

Board of Directors Meeting

March 13, 2019

10:00am – 11:30am

Minnesota Power/ALLETE, Inc.

30 West Superior Street, Duluth MN 55802



Meeting called by: Mindy Leadholm, SR/WA

Attendees:

- Mindy Leadholm
- Michelle MacMillian
- Andy Girga
- Dan Leshner
- Jason Alt
- Ben Barker
- Brian Mielke
- Matt Hagelin
- Brent Rolf
- Penny Rolf (Call in)
- Greg Cooley
- Craig Poorker

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

- *Approved January 29, 2019 by general consensus (email)*

10:05 – 10:10 **TREASURER'S REPORT** *Benjamin Tozer*

Checking Account	<u>\$ 37,034.04</u>
Chapter Event Fund Savings Account	<u>\$ 4,951.00</u>
Gary Ostrom Memorial Fund	<u>\$ 4,056.25</u>
CD	<u>\$ 10,625.52</u>
PayPal	<u>\$ 0</u>
TOTAL:	<u>\$ 56,666.81</u>

Notes:

Discussion on the Certificate of Deposit and when it expires – Mindy believes it expires this year; and has confirmed with the bank that the CD maturity date is 12/3/19. Gary Ostrom Memorial Fund and Checking Account are also interest bearing, Chapter Event Fund Savings Account is not. That interest accounts for small increases in GO Fund and not Chapter Event Fund.

10:10 – 11:00 **OLD BUSINESS** *Michelle MacMillan, ARWP*

Member Network & Social Media

- LinkedIn: 114 members
- Facebook: 312 likes/ 319 follows
- New people approved to post as Chapter 20 (Brian Mielke)

Notes:

We have decided to no longer use Twitter and will delete the account – it doesn't seem to be the right social media venue for our purpose. Now that more people able to post on our social media pages – let's make good use of it. The more we post the greater impact our social media presence will have on followers. We have also added Matt Hagelin to our facebook page as an approved user to post as "Chapter 20" – ANYONE can post on the site and it is encouraged to gain for following to our page.

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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:

No update but things are moving forward. To keep up-to-date, check out the Chapter 20 blog.

Awards

Mindy Leadholm, SR/WA

- IRWA 2018 Award Applications
- Chapter 20 Scholarship Recipients
- Region 3 Young Professional Scholarship Recipients

Notes:

Mindy submitted an application for 2018 Chapter Website of the Year and Brent submitted an application for 2018 Chapter Newsletter of the Year. Mindy also submitted an application, on behalf of Washington County, for 2018 Government Employer of the Year.

There were five Chapter 20 Scholarships available with three applications submitted by members. Recipients are Faye Gillespie, Brent Rolf and Danny Bissonnette

Region 3 Young Professionals Scholarship recipients are Faye Gillespie (Chapter 20) and Kelsey McGregor (Chapter 72).

Region 3 Spring Forum

Penny Rolf, SR/WA

- April 28-30, 2019 (Sunday – Tuesday)
- Des Moines, Iowa (Hosted by Chapter 41)
- Registration Cost (\$80)
- Room Block held until March 29
- Basket Raffle (\$100 basket)

Notes:

Discussion around what the Chapter is going to do for the Basket Raffle (\$100). Decided to do two different baskets – options discussed: Beer basket & lottery tickets with a masculine theme. Dan will take the lead on organizing and putting the baskets together.

For registration and more information on the Region 3 Spring Forum, log onto the website at www.irwaregion3.com/meetings-events.html

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2019 Membership Renewal

Ben Barker, SR/WA

- Renewal Numbers as of today

Notes:

The cut off from IRWA HQ for renewal numbers is April 15th. 10 people have renewed and Ben will contact once again. 11 members do not intend on renewing membership.

11:00 – 11:20 **NEW BUSINESS**

Misc. Expenses (Big Check?)

Michelle MacMillan, ARWP

- www.bigcheckstore.com (\$50-75)

Notes:

The big check purchase was approved as a miscellaneous expenses. Michelle or Mindy will order and store at GRE – but probably will be kept with whoever has the IRWA banner. Thought was to buy one that can be rolled; so it is easier to store.

MnDOT Conference

Penny Rolf, SR/WA

- IRWA Fundraiser Event Update

Notes:

Present information on the 2020 IRWA Education Conference via video along with handouts at the booth. The sponsors were not in favor of the casino night theme for a fundraising event – discussion on a possible silent auction at the Social Hour (items from sponsors) for a fundraiser. Need to determine where the proceeds go: 2020 Conference, RWIEF, other?

2019 Portland Conference

Mindy Leadholm, SR/WA

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

Dan Leshner, SR/WA

Michelle MacMillan, ARWP

Notes:

About 12 volunteers are need to man the booth at the 2019 IRWA Education Conference in Portland.

Options for giveaways at the booth to be determined, perhaps logo pins, heavy duty magnets, chop sticks. Check in with the City of Minneapolis and the State of Minnesota for more giveaways. Discussed having two drawing items for the booth – Mindy will think about some options.

Michelle is working through the sizing and color of the 2019 volunteer shirts. She will try to get some samples of the different option to try on. Michelle will send out a sign-up for those that need a shirt. Volunteers will receive the shirt for free and shirts will be available for sale to others that want have one. Penny and Dan will bring this up to Region 3 at the next Region meeting.

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2019 Monday Night Event for the RWIEF will be held at Pioneer Square in Portland. There is a registration option separate from the IRWA Education Conference registration on the RWIEF website -- [Register](#). Beer and wine will be served and bidding will be online via the Hand Bid app. With online bidding – all IRWA members will be able to bid on items whether they are present or not. The RWIEF will not be responsible for shipping items to members that are not present. Bidding will open to members May 1st.

Young Professional Event is looking for sponsors – minimum \$300.00. Chapter 20 approved sponsoring the event with a motion by Dan Lesher, seconded by Michelle MacMillan.

The 2019 Portland Conference is asking for volunteers to help with a number of different activities. Member are encouraged to volunteer as we will likely be making the same plea for the 2020 Conference.

2020 Education Conference

Mindy Leadholm, SR/WA

- Logo
- RWIEF Monday Night Event
- Overall Update on Chapter's Responsibilities

Dan Lesher, SR/WA

Notes:

Chapter 20 is responsible for the Volunteer shirts for 2020 with an estimated budget of \$7000.00. We are also responsible for the "fun run" shirts.

The Monday Night Event for the RWIEF may be held at Peavey Plaza (outdoor) and/or Orchestra Hall (Indoor). Working on a theme for the event. May have food outside to provide flexibility in vendors that can be utilized.

IRWA HQ provides \$10,000 to the Chapter after the Education Conference.

2019-2020 Sponsorship Packages

- Any changes in incentives/cost from 2018-2019
- When to advertise/available

Notes:

We'll need to advertise 2019-2020 sponsorship packages in May – so will need to figure out what changes should be made. Also need to consider if we want to include sponsorship of the Chapter's financial responsibilities for the 2020 Conference (volunteer shirts/fun run shirts). Mindy and Michelle will work on a draft of new sponsorship options and bring to the May meeting for further discussion.

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Upcoming May Board and Member Meeting

Ben Barker, SR/WA

- Location: Washington County
- Date: Tuesday, May 7th, 2019
- Presenter: Doug Johnson
- May Sponsor: HDR

11:20 – 11:30 **COMMITTEE REPORTS**

SERVICE COMMITTEES

Nominations & Elections

Michelle MacMillan, ARWP

Professional Development

Greg Cooley

Ethics

Ben Tozer

Education

Mindy Leadholm, SR/WA

- Course 502 and 506 Profit – and donation to RWIEF
- Course 215: Right of Way Acquisition for Pipeline Projects (April 4-5, 2019)
- Need to add some Fall Courses

Notes:

Course 502 and 506 made a profit. The instructor (Lisa Harrison) donated her time for 502 and 506 – ½ to Chapter 20 and ½ to the RWIEF. Still working on finalizing payment from MnDOT attendees.

Mindy is looking for input on educational offerings for Fall 2019 courses.

Communications & Marketing

Michelle MacMillan, ARWP

Membership

Ben Barker, SR/WA

INDUSTRY COMMITTEES

Electric & Utilities

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

Local Public Agencies

Jason Alt

Notes:

Jason talked about the International Public Agency Annual Meeting that took place in Edmonton in June 2018. He provided the meeting minutes from that meeting. Meeting minutes have been added to the Chapter 20 Blog on our website.

Oil & Gas Pipeline

Andy Girga

Transportation

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

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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:

Motion to Adjourn by: Michelle MacMillan

Seconded by: Ben Barker

Minutes Approved: Greg Cooley made a motion on 3/29/19; second by Brian Mielke on 4/2/19; minutes approved by general consent via email on 4/2/19

Adjourned at 11:35 am