

Ethics

Ben Tozer

Education

Mindy Leadholm, SR/WA

- SR/WA Review Study Session (Oct 8-10)
- Course 100: Principles of Land Acquisition (Oct 24-25)
- Course 102: Elevating your Ethical Awareness (Oct 26)
- Education Committee (Mindy, Brian Mielke, Andy Girga, Brent Rolf)

Notes: Spring course discussion -- Brent taking the lead on providing suggestions. Carol Brooks teaching 100 and 102 this fall. Discussion on the course giveaways and limiting/requiring recipients to enroll in courses offered only by Chapter 20.

Communications & Marketing

Michelle MacMillan, ARWP

Membership

Ben Barker, SR/WA

Notes: Region 3 Young Professionals are looking for new members to continue the mission of the group. Members are asked to recruit and promote our young professionals in the industry to get

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engaged in the organization. International has developed many benefits for YP's to take advantage of and there are many opportunities to get involved.

INDUSTRY COMMITTEES

Electric & Utilities

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

Local Public Agencies

Jason Alt

Notes: New Chair Position

Oil & Gas Pipeline

Andy Girga

Transportation

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

Notes: Transportation symposium in Austin Texas the weekend of April 10-12, 2019.

COMMUNITIES OF PRACTICE

Asset Management

Sean Lawler

Notes: New Chair Position

Environmental

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

Relocation

Jason Alt

Surveying & Engineering

Michelle MacMillan, ARWP

Valuation

Vacant

Notes: Vacant Chair Position. Any interested Member should contact Mindy Leadholm

ADDITIONAL DISCUSSION:

Motion to Adjourn by: Dan Leshner at 9:28 am

Seconded by: Brian Mielke

Minutes Approved: Penny Rolf on 8/7/17. Seconded by Dan Leshner

Notes: Tim Drennan commented on the Chapter 20 Board meeting running very smooth, productive and efficient

2018-2019 IRWA Chapter 20 Committee Members

SERVICE COMMITTEE	MEMBER NAME	POSITION	COMPANY	PHONE	EMAIL ADDRESS
Nominations & Elections	Michelle MacMillan	Chair	Great River Energy	763-445-5984	mmacmillan@greenergy.com
	Craig Poorker	Member	Great River Energy	763-445-5980	cpoorker@greenergy.com
	Dan Leshner	Member	Great River Energy	763-445-5975	dlesher@greenergy.com
Professional Development (PDC)	Greg Cooley	Chair	HDR	763-591-5430	Gregory.Cooley@hdrinc.com
	Sean Lawler	Member	Xcel Energy	612-330-1956	sean.w.lawler@xcelenergy.com
Ethics	Benjamin Tozer	Chair	Fredrikson & Byron, P.A.	612-492-7444	Btozer@fredlaw.com
Education	Mindy Leadholm	Chair	Washington County	651-430-4361	mindy.leadholm@co.washington.mn.us
	Brent Rolf	Member	WSB & Associates	763-287-7176	brolf@wsbeng.com
	Andrew Girga	Member	Enbridge Energy Company, Inc.	218-390-2631	andrew.girga@enbridge.com
	Brian Mielke	Member	KLJ	651-222-2176 ext. 6921	bmielke@wsbeng.com
Communications & Marketing	Michelle MacMillan	Chair	Great River Energy	763-445-5984	mmacmillan@greenergy.com
	Benjamin Barker	Member	WSB & Associates	651-286-8455	bbarker@wsbeng.com
	Brent Rolf	Member	WSB & Associates	763-287-7176	brolf@wsbeng.com
Membership	Benjamin Barker	Chair	WSB & Associates	651-286-8455	bbarker@wsbeng.com
INDUSTRY COMMITTEE	MEMBER NAME	POSITION	COMPANY	PHONE	EMAIL ADDRESS
Electric & Utilities	Craig Knudsen	Chair	Dakota Electric Association	651-463-6332	cknudsen@dakotaelectric.com
Local Public Agencies	Jason Alt	Chair	ProSource Technologies, LLC	763-786-1445	jalt@prosourcetech.com
Oil & Gas Pipeline	Andrew Girga	Chair	Enbridge Energy Company, Inc.	218-390-2631	andrew.girga@enbridge.com
Transportation	Penny Rolf	Chair	WSB & Associates	763-231-4868	prolf@wsbeng.com
COMMUNITIES OF PRACTICE	MEMBER NAME	POSITION	COMPANY	PHONE	EMAIL ADDRESS
Asset Management	Sean Lawler	Chair	Xcel Energy	612-330-1956	sean.w.lawler@xcelenergy.com
Environment	Craig Knudsen	Chair	Dakota Electric Association	651-463-6332	cknudsen@dakotaelectric.com
Relocation	Jason Alt	Chair	ProSource Technologies, LLC	763-786-1445	jalt@prosourcetech.com
Surveying & Engineering	Michelle MacMillan	Chair	Great River Energy	763-445-5984	mmacmillan@greenergy.com
Valuation	TBD	Chair	TBD	TBD	TBD
AD HOC COMMITTEE	MEMBER NAME	POSITION	COMPANY	PHONE	EMAIL ADDRESS
Legal Credit	Larry Martin	Liaison	LD Martin Law Office	612-986-7899	larry.martin@ldmartin-law.com
Appraisal & Real Estate Credit	Douglas Johnson	Liaison	DKJ Appraisal	612-442-1571	dkjappraisal@comcast.net
Newsletter	Brent Rolf	Editor	WSB & Associates, Inc.	763-287-7176	Brolf@wsbeng.com
Program (1 Year)	Benjamin Barker	Coordinator	WSB & Associates, Inc.	651-286-8455	bbarker@wsbeng.com

2018-2018 Proposed Budget

July 1, 2018 - June 30, 2019

INCOME	2018-2019 Budgeted	2018-2019 Actual	Notes
Courses	\$8,000.00		3 courses scheduled; need to schedule 3 more for Spring 2019
Online Courses	\$1,200.00		
Seminars & other meetings	\$5,000.00		who wants to take the lead on this?
Membership Dues	\$3,800.00		
Membership Meetings	\$1,250.00		average 25/meeting @ \$10/person
Sponsorships	\$9,900.00	\$9,900.00	actual
Interest & Dividend	\$125.00		
Total	\$29,275.00		
EXPENSES	2018-2019 Budgeted	2018-2019 Actual	Notes
Courses	\$14,000.00		3 courses scheduled; need to schedule 3 more for Spring 2019
Courses	\$1,325.00		5 free one-day courses (or \$265 equivalent) given one at each meeting to Doug Johnson for 11 courses for appraisal CE and 8 courses for real estate CE
Course Renewals	\$400.00	\$194.75	
Membership Outreach Mtg (Sept)	\$500.00		College Outreach Meeting
Membership Meetings (4 regular)	\$2,000.00		
Free Membership Meeting (July)	\$2,509.76	\$2,509.76	60th Anniversary Celebration (actual cost)
Golf Event	\$0.00	\$0.00	skip golf tournament next year? Is anyone interested in organizing?
Int'l Education Seminar Travel	\$7,725.00		Director, President, President Elect. Plus 5 others at \$750 max each.
Int'l Education Seminar - Other	\$2,000.00		booth, giveaways, volunteer shirts, shipping cost for booth material, etc.
Region Meetings (Forum Travel)	\$3,000.00		Kansas City (Fall) & Iowa (Spring).
Forum Basket Raffles/Sponsorships	\$300.00		Fall and Spring Forum
Newsletter	\$0.00		
Misc Administration	\$200.00		possible website needs from Big Fish Digital.
Bank/Paypal Charges	\$500.00		
Contributions/RWIEF	\$2,020.20		fun amount to "promote" conference next year in MN
Contributions/CRWEF	\$220.20		fun amount to "promote" conference next year in MN
Awards, Pins, Gifts	\$1,000.00		Chapter 20 Giveaways
Region Dues	\$350.00		
Misc	\$0.00		cost will be any maintenance or help needed
Misc	\$500.00		Advertising/Promotional items
Scholarships	\$1,000.00		(2) \$500 SCSU Scholarships
YP Region Sponsor	\$250.00		Not sure how sponsorship is working this year.
TOTAL	\$39,800.16		
Gary Ostrom Fund		As of July 1, 2019	
Chapter Event Fund			
Chapter 20 CD			