

Board of Directors Meeting

January 23, 2018

10:00am – 11:30am

Great River Energy

12300 Elm Creek Blvd, Maple Grove MN 55369



Meeting called by: Mindy Leadholm, SR/WA at 10:10 am

Attendees:

- Mindy Leadholm, SR/WA
- Michelle McMillian, ARWP
- Penny Rolf, SR/WA
- Ben Barker, SR/WA, R/W-NAC, R/W-RAC
- Dan Leshner, SR/WA
- Craig Knudsen, SR/WA, R/W-EC, R/W-NAC
- Craig Poorker, SR/WA, R/W-NAC
- Greg Cooley, SR/WA
- Sean Lawler, SR/WA
- Matthew Hagelin, SR/WA

10:00 – 10:05 **CALL TO ORDER**

Roll Call

November Board Meeting Minutes

- *Approved November 20, 2018 by general consensus (email)*

Mindy Leadholm, SR/WA

Everyone

Mindy Leadholm, SR/WA

10:05 – 10:10 **TREASURER’S REPORT**

Checking Account

Chapter Event Fund Savings Account

Gary Ostrom Memorial Fund

CD

PayPal

TOTAL:

Benjamin Tozer

\$ 36,953.31

\$ 4,951.00

\$ 456.25

\$ 10,625.52

\$ 0.00

\$ 56,586.08

10:10 – 11:00 **OLD BUSINESS**

Member Network & Social Media

- LinkedIn: 114 members
- Facebook: 313 likes
- Twitter: 113 Followers

Michelle MacMillan, ARWP

NOTES:

Adding additional administrators to participate in Member Network and social media posts

- *Brian Mielke*
- *Matt Hagelin*

Discussed whether or not to continue utilizing Twitter for posting – decided to discontinue using Twitter since it provides little value to the Chapter.

Governance Remodeling Update

Penny Rolf, SR/WA

- Region 3 Representative is Carrol McCracken (*Region 3 Chair*)
- Meeting Update are on Chapter 20’s blog page
- Carrol will continue to update the Region after each meeting

NOTES:

Meeting minutes for the Region 3 Governance Remodel is sent out to the Chapter Presidents to post on their Chapter website. Chapter 20 is posting on the Chapter Blog as well.

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Awards

Mindy Leadholm, SR/WA

- IRWA 2018 Award Opportunities
- Chapter 20 Scholarship Opportunities
- Region 3 Young Professional Scholarship Opportunities

NOTES:

Submitting for newsletter of the year – the evaluation committee has chosen to review by way of the newsletter link to get the full experience rather than the typical PDF submission. Chapter 20 will be submitting an application for website of the year as well.

IRWA Award applications and Scholarship applications for Chapter 20 & Region 3 YP's are due Feb 01!

- *Mindy will be checking with the Region and other Chapters to make sure they have it posted.*
- *Mindy will be sending a reminder Monday Jan 28th to remind membership of deadline.*

College Outreach Scholarship Applications

Sean Lawler, SR/WA

- Application deadline was November 30
- Seven Applicants (4 from SCSU; 3 from SCTCC)
- Awarded to Joseph Rath and Ellen Boisen = \$500 each
- Review Committee: Sean Lawler, Greg Cooley, Ben Barker, Brian Mielke, Mindy Leadholm
- Motion to approve two selected recipients – Craig Knudson; seconded by Greg Cooley. (via email on 12/13/18)

Chapter 20 Note Cards

Mindy Leadholm, SR/WA

NOTES:

Mindy has finished 121 cards at a cost of \$42.51

Region 3 Spring Forum

Penny Rolf, SR/WA

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

NOTES:

Region 3 Forum Flyers are out to the Membership. The Forum will have a YP event with an education credit built-in. The Forum will have a \$80 registration fee – links in the Flyer are now active

Raffle basket request from Region 3—Chapter 20 will budget \$100 for a basket – decide who's going to take care of it at the March meeting.

2019 Membership Renewal

Ben Barker, SR/WA, R/W-NAC, R/W-RAC

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- 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:

155 members, 116 are currently renewed, 39 have not renewed yet. A letter has been sent to members that haven't renewed – a follow-up reminder will be sent out in February. Mid-April is the deadline for membership incentives from IRWA HQ.

Ben to check in on a new Chapter 20 membership list from HQ. There was discussion on trying to coordinate the membership list updates with IRWA HQ so that the lists are the same. Each member is responsible for profile updates in the IRWA website.

11:00 – 11:20 **NEW BUSINESS**

MnDOT Conference

Penny Rolf, SR/WA

- IRWA Fundraising event possibilities

NOTES

2019 MNDOT Conference is being held at Breezy Point Oct 02-04. 300-350 people attend conference.

Chapter 20 Fundraiser discussion – Penny to go take a look at venues to hold fundraiser (approx. 100 ppl to attend event). The Marina Bar is across from Breezy Point. Theme may be Casino night? Looking into rental equipment (Cost???), chapter members support/sponsors would man tables. Talk to Fred Easton (Denver region) to get details on cost and profit for their Casino night

Alternative options: mini golf tourney

Do some IRWA 2020 Education Conference promoting at the fundraiser: Show video for IRWA 2020 conference – call for participation & volunteers via sign-up sheet

Region 3 Forum – request dates that are not right before and/or after the MNDOT conference.

Chapter 20 – One Day Seminar

Mindy Leadholm, SR/WA

- Tentative Early May
- Need a Leader for this event to happen
- Work with Doug Johnson for CE
- Get Speakers, Location, other Logistics

NOTES

The intention of the seminar is to offset Chapter spending. 3-4 meeting sessions, 5-6 hours total, A seminar that is tied together by steps through an acquisition process.

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Attendance may increase with CE credits – lengthy process with Commerce Department for approval. Need to have all presentations/agendas/etc. submitted for approval.

Timing? Push back to summer?

Greg has been in touch with JLL/BNSF, not sure that they will participate. (Shawn JLL)

Write up to request input from membership on the BLOG

2019 Portland Conference

- Volunteers
- Attendance
- Giveaways
- Shirts for volunteers and/or to sell.

Mindy Leadholm, SR/WA

Dan Lesher, SR/WA

Michelle MacMillan, ARWP

NOTES

Logo discussion/examples. HQ looking for comments/tweaks – looking to Chapter to select one of the three examples. The group favors “C”.

Dan & Mindy going out to Portland in March to participate in Portland’s final meeting. Dan & Mindy are also participating in IRWA conference calls to prepare for 2020.

Michelle is looking into shirt designs – will move forward with some options once the logo is finalized.

MPLS 2020 Booth is open at the Portland Conference Monday (11-5) all day and Tuesday for a half a day. Determining volunteer time blocks – there will be an online sign up

2020 Education Conference

- Logo Ideas
- RWIEF Monday Night Event

Mindy Leadholm, SR/WA

Dan Lesher, SR/WA

NOTES

2020 Education Conference dates are June 21-24, 2020. Nathan (City of MPLS) is working with IRWA and the RWIEF on the Monday Night Event. Event location is being vetted by Craig – some options: Peavey Plaza, Orchestra Hall (Plan B rain-check?), The Commons. Theme examples: Tailgating, dress in your favorite team garb, BBQ, yard games, etc. Options being discussed as an alternative to walking.

Portland 2019 Monday Night Event – Pioneer Square, wrist bands, live bands, electronic bidding to increase participation and funds. Looking for volunteers.

Upcoming March Board and Member Meeting

- Location
- Date
- Presenter
- Sponsors

Ben Barker, SR/WA, R/W-NAC, R/W-RAC

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- May Meeting – HDR is sponsor; Location TBD

NOTES

Wednesday, March 13th in Duluth, MN at Minnesota Power/ALLETE, Inc. Topic – Great Northern Transmission Line. Sponsors: ProSource, SRF Frederickson

11:20 – 11:30 **COMMITTEE REPORTS**

SERVICE COMMITTEES

Nominations & Elections

Michelle MacMillan, ARWP

Professional Development

Greg Cooley, SR/WA

Ethics

Ben Tozer

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)

NOTES

502 – 19ppl, 506 4 currently registered

Communications & Marketing

Michelle MacMillan, ARWP

Membership

Ben Barker, SR/WA, R/W-NAC, R/W-RAC

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

Sean Lawler, SR/WA

Environmental

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

Relocation

Jason Alt

Surveying & Engineering

Michelle MacMillan, ARWP

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Valuation

vacant

ADDITIONAL DISCUSSION:

Motion to adjourn by: Ben Barker SR/WA, R/W-NAC, R/W-RAC

Seconded by: Penny Rolf, SR/WA

Minutes Approved: Approved by general consensus on Jan 29, 2019

Meeting adjourned at 11:30 am