

Board of Directors Meeting

July 29, 2020

10:00am – 11:30am

Video Conference Call



Meeting called by: Ben Tozer

Attendees: Andy Girga, Shawn Zepper, Mindy Leadholm, Ben Tozer, Matt Haglin, Brent Rolf, Penny Rolf, Ben Barker, Sean Lawler

10:00 – 10:05 **CALL TO ORDER** *Ben Tozer*
Roll Call *Everyone*
May Board Meeting Minutes *Ben Tozer*

- *Approved May 25, 2020 by general consensus (email)*

10:05 – 10:10 **TREASURER'S REPORT** *Brian Mielke, SR/WA*

Checking Account	\$44,576.46
Chapter Event Fund Savings Account	\$ 4,951.00
Gary Ostrom Memorial Fund	\$ 3,062.93
CD	\$10,941.80
PayPal	\$ 0.00
TOTAL:	\$63,532.19

A \$10,000 check was received from HQ for 2020 Conference Host Funding. The funds will be shown on next quarters budget.

10:10 – 11:00 **OLD BUSINESS**

Member Network & Social Media *Ben Tozer*

- *LinkedIn: 118 members*
- *Facebook: 322 follows*

2020 Education Conference - Virtual *Report from Someone who Attended?*

No educational sessions were offered for various reasons.

Chapter 20 Sponsorship Packages 2020-2021 *Ben Tozer*

- *Communication to Sponsors*

Ben Barker sent information to existing Sponsors that they will remain sponsors throughout 2020 with no fee. The Sponsors were appreciative. Additional sponsorships were also offered but no responses were received.

Charcuterie Boards *Ben Tozer/Mindy Leadholm*

22 charcuterie boards were sold amounting to a \$1,100.00 in contributions to RWEIF. (The charcuterie boards sold for \$50/piece at auction.) 100 charcuterie boards remain. Some of the remaining charcuterie boards will be given as Chapter 20 speaker gifts. Others may be offered for sale at \$20/piece to Region 3 Members to help cover costs and make use of the remaining charcuterie boards. (Shipping costs amounted to \$256.90.) Mindy Leadholm will reach out to Region 3 Leadership about the sale proposal and provide an update.

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Thank you cards

Ben Tozer/Mindy Leadholm

Mindy Leadholm has many IRWA thank you cards and will send to them to Ben Tozer, Shawn Zepper and Brian Mielke for future use.

Deposits from IEC

Ben Tozer

No discussion.

11:00 – 11:20

NEW BUSINESS

COVID-19 Relief Fund

Ben Tozer/Mindy Leadholm

A \$20,000 COVID-19 Relief Fund to benefit Chapter 20 Members. (\$10,000 from International Conference Host Funding plus \$10,000 raised through chapter sponsorship program). Funds would be made available to all Chapter 20 Members to assist with course registration fees, Region 3 Forum registration fees, 2021 Membership Dues, IRWA Education Conference registration fees, Instruction Training registration costs and other IRWA educational opportunities. An email/letter application detailing need for assistance, amount requested, and importance of assistance would be required. Recipients would remain anonymous.

Penny Rolf inquired about full or partial Membership Dues payment or reimbursement for Chapter 20 Members. It is unlikely that the COVID-19 Relief Fund will be able cover all Chapter 20 International Membership Dues. Ben Barker will contact IRWA HQ about ability to pay Chapter 20 Member Dues. A “subject to change” disclaimer will be included in all communications regarding the COVID-19 Relief Fund. Shawn Zepper motioned to approve the COVID-19 Relief Fund with the condition that it is subject to change, second from Matt Hagelin, unanimously approved.

Mindy Leadholm will receive applications and provide to COVID-19 Relief Fund Task Force comprised of volunteers Mindy Leadholm, Ben Tozer and Matt Hagelin.

Budget Discussion

Ben Tozer

Significant budgetary changes have resulted from the COVID-19 pandemic. Assumption is the budget will become more predictable or return to normal in or around the Spring of 2021. The cancellation of the 2020 International Conference has resulted in significant reduction in spending. Additional income is expected from education course offerings resulting from decreased instructor travel costs. College Outreach Program expenses will be removed. IRWA HQ will likely take over Dept. of Commerce renewal of Appraiser and Real Estate licensure fees. More budget analysis will be necessary as things continue to change. The COVID-19 Relief Fund will provide benefit to members while utilizing available funds. Mindy Leadholm motioned to include COVID-19 Relief Fund to budget, second from Ben Barker, unanimously approved.

Website Update

Ben Tozer

- Officer Bios

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Officers encouraged to update and bios on website. Send updated to Ben Tozer and Mindy Leadholm.

Upcoming Board and Member Meeting

Matt Hagelin

- Date – TBD
- Presenter - TBD
- Sponsor – WSB

There will be no in-person or virtual meeting with students this fall due to COVID-19 pandemic. The scholarships will continue. A Zoom member meeting will likely be held. Matt Haglin is talking with an individual from Wolf Ridge about presenting. Other presenters are will be available as well. Meeting will be scheduled after the Region 3 meeting.

Virtual Fall Forum

Ben Tozer

- Sept 23, 10am

No updates.

Education Updates

Ben Tozer/Shawn Zepper

- New Education Chair
- Virtual Courses

Shawn Zepper is new Education Chair, replacing Mindy Leadholm. Virtual courses are being held on a case-by-case basis for the remainder of the year. Course 501 and 502 will be held in place of the MNDOT Conference. These courses are intended to be offered at the Chapter and Region level only, not available at the International level. There will be no advertising on IRWA HQ website. HQ hosts all virtual courses now and chapters receive \$88 for each member in attendance. More attendees are expected for this Course 501 and 502 as it is replacing MNDOT Conference. Shawn Zepper will confirm with HQ that Course 501 and 502 are not subject to the \$88 per member virtual course reimbursement requirement.

Archival of Secretary Notes

Ben Tozer/Brian Mielke, SR/WA

No discussion.

11:20 – 11:30 COMMITTEE REPORTS

SERVICE COMMITTEES

Nominations & Elections

Brian Mielke, SR/WA

Professional Development

Sean Lawler, SR/WA

Ethics

Ben Tozer

Education

Shawn Zepper

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Communications & Marketing

Brent Rolf

Membership

Ben Barker, 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

Vacant

COMMUNITIES OF PRACTICE

Asset Management

Sean Lawler, SR/WA

Environmental

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

Relocation

Penny Rolf, SR/WA

Surveying & Engineering

Jerry Ripley

Valuation

Vacant

ADDITIONAL DISCUSSION:

Motion to Adjourn by: Sean Lawler

Seconded by: Brent Rolf

Minutes Approved: Motions by Brent Rolf and Penny Rolf; unanimous approval