



## **JANUARY 2016 BOARD AND MEMBER MEETING**

Date: January 20, 2016

Time: Board Meeting (10:00 – 11:30 AM)  
Member Luncheon (11:30 AM – 12:00PM)  
Member Meeting (12:00 – 1:30 PM)

Location: Rockwoods Grill  
9100 Quaday Avenue  
Otsego, MN 55330

Topic and Speaker:

### **Geomorphic Applications for the Assessment of Geohazard Pipeline Integrity**

Jen Holmstadt has 9 years' experience as an environmental consultant, specializing in geomorphology and project management. Jen's most recent work centers on crude oil/natural gas pipeline safety and spill response. She used geomorphology to find submerged crude oil in the Kalamazoo River as well as design remedial responses for that spill. She also uses geomorphology to design pipeline integrity management programs (for environmental threats to pipeline integrity like slope failure and flooding). She has a M.S. degree in Geography from Michigan State.



## **MARCH 2016 BOARD AND MEMBER MEETING**

Date: March 16, 2016

Time: Board Meeting (10:00 – 11:30 AM)  
Member Luncheon (11:30 AM – 12:00PM)  
Member Meeting (12:00 – 1:30 PM)

Location: Great River Energy  
12300 Elm Creek Blvd N  
Maple Grove MN 55369

Topic and Speaker:

### **Finding Your Path Within IRWA**

Greg Cooley, SR/WA, is a Right of Way project manager at HDR with more than 21 years of Right of Way related experience with MnDOT, Hennepin County, and Stearns County, Minnesota in their public works divisions. Greg was an instructor in the 2-year Civil Engineering program at St. Cloud Technical College and an engineering technician with Stearns County performing roadway design, construction, and materials inspection. Greg has been a member of the Minnesota Chapter 20 of the IRWA since 1994. He achieved designation as a Senior Member in June of 2004, and in 2011 was honored with being named Professional of the Year within Chapter 20 and Region 3. He has been an active member serving in various roles including Education Chair and is the current Professional Development Chair.

**Board of Directors Meeting**

May 18, 2016

10:00 a.m. to 11:30 a.m.

Ulteig

4285 Lexington Avenue N., St. Paul, MN 55126



**Meeting called by:** Michelle MacMillan at 10:06am

**Attendees:** Andy Girga Penny Rolf Brent Rolf Craig Poorker  
Michelle MacMillan Ben Barker Brian Mielke Greg Cooley  
Dan Leshner Mindy Leadholm Ben Tozer

10:00-10:05 **CALL TO ORDER** *Michelle MacMillan, ARWP*  
Roll Call *Everyone*  
*March* Board Meeting Minutes *Michelle MacMillan, ARWP*

- *Approved 4/15/16 by general consensus*

10:05-10:10 **TREASURER'S REPORT** *Mindy Leadholm*

Checking Account	<u>\$48,990.81</u>
Chapter Event Fund Savings Account	<u>\$4,951.00</u>
Gary Ostrom Memorial Fund	<u>\$5,602.44</u>
CD	<u>\$10,199.50</u>
PayPal	<u>\$414.12</u>

10:10-10:55 **OLD BUSINESS**

**Member Network & Social Media** *Michelle MacMillan, ARWP*

- **LinkedIn** 110 Members (+9)
- **Facebook** 309 Likes (+2)
- **Twitter** 131 Followers (+2)

**Policies & Gary Ostrom Memorial Scholarship Fund** *Michelle MacMillan, ARWP*

- Proposed changes – Board reviewed and discussed the proposed changes. After further discussion, Michelle MacMillan agreed to make the discussed changes and email the final version to the Board for review and approval.

***Motion was made by Greg Cooley and seconded by Penny Rolf to approve the changes to the Policies & Gary Ostrom Memorial Scholarship Fund. Motion was approved by general consensus.***

## Board of Directors Meeting

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### 2016 Golf Outing

*Mindy Leadholm, SR/WA*

- Update
  - 10 people signed up with 4 sponsors
  - Tuesday June 7th at Oak Marsh Golf Course in Oakdale.
  - The golf outing is Chapter 20's fundraiser for RWEIF.

### Chapter 20 Bylaws Update

*Michelle MacMillan, ARWP*

- Proposed changes – Board reviewed and discussed the proposed Bylaw changes. After further discussion, Michelle MacMillan agreed to make the discussed changes and email the final version to the Board for review and approval.
- Upon approval, Michelle MacMillan will forward the Bylaws to IRWA Headquarters for review and approval.

***Motion was made by Greg Cooley and seconded by Penny Rolf to approve the changes to the IRWA Chapter 20 Bylaws. Motion was approved by general consensus.***

10:55-11:20

### NEW BUSINESS

#### 2016-2017 Executive Board Positions & Election

*Michelle MacMillan, ARWP*

- The Nominations and Election Committee presented the following candidates to the 2016-2017 Executive Board for IRWA Chapter 20.
  - Secretary – Brian Mielke, SR/WA
  - Treasurer – Ben Barker, SR/WA
  - President-Elect – Mindy Leadholm, SR/WA
  - President – Andy Girga
  - Director-Michelle MacMillan, ARWP
  - IRWA International Director – Andy Girga

***IRWA Chapter 20 unanimously voted the above slate of candidates to the 2016-2017 Executive Board Positions.***

#### Membership Renewal Percentage

*Penny Rolf, SR/WA*

- 87.5% renewal rate to date

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**Memorial Contribution**

*Michelle MacMillan, ARWP*

- Craig Poorker's step son passed away.

***Motion was made by Dan Leshar and seconded by Andy Girga to approve a \$50 memorial contribution. Motion was unanimously approved.***

**Sponsorship Packages 2016-2017**

*Michelle MacMillan, ARWP*

- Removed job postings – Job postings will be a part of website and open to general membership
- Added classroom discount – Mindy Leadholm and Michelle MacMillan will determine the amount of the discount.
- Add social meeting marketing Company sponsorship

**2016 Education Conference Directors Meeting**

*Michelle MacMillan, ARWP*

- **Proposed changes to International Bylaws**
  - Membership Categories
    - Membership Classes
    - Retired Member Class
    - Other Membership

***Motion was made by Penny Rolf and seconded by Andy Girga to direct the International Directors to approve the proposed changes to the Membership Class. Motion was unanimously approved.***

- International Affiliates

***Motion was made by Dan Leshar and seconded by Penny Rolf to direct the International Directors to approve the proposed changes to the International Affiliates. Motion was unanimously approved.***

- EVP Title

***Motion was made by Dan Leshar and seconded by Mindy Leadholm to direct the International Directors to approve the proposed title change from Executive Vice President to Chief Executive Officer. Motion was unanimously approved.***

## Board of Directors Meeting

May 18, 2016

10:00 a.m. to 11:30 a.m.

Ulteig

4285 Lexington Avenue N., St. Paul, MN 55126



- Advisory Council

***Motion was made by Penny Rolf and seconded by Mindy Leadholm to direct the International Directors to approve the proposed changes to the Advisory Council. Motion was unanimously approved.***

- RWIEF basket donation –
  - Chapter 20 will fund the purchase of the basket items which will be reimbursed by other Region 3 Chapters. Michelle MacMillan is creating the basket.

***Motion was made by Dan Leshar and seconded by Andy Girga to approve up to \$498.70 to purchase basket donations. Motion was unanimously approved.***

- Golf hole sponsorship – Diamond \$360

***Motion was made by Dan Leshar and seconded by Andy Girga to approve the golf hole sponsorship in the amount of \$360. Motion was unanimously approved.***

### Upcoming College Outreach Meeting

*Brian Mielke, SR/WA*

- Atwood Center at SCSU
- 5-10 minute presentation for SCSU students – Brian Mielke and Sean Lawler
- Brian Mielke and Sean Lawler will present at SCTCC
- Confirm date and time
  - Event will be on September 28, 2016. (3pm Board and 4:30 meeting)
  - For purposes of marketing the scholarship will be named “Gary Olstrom IRWA Memorial Scholarship”
  - The criteria for scholarship qualification remain the same as last year.

### Upcoming Meetings

*Mindy Leadholm, SR/WA*

- Date: July 20<sup>th</sup>
- Location: Riverboat Cruise
- Speaker: Tour of the St. Croix River Bridge
- Board meeting will be held at the Historic Courthouse

**Board of Directors Meeting**

May 18, 2016

10:00 a.m. to 11:30 a.m.

Ulteig

4285 Lexington Avenue N., St. Paul, MN 55126



**MnDOT Conference T-shirts**

- Table to the July meeting

*Penny Rolf, SR/WA*

**IRWA Course 501**

- Four people have expressed interest in the class.
- Upon discussion, Board suggested moving forward with offering Course 501.

*Brent Rolf*

11:20-11:30

**COMMITTEE REPORTS**

**SERVICE COMMITTEES**

Communications & Marketing

*Michelle MacMillan, ARWP*

*Brent Rolf*

*Ben Barker, SR/WA*

Education

*Mindy Leadholm*

Ethics

*Ben Tozer*

Membership

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

Professional Development (PDC)

*Greg Cooley, SR/WA*

**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*

**COMMUNITIES OF PRACTICE**

Asset Management

*Matthew Hagelin, RWA*

**Board of Directors Meeting**

May 18, 2016

10:00 a.m. to 11:30 a.m.

Ulteig

4285 Lexington Avenue N., St. Paul, MN 55126



Environmental

*Jennifer Wolff*

Relocation

*Ken Helvey*

Survey & Engineering

*Michelle MacMillan, ARWP*

Valuation

*Doug Johnson*

**ADDITIONAL DISCUSSION:**

**Motion to Adjourn by: Dan Lesher at 11:37am**

**Seconded by: Andy Girga**

**Minutes Approved: Motion to approve minutes by Greg Cooley and seconded by Dan Lesher.  
Minutes approved on June 2, 2016 by general consensus.**



**Board of Directors Meeting**

July 20, 2016

9:00 a.m. to 10:30 a.m.

Historic Courthouse

101 West Pine Street, Stillwater, MN 55082



**Meeting called by:** Andy Girga

**Attendees:** Andy Girga, Ben Barker, Brian Mielke, Sean Lawler, Jen Holmstadt, Mindy Leadholm, Penny Rolf, Brent Rolf, Dan Leshner, Craig Knudsen, Michelle MacMillan, Mayrinda Cain, and Ben Tozer.

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9:00 – 9:05

**CALL TO ORDER**

*Andy Girga*

Roll Call

*Everyone*

May Board Meeting Minutes

*Andy Girga*

*- Approved 6/2/16 by general consensus*

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9:05 – 9:10

**TREASURER'S REPORT**

*Mindy Leadholm, SR/WA*

Checking Account

\$ 52,315.64

Chapter Event Fund Savings Account

\$ 4,951.00

Gary Ostrom Memorial Fund

\$ 5,604.28

CD

\$ 10,237.29

PayPal

\$ 0

Account administration transfers in process for new treasurer

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**Board of Directors Meeting**

July 20, 2016

9:00 a.m. to 10:30 a.m.

Historic Courthouse

101 West Pine Street, Stillwater, MN 55082



9:10 – 9:45

**OLD BUSINESS**

**Member Network & Social Media**

- **LinkedIn** unknown, roughly 100
- **Facebook** 309 likes
- **Twitter** 141

*Michelle MacMillan, ARWP*

**MnDOT Conference T-shirts**

- Tabled from May meeting

*Penny Rolf, SR/WA*

- Discussion about something other than T-Shirts, such as a free membership, Kindle, \$150 range gift value
- Michelle MacMillan made motion for approval of up to \$150 gifts and one free membership to be given away. Also included in the motion was approval to spend up to \$30 for candy at the IRWA table. Seconded by Craig Knudsen and unanimously approved.
- Normal swag, such as can cozies, will be at the booth.
- IRWA is sponsoring the social hour again

**IRWA Course 501**

- 4 people have expressed interest as of May meeting

*Brent Rolf/Mindy Leadholm, SR/WA*

- 2 signed up for 8/24 and 25. Ulteig and MnDOT may also be sending small groups.
- Course 103, Ethics, will also be offered on Sept. 13, 2016.

## Board of Directors Meeting

July 20, 2016

9:00 a.m. to 10:30 a.m.

Historic Courthouse

101 West Pine Street, Stillwater, MN 55082



9:45 – 10:20

### NEW BUSINESS

#### **2016-2017 Committee Chairs & Members**

- New Roster
- Asset Management Chair needed
- Education Committee needs 2 members

*Andy Girga*

- See updated committee information below
- Nominations and Elections not shown
- Andy Girga and possibly Brent Rolf may assist with Education.

#### **IRWA Education Conference Recap**

- Chapter of the Year – Chapter 20
- Young Professional of the Year – Mindy Leadholm
- Honorable Mention – WSB & Associates, finalist for Employer of the Year, Under 20 Employees

*Andy Girga*

- See notes below.
- Conference was generally quite good; coordination of events with the conference is a work in process.
- Great job Chapter 20!
- Ben Barker and Mindy Leadholm were asked to provide a report on their experiences at the Int'l Conference as part of their sponsorship award. Ben's report was in the June newsletter and Mindy's will be in the August newsletter.

#### **Awards Party to celebrate and recognize International Awards**

- August?
- Britt's Pub or ?? (Looking for suggestions)

*Michelle MacMillan, ARWP*

- \$500 was won for Chapter of the Year award.
- Ben Tozer mentioned that Fredrikson & Byron may be willing to co-sponsor.
- Planned for afternoon in downtown area.
- Sites being considered. Email Michelle MacMillan suggestions.
- Motion by Penny for total of \$1,000, \$500 from the chapter award and \$500 from events fund, to be approved for an Awards Party. Amended by Penny Rolf to be \$1,000 total from the Events Fund if not received from award. Seconded by Jen Holmstadt as amended and unanimously approved.

## Board of Directors Meeting

July 20, 2016

9:00 a.m. to 10:30 a.m.

Historic Courthouse

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### **Sponsorship Packages 2016-2017**

- Update

*Michelle MacMillan, ARWP*

- Platinum=HDR
- Gold=WSB
- Silver=Ultieg and SRF, individually
- Bronze=KLJ and Integra Realty Resources, individually

10:20 – 10:30

### **Upcoming Meeting (College Outreach)**

- Date
- Location
- Speaker
- Menu Options/Costs

*Brian Mielke, SR/WA, Sean Lawler*

- 9/28/16, 4:30pm. Board meeting prior.
- Atwood Memorial Center, SCSU student Union, N. Voyagers room.
- Sean and Brian likely to do a presentation at SCTCC same day.
- Will be moderated panel rather than speakers
- Will request speaker participation through membership soon
- Sean and Brian will arrange menus.
- Will use paypal for members and survey monkey for professors and students.
- Order 3-5 extra meals depending upon menu choice in case of non-confirmed attendees or other menu questions.
- Send flier to Mindy Leadholm and Brent Rolf for distribution to members and newsletter

**Board of Directors Meeting**

July 20, 2016

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Historic Courthouse

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**COMMITTEE REPORTS**

- See reports below in "Notes."

**SERVICE COMMITTEES**

Communications & Marketing

*Michelle MacMillan, ARWP*

*Ben Barker, SR/WA, RW-RAC, RW-NAC*

*Brent Rolf*

Education

*Mindy Leadholm, SR/WA*

*TBD - Member, TBD - Member*

Ethics

*Ben Tozer*

Membership

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

*Ben Barker, SR/WA, Member*

Professional Development (PDC)

*Greg Cooley, SR/WA, Chair*

*Matthew Hagelin, Member*

*Sean Lawler, Member*

**INDUSTRY COMMITTEES**

Electric & Utilities

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

*Mayrinda Cain, Chair*

Local Public Agencies

*Andy Girga*

Oil & Gas Pipeline

*Penny Rolf*

Transportation

**COMMUNITIES OF PRACTICE**

Asset Management

*TBD*

*Chair,*

Environmental

*Jennifer Holmstadt*

Relocation

*Ben Barker, SR/WA*

Survey & Engineering

*Michelle MacMillan, ARWP*

Valuation

*Doug Johnson, SR/WA*

**Board of Directors Meeting**

July 20, 2016

9:00 a.m. to 10:30 a.m.

Historic Courthouse

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**ADDITIONAL DISCUSSION:**

- **Promotional Items:** Believe we have enough for now. May wish to review stock and order new after MnDOT conferences and Sept. meeting/event.
- **Speaker Gifts:** We currently have enough, but desire to “brainstorm” for new ideas. Two ideas were an embossed portfolio or a cell/mobile device charger with IRWA logo; the charger was a popular idea.

**Motion to Adjourn by:** Michelle MacMillan

**Seconded by:** Ben Barker

**Minutes Approved:** \_\_\_\_\_

**NOTES:**

**Multiple website updates needed with new committees, board members, members, etc.**

**May amendments to Chapter 20 charter were approved by IRWA, excepting the changes to the 5 year education credit changes.**

**Greg Cooley was asked to, and will, join the International equivalent of the professional development committee.**

**Michelle MacMillan will be the Region 3 representative on the international elections and nominations committee.**

**Suggested to include a reference to open and review Region 3 website and updates when Chapter 20 updates and communications are being sent.**

**Reminder: Fall Forum is Oct. 5-7 in Dubuque, IA.**

**COMMITTEE REPORTS**

**Membership report-7 new members in 2016 to date and 2 pending.**

**Education report- See classes listed above.**

**Environmental Report-additional requirements coming for inspection of pipelines for things such as erosion after severe weather events and other occurrences. Appears it will require “boots on the ground” inspections more often than remote tools such as drones.**

**Board of Directors Meeting**

July 20, 2016

9:00 a.m. to 10:30 a.m.

Historic Courthouse

101 West Pine Street, Stillwater, MN 55082



**Board of Directors Meeting**

September 28, 2016  
2:30 p.m. to 4:00 p.m.

St. Cloud State University  
Voyagers North in Atwood  
Campus address: 720 4<sup>th</sup> Ave. S.  
St. Cloud, MN 56301



**Meeting called by:** Andy Girga

**Attendees:** Andy Girga, Sean Lawler, Ben Barker, Brian Mielke, Michelle MacMillan, Mindy Leadholm, Greg Cooley, Brent Rolf, Dan Leshner

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2:30 – 2:35	<b><u>CALL TO ORDER</u></b>	<i>Andy Girga</i>
	Roll Call (2:47)	<i>Everyone</i>
	July Board Meeting Minutes	<i>Andy Girga</i>
	- <i>Approved 8/11/16 by general consensus</i>	
<hr/>		
2:35 – 2:40	<b><u>TREASURER'S REPORT</u></b>	<i>Ben Barker, SR/WA</i>
	Checking Account	<u>\$ 48,200.23</u>
	Chapter Event Fund Savings Account	<u>\$ 4,956.00</u>
	Gary Ostrom Memorial Fund	<u>\$ 7,309.49</u>
	CD	<u>\$ 10,237.29</u>
	PayPal	<u>\$ 98.56</u>
<hr/>		
2:40 – 3:05	<b><u>OLD BUSINESS</u></b>	
	<b>Member Network &amp; Social Media</b>	<i>Michelle MacMillan, ARWP</i>
	- <b>LinkedIn</b> <u>110 members</u>	
	- <b>Facebook</b> <u>310 likes</u>	
	- <b>Twitter</b> <u>141 followers</u>	
	<b>MnDOT Conference Recap</b>	<i>Penny Rolf, SR/WA (Presented by Ben Barker)</i>
	- <b>Promotional items - review stock and order new after MnDOT Conference</b>	Sarah Krake at City of Minnetonka received free members, 3 \$50 gift certificates were also awarded.
		Phone wallets were a hit.
	<b>Speaker Gifts:</b>	<i>Andy Girga</i>
	- <b>We currently have enough, but desire</b>	Research on alternatives being done by Ben

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**Board of Directors Meeting**

September 28, 2016

2:30 p.m. to 4:00 p.m.

St. Cloud State University  
Voyagers North in Atwood  
Campus address: 720 4<sup>th</sup> Ave. S.  
St. Cloud, MN 56301



to “brainstorm” for new ideas. Two ideas were an embossed portfolio or a cell/mobile device charger with IRWA logo; the charger was a popular idea.

Tozer who wasn’t able to be here. Discussion of some alternatives was had. Portable chargers was a popular idea, portfolios also mentioned.

Speaker gifts should be included in budgets.

Discussion about volume and types of gifts, and combining volume to get things for the forum and even the conference in 2020.

*Andy Girga*

This was well attended and thank you to Fredrikson. Was also under budget.

**Awards Party –Surly Brewery Recap**

- Fredrikson & Byron provided drinks
- Chapter 20 provided food

**Course 103, Ethics 9/13/16- Recap**

*Mindy Leadholm, SR/WA*

7 attendees, Larry Martin instructed and donated fee to Gary Ostrom fund. This allowed us to clear \$700, which was transferred to the fund.

3:05 – 3:40

**NEW BUSINESS**

**2016-2017 Proposed Budget**

*Andy Girga*

Discussion on golf event-keeping in June and looking at availability/day to hold.

Discussion on how online courses are set up and fixed \$ from national.

Also discussion on various items about how they are set/projected.

No longer charging for employment opportunities postings on website.

Motion for budget approval as

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St. Cloud, MN 56301



discussed with \$500 addition to advertising and promotional items made by Michelle MacMillan, second by Dan Lesher, unanimously approved.

*Andy Girga*

**IRWA Region 3 Fall Forum – Dubuque, IA Oct 5-7**

- YP Event October 5<sup>th</sup>, Stone Cliff Winery, 5 – 7:30pm
- Course 505 Advanced Residential Relocation Assistance offered Oct 6<sup>th</sup>, 8am
- Mississippi river boat ride, Happy Hour Cruise Oct 6<sup>th</sup>, 5:30 – 7pm
- Forum Oct 7<sup>th</sup> with guest speaker

**G.O. Fund for becoming an Instructor**

*Mindy Leadholm, SR/WA*

IRWA CLIMB course offered in Nov., and is part of becoming an instructor. Could Gary Ostrom fund be used for this course? We don't have very many local instructors and traveling instructors are a significant increase in expense vs. local instructors.

Discussion on whether this falls into the "specialized certification" portion of the approval requirement to use these funds. The consensus was yes.

Discussion on funding this, which benefits the chapter as well as the individual, as we need local instructors.

Motion made by Dan Lesher and seconded by Ben Barker to use up to \$1500 to reimburse Mindy Leadholm for attendance and completion of the coming CLIMB course. Approved upon the commitment to also instruct her first two courses she instructs within Chapter 20 for free to Chapter 20. Unanimously

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St. Cloud, MN 56301



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approved and agreed to by Mindy.

**Upcoming Meeting – November**

- **Date**
- **Location**
- **Speaker**
- **Menu Options/Costs**

*Mindy Leadholm, SR/WA*

Several options, Duluth was discussed, but Andy indicated to look at the other options first.

Weds., 11/16. Location TBD in Twin Cities.

Discussed US Bank Stadium tour for future event, such as Fall Forum.

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St. Cloud, MN 56301

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3:40 – 3:50

**COMMITTEE REPORTS**

**SERVICE COMMITTEES**

Communications & Marketing

*Michelle MacMillan, ARWP  
Ben Barker, SR/WA, RW-RAC  
Brent Rolf*

Education

*Mindy Leadholm, SR/WA  
TBD - Member, TBD - Member*

Ethics

*Ben Tozer*

Membership

*Penny Rolf, SR/WA, Chair  
Ben Barker, SR/WA, Member*

Professional Development (PDC)

*Greg Cooley, SR/WA, Chair  
Matthew Hagelin, Member  
Sean Lawler, Member*

**INDUSTRY COMMITTEES**

Electric & Utilities

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

Local Public Agencies

*Mayrinda Cain, Chair*

Oil & Gas Pipeline

*Andy Girga*

Transportation

*Penny Rolf, SR/WA*

**COMMUNITIES OF PRACTICE**

Asset Management

*TBD,*

Environmental

*Chair, Jennifer Holmstadt*

Relocation

*Ben Barker, SR/WA*

Survey & Engineering

*Michelle MacMillan, ARWP*

Valuation

*Doug Johnson, SR/WA*

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St. Cloud, MN 56301



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**ADDITIONAL DISCUSSION:**

Michelle MacMillan stepping out of the Region 3 YDP group. Will need someone to call into those meetings to represent the chapter after Fall Forum.

INEC meeting today

- Mark Reick is working on awards forms changes.
- Newsletter of the Year will only require 2 submissions going forward.
- Mindy is a voting director this year as Michelle cannot be with her presence on the committee.

ICC came up with 2 recommendations for accreditation

- Courses would be able to be used for accreditation, beyond RWA level, for 10 years, rather than the current 5 years.
- CEU requirements for recertification would not be changed.

**Motion to Adjourn by:** \_\_\_\_\_ Brian Mielke \_\_\_\_\_

**Seconded by:** \_\_\_\_\_ Greg Cooley \_\_\_\_\_

**Minutes Approved:** \_\_\_\_\_

**NOTES:**

**Board of Directors Meeting**

November 16, 2016

10:00 a.m. to 11:30 a.m.

Lake Elmo Inn

3442 Lake Elmo Avenue

Lake Elmo, MN 55042



**Meeting called by:** Andy Girga

**Attendees:** Michelle MacMillan, Andy Girga, Greg Cooley, Ben Tozer, Craig Knutsen, Brent Rolf, Mindy Leadholm, and Danny Bissonnette, Penny Rolf, Brian Mielke, Art Dost, Davonne Hutchinson, Oly Olafson

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10:00 – 10:05	<b><u>CALL TO ORDER</u></b> Roll Call September Board Meeting Minutes - Approved 10/5/16 by general c	Andy Girga Everyone Andy Girga
10:05 – 10:10	<b><u>TREASURER'S REPORT</u></b> Checking Account Chapter Event Fund Savings Account Gary Ostrom Memorial Fund CD PayPal	Ben Barker, SR/WA (By Andy Girga on behalf of Ben) \$ 46,775.16 \$ 4,951.00 \$ 7,311.59 \$ 10,275.63 \$ 0
10:00 – 10:35	<b><u>OLD BUSINESS</u></b> <b>Member Network &amp; Social Media</b> - LinkedIn 110 members - Facebook 309 likes - Twitter 144 followers	Michelle MacMillan, ARWP
	<b>Region 3 Fall Forum Recap</b>	Andy Girga <ul style="list-style-type: none"><li>Region 3 Young Professionals Scholarship opportunity. 3 levels available, \$500, \$1,000 and \$1,500.</li><li>Membership renewals were discussed at the forum.</li><li>Dan Leshner running for Region 3 Secretary</li><li>Spring forum info. has just been entered to Region 3 website</li></ul>
10:35 – 11:15	<b><u>NEW BUSINESS</u></b> <b>2016 Professional of the Year, Employer of the Year, Young Professional of the Year - Nominations</b>	Michelle MacMillan, ARWP on behalf of Dan Leshner Professional nomination is Ben Barker Employer nomination is HDR YP nomination is Ben Tozer. Motion to approve by Penny Rolf. Second by Craig Knutson

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**Board of Directors Meeting**

November 16, 2016

10:00 a.m. to 11:30 a.m.

Lake Elmo Inn

3442 Lake Elmo Avenue

Lake Elmo, MN 55042



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Unanimously approved.

**IRWA Renewals**

*Andy Girga*

This topic was discussed at Region 3 Fall Forum

- Often chapters are at 35% at this point of the year.
- Chapter 20 is at approx. 40%, with 185 members as of 10/1/16
- Goal is 90% retention. There is a \$600 incentive to meet this goal.
- There are also 5% and 10% growth incentives.

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**President's Meeting 11/8/16 recap**

*Andy Girga*

- The President's meeting at Fall Forum also focused on membership in large part.

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**Education Chair Meeting 11/9/16 recap**

*Mindy Leadholm, SR/WA*

- 2017 spring and winter courses are very low in projections for IRWA as a whole.
- Michelle MacMillan plans to coordinate Course 213 and there are others that Mindy is working on.
- Our goal is that we hold 6 classes a year, which historically does occur.

**IRWA CLIMB Course recap**

*Mindy Leadholm, SR/WA*

- Class promoted ideas on how to engage students as an instructor
- Also had team exercises and problem solving exercises
- There are multiple steps, CLIMB being the first step, to become a course instructor
- CLIMB is by invitation

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**Upcoming Meeting – January 2017**

*Mindy Leadholm, SR/WA*

- **Date**
  - **Location**
  - **Speaker**
  - **Menu Options/Costs**
- Sponsored by and located at WSB
  - 3<sup>rd</sup> Weds.
  - Penny Rolf working with Mindy on speakers
  - Menu/cost TBD

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**College Outreach Program Update**

*Brian Mielke, Sean Lawler (Sean was not able to attend)*

- **2016 applications**
- 8 applicants
  - Board and reviewers have scored.
  - Discussed SCTCC and SCSU having an award (1) for both schools this year and possibly changing to have a



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separate application for next year to eliminate any confusion on Jr./Sr. requirement on the application for SCTCC students.

- Discussion of awards purely based on score vs. other factors such as work experience.
  - We will consider more than the flat score.
  - Discussion was had about finding a way to quantify the leadership and civic involvement scoring.
- Michelle MacMillan recommended, Brian Mielke Seconded, that one award to SCTCC applicants and one to SCSU applicants.
- Scoring was discussed/reviewed
- Michelle MacMillan recommended voting for Iftin, Greg Cooley Second.
- Penny Rolf motioned to award Leo Van Beck and Iftin Hussein with Ben Tozer Seconding. Unanimously approved.
- Andrew Girga will reach out to both the winners and the other applicants to inform them of the results and also invite the winners to the Jan. meeting.

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**Region Forum in MN, planning**

*Andy Girga*

- Mindy has a number of discussion and idea notes from this past fall's forum.
- Ideally would like to have things set up before Spring forum.
- Michelle would like to use the St. Louis format.
- Activity ideas needed
  - Gangster tour
  - US Bank tour
- Will be in Oct., avoid the Twin Cities Marathon date for hotel reasons and also MEA. Date TBD.
- A committee to arrange. This needs to be set up. WSB will provide someone, Michelle will assist, Mindy, Ben Tozer will assist.
- Will revisit at the Jan. meeting.

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**2020 Conference Planning**

*Andy Girga*

- The planning committee should be aware of it and keep it in mind.
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11:15 – 11:30

**COMMITTEE REPORTS**

**SERVICE COMMITTEES**

Communications & Marketing

*Michelle MacMillan, ARWP  
Ben Barker, SR/WA, RW-RAC  
Brent Rolf*

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Education

*Mindy Leadholm, SR/WA  
TBD - Member, TBD – Member*

- See above.

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Ethics

*Ben Tozer*

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Membership

*Penny Rolf, SR/WA, Chair  
Ben Barker, SR/WA, Member*

- See above.
- Also 3 new members and a re-renewal of a formerly retired members which would make it 4.
- Several pending members.

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Professional Development  
(PDC)

*Greg Cooley, SR/WA, Chair (By Greg)  
Matthew Hagelin, Member  
Sean Lawler, Member*

- Several new/pending applications for certifications have recently be made.

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**INDUSTRY COMMITTEES**

Electric & Utilities

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

Local Public Agencies

*Mayrinda Cain, Chair*

Oil & Gas Pipeline

*Andy Girga*

Transportation

*Penny Rolf, SR/WA-symposium coming, more info to come.*

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**COMMUNITIES OF PRACTICE**

Asset Management

*TBD,*

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Environmental

*Chair, Jennifer Holmstadt (By Andy Girga for Jennifer)*

- Additional information about potential endangered species (rusty patch bumble bee) to be listed

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Relocation

*Ben Barker, SR/WA*

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Survey & Engineering

*Michelle MacMillan, ARWP*

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Valuation

*Doug Johnson, SR/WA*

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**ADDITIONAL DISCUSSION:**

**2016 Award Applications-plan to do newsletter and website of the year applications. May be others and there was encouragement to apply by individuals and companies.**

**Speaker gifts were discussed. Consensus to order 24 specific items to be used for speakers as well as to use (potentially) at the Fall Forum in 2017.**

**If you would like a specific topic/presentation to speak/present for at the International Conf. in 2017, please make sure to apply by the 12/14/16 deadline.**

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**Motion to Adjourn by:** Greg Cooley 11:30am

**Seconded by:** Michelle MacMillan

**Minutes Approved:** \_\_\_\_\_

**NOTES:**

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