

## Board of Directors Meeting

November 15, 2018

10:00am – 11:30am

WSB & Associates

701 Xenia Avenue South, Suite 600, Minneapolis MN 55416



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

**Attendees:** Ben Barker  
Mindy Leadholm  
Michelle MacMillan  
Andy Girga  
Matt Hagelin (via conference call)  
Ben Tozer  
Greg Cooley  
Craig Knudsen  
Penny Rolf

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

- *Approved October 23, 2018 by general consensus*

10:05 – 10:10 **TREASURER'S REPORT** *Benjamin Tozer*  
Checking Account \$ 36,364.41  
Chapter Event Fund Savings Account \$ 4,951.00  
Gary Ostrom Memorial Fund \$ 4,054.97  
CD \$ 10,585.76  
PayPal \$ 0  
**TOTAL:** \$ 55,956.14

**Notes:** B. Tozer noted that he just received two \$75 checks from HQ for CHIP compliance. Those are in the mail and will increase our Checking Account numbers by \$150.

10:10 – 11:00 **OLD BUSINESS** *Michelle MacMillan, ARWP*  
Member Network & Social Media  

- LinkedIn: \_\_\_\_\_ members
- Facebook: 314 likes
- Twitter: 166 Followers

**Notes:** We discussed that our use of FB is sufficient; though we could probably do more posts in the future. Anyone is welcome to post on our social media stuff any Chapter 20 or ROW related topics!

Governance Remodeling Update *Penny Rolf, SR/WA*

- Region 3 Representative is Carol McCracken *(Region 3 Chair)*
- First Meeting Update is on Chapter 20's blog page
- Carol will continue to update the Region after each meeting.

**Notes:** Penny noted that she will talk to the Region 3 webmaster to add all of the minutes from this group on the Region 3 website. When that is done, Chapter 20 will link straight to that page so that all members can access the information if they want.

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### Awards

*Mindy Leadholm, SR/WA*

- IRWA 2018 Award Opportunities
- FHWA Award

**Notes:** IRWA Award opportunities include: Young Professional of the Year, Government Employer of the Year, Chapter of the Year (Chapter 20 is not eligible for this since we won it in 2015), Website of the Year, Newsletter of the Year. Chapter 20 definitely plans to submit for Website of the Year and Newsletter of the Year. Encouraging others to apply for other awards as well. All applications are due February 1, 2019. Link to applications is on the home page of the Chapter 20 website.

The FHWA Award application link is on the home page of the Chapter 20 website. Applications are due by November 30, 2018. If you have a federal aid right of way project that would be a good candidate, please submit your application. According to the FHWA, they have not received many applications for this award to date.

### 11:00 – 11:20 NEW BUSINESS

#### 2019 Membership Renewal

*Ben Barker, SR/WA*

- Renewal Numbers as of today
- Plan for increasing renewals
- Incentives for our Chapter – 90% retention = 1 free conference registration;  
5% net growth = 3 free memberships + 1 conference registration;  
10% NET growth = 3 free memberships + 2 free conference registrations + \$500 travel voucher.

**Notes:** B. Barker gave a membership update. Chapter 2018 membership is 155 members. To date, 53 members have renewed their membership into 2019. B. Barker noted that many people wait to renew until after the first of the year. He will plan on contacting all members who have not renewed after January 1. He may reach out to others on the Board for help with contacting people at that time.

#### Region 3 Spring Forum

*Penny Rolf, SR/WA*

- April 28-30, 2019 (Sunday – Tuesday)
- Des Moines, Iowa (Hosted by Chapter 41)

**Notes:** P. Rolf noted that she will send flyer and additional information as soon as Chapter 41 has it put together and is ready to advertise. More than likely, there will be a Young Professionals Event Sunday, Forum on Monday, and an education course/seminar on Tuesday. The Board noted that it is only about a 3.5 hour drive from Des Moines from the Twin Cities, so hopefully several Chapter 20 members are able to attend.

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### 2020 Education Conference

*Mindy Leadholm, SR/WA*

- Logo Ideas
- RWIEF Monday Night Event

**Notes:** Logo Ideas from group: State of MN, North Star, Canoe, Pine Tree, Loon, Paul Bunyan, Water. More to come on 2020 Conference as info is passed along from HQ. Penny is planning to talk to the MnDOT Conference planning group at their meeting in a few weeks regarding a Golf Fundraising Event held in conjunction with the MnDOT Conference at Breezy Point in October 2019. (Tuesday, Sept 25)

### 2019 Portland Conference

*Mindy Leadholm, SR/WA*

- Volunteers
- Attendance
- Giveaways

**Notes:** Michelle is planning to test “Sign-Up Genius” for Portland. Hoping it will be a better and easier way to keep track of volunteers/tasks. We’ll discuss giveaways and number of volunteers in more detail at the January Board Meeting.

### College Outreach Scholarship Applications

*Sean Lawler*

- Application deadline
- Review Committee
- Process and Schedule for Award

**Notes:** Application deadline is November 30. To date, Sean has received four applications. Once application deadline has passed, Sean will send all applications to the Review Committee. Review Committee will make a recommendation to the Board via email. Goal will be to award scholarships in January – and invite recipients to the January Board Meeting (at GRE). Mindy will look at Survey Monkey sign-up for October Meeting and send a reminder to attendees about the scholarships. (This was done 11/16)

### Chapter 20 Note Cards

*Mindy Leadholm, SR/WA*

**Notes:** The Ch. 20 notecards that Mindy made several years ago have all been used. She requested that approximately \$50 of the “misc uses” in our budget be used to creating more cards. The group agreed that this is a good use of money and that people appreciate receiving cards. These cards are blank and can be used for thank you, sympathy, congratulations, or anything else necessary for the Chapter. Mindy will plan on making more with the goal of having them complete by our January meeting.

### Lunch during Education Courses

*Mindy Leadholm, SR/WA*

**Notes:** Discussion on whether we should provide lunch at education courses. Options: No lunch, increase course costs to pay for lunch, provide lunch for multi-day courses, etc. M. MacMillan suggested that we provide one lunch per course (regardless of how many days) as a part of our annual sponsorship packages. All agreed that this was a good idea. Education Chair will also suggest to Course Coordinators try to keep costs of beverages/snacks/lunch to \$8/person/day.

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### Upcoming January Board and Member Meeting

*Ben Barker, SR/WA*

- Location - GRE
- Date – Wednesday, January 23 or Wednesday, January 30
- Presenter – Jen Holmstadt (topic TBD)
- Sponsors (SRF, ProSource, Fredrikson & Byron)
- Sponsor and location March Meeting – Duluth and all sponsors
- Sponsor for May Meeting – HDR; Location TBD

### 11:20 – 11:30 COMMITTEE REPORTS

#### SERVICE COMMITTEES

##### Nominations & Elections

*Michelle MacMillan, ARWP*

M. MacMillan, D. Leshner, and C. Poorker got together and have the following recommendations for 2018 awards:

- Professional of the Year: Craig Poorker
- Young Professional of the Year: Mindy Leadholm
- Employer of the Year: Washington County

Motion to accept these nominations was made by Craig Knudsen; Seconded by Penny Rolf.

##### Professional Development

*Greg Cooley*

##### Ethics

*Ben Tozer*

B. Tozer noted that the International Ethics Committee does not see value in having representation at a Chapter level. That being said, he is still available to be the Ethics Rep for our Chapter.

This led to a discussion on whether our Chapter should look at the different committee chairs and eliminate those that are not necessary. Pros and Cons to this and future discussion is necessary. We will review and possibly make changes when the 2019-2020 year is about to begin.

##### Education

*Mindy Leadholm, SR/WA*

- Course 502: Non-Residential Relocation Assistance (January 22-23, 2019)
- Course 506: Advanced Business Relocation Assistance (January 24-25, 2019)
- Course 215: Right of Way Acquisition for Pipeline Projects (April 4-5, 2019)

##### Communications & Marketing

*Michelle MacMillan, ARWP*

##### Membership

*Ben Barker, SR/WA*

Covered in general meeting

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**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*

P. Rolf noted that there is a Transportation Symposium on April 10-12 in Austin, Texas. Additional information and registration can be found on the [Region 3 Website](#).

**COMMUNITIES OF PRACTICE**

Asset Management

*Sean Lawler*

Environmental

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

Relocation

*Jason Alt*

Surveying & Engineering

*Michelle MacMillan, ARWP*

Valuation

*vacant*

**ADDITIONAL DISCUSSION:**

- R3YP Scholarships will be available soon – any YP should apply for scholarship to help with Portland Education Conference expenses. Chapter 20 will send out notification as soon as these are available.
- Chapter 20 will also have scholarship opportunities to help with Portland expense. In total, 5 will be available – and we'll have applications available in early 2019.
- M. MacMillan noted that there are not many hotels near conference in Portland. When available, everyone planning to attend should register early so they get a hotel room close to the conference location.
- G. Cooley reminded M. Leadholm (post-meeting) that we did not discuss our potential One-Day Seminar in May. He has a few leads and M. Leadholm will check with D. Johnson on possibility of obtaining CEU from The MN Department of Commerce. More to come at the January Meeting.

**Motion to Adjourn by: Ben Barker @ 11:30am**

**Seconded by: Craig Knudsen**

**Minutes Approved: Greg Cooley; Seconded by Michelle MacMillan, Approved by general consent on 11/20/18**