

Board of Directors Meeting

January 29, 2020

10:00am – 11:30am

Fredrikson & Byron

200 South 6th Street, Suite 4000, Minneapolis, MN 55402



Meeting called by: Ben Barker, SR/WA

Attendees: Matt Hagelin, Ben Barker, Ben Tozer, Brian Mielke, Andy Girga, Sean Lawler, Dan Lescher, Michelle MacMillan, Greg Cooley, Craig Poorker and Mindy Leadholm

10:00 – 10:05 **CALL TO ORDER**

Roll Call

May Board Meeting Minutes

- *Approved December 11, 2019 by general consensus (email)*

Ben Barker, SR/WA

Everyone

Ben Barker, SR/WA

10:05 – 10:10 **TREASURER'S REPORT**

Checking Account

Chapter Event Fund Savings Account

Gary Ostrom Memorial Fund

CD

PayPal

TOTAL:

Matt Hagelin, SR/WA

\$ 40,581.35

\$ 4,951.00

\$ 4,061.33

\$ 10,795.29

\$ 579.60

\$ 60,968.57

10:10 – 11:00 **OLD BUSINESS**

Member Network & Social Media

- LinkedIn: 118 members
- Facebook: 308 likes

Ben Barker, SR/WA

2020 Education Conference

- Update
- Sign-Up Genius - Volunteers

Mindy Leadholm, SR/WA

Dan Lesher, SR/WA

Michelle MacMillan, SR/WA

Speaker gift sample viewed today. Ongoing meetings with HQ. There is some difficulty with weekend hotel reservations; if someone has difficulty, please contact Jade at HQ. Conf. speakers and courses still being finalized by HQ. 29 volunteers so far; various things signed up for with many still needed (26% filled, need more.)

Region 3 Spring Forum

- Update
- Forum Registration Status - 12 Registered
- Hotel Reservations Status –
 - March 15th – 10 of 20 Rooms Booked
 - March 16th – 7 of 20 Rooms Booked
 - February 14th – Cutoff Date for Reservations
- Course 901

Ben Tozer

YP event plan is in process. Course 901 will be held at Fredrikson Byron offices. Sessions will be at Brit's. Tour and social event planning in process.

Registration is due in Feb. and is being advertised again at today's meeting and at the Region level.

Board of Directors Meeting

January 29, 2020

10:00am – 11:30am

Fredrikson & Byron

200 South 6th Street, Suite 4000, Minneapolis, MN 55402



2020 Membership Renewals

- *124 of 145 members have renewed (87.5%)*

Ben Barker, SR/WA

Additional members have been spoken to and have verbally confirmed they plan to renew.

Pic Rights – 2012 Newsletter

Ben Tozer

Negotiating with Pic Rights about the release form terms. Motion made by Brian Mielke to approve settlement at \$250 on a form approved by Ben Tozer, President Elect, seconded by Andy Girga, and unanimously approved.

IEC National Awards

- Deadline February 1, 2020
- Chapter 20 is pursuing:
 - Newsletter of the Year
 - Website of the Year

Ben Barker, SR/WA

11:00 – 11:20 **NEW BUSINESS**

R3YP sponsorship for 2020

Ben Barker, SR/WA

Discussed the chapter being a sponsor and at \$1,000 amount. Motion was made by Ben Tozer and second by Mindy Leadholm to sponsor at this level and approved unanimously. Ben Tozer will continue to coordinate with Amanda at Region 3.

IEC Scholarships for Attendance

Ben Barker, SR/WA

5 scholarships (by Chapter 20 for Chapter members) for attendance have been approved. Submittals are coming in at this time.

Chapter 20 sponsorship for 2020

Ben Barker, SR/WA

Upcoming Board and Member Meeting

- Location
- Date
- Presenter
- Sponsor TBD

Ben Tozer

Will be at Enbridge, Superior office, 3/25/2020, speaker TBD but will be an Enbridge speaker. Topic will likely be the Line 3 project.

Board of Directors Meeting

January 29, 2020

10:00am – 11:30am

Fredrikson & Byron

200 South 6th Street, Suite 4000, Minneapolis, MN 55402



11:20 – 11:30 **COMMITTEE REPORTS**

SERVICE COMMITTEES

Nominations & Elections

Brian Mielke, SR/WA

Professional Development

Sean Lawler, SR/WA

Ethics

Ben Tozer

Education

Mindy Leadholm, SR/WA

Course 207 currently has low sign up (2,) but will be held as planned 2/11/2020 and 2/12/2020.

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: Dan Lesher

Seconded by: Andy Girga

Minutes Approved: Motions by Greg Cooley and Matt Hagelin and unanimous approval.

Board of Directors Meeting

March 25, 2020

10:00am – 11:30am

Video Conference Call



Meeting called by: Ben Barker, SR/WA

Attendees: Brian Mielke, Ben Barker, Craig Knudsen, Andy Girga, Ben Tozer, Craig Poorker, Greg Cooley, Mindy Leadholm, Penny Rolf, Jason Alt, Aimee Mims, Dan Lescher, Michelle MacMillan, Matt Hagelin

10:00 – 10:05 **CALL TO ORDER** *Ben Barker, SR/WA*
Roll Call *Everyone*
February Board Meeting Minutes *Ben Barker, SR/WA*

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

10:05 – 10:10 **TREASURER'S REPORT** *Matt Hagelin, SR/WA*

Checking Account	\$40,563.95
Chapter Event Fund Savings Account	\$ 4,951.00
Gary Ostrom Memorial Fund	\$ 3,061.33
CD	\$ 10,795.29
PayPal	\$ 0.00
TOTAL:	\$ 59,371.57

10:10 – 11:00 **OLD BUSINESS**

Member Network & Social Media *Ben Barker, SR/WA*

- *LinkedIn: 118 members*
- *Facebook: 308 likes*

2020 Education Conference *Mindy Leadholm, SR/WA*
Dan Lesher, SR/WA

With the 2020 conference cancelled, there is discussion about potentially host another year, such as 2023 or even 2024; noting Denver has been pursuing 2023 previously. There has also been outreach from the San Antonio chapter related to having chapter 20 have a presence/participate in some way for 2021. There is nothing concrete at this time.

The general feeling of the board and meeting attendees at this time, regarding hosting at another time, is that we may be interested but would need to know if there are enough members that would be interested in a future conference. Some individuals have expressed interest in doing so, but others are not sure and wish to consider/think about it. The committee members, for example, have put in a lot of time and effort and a new (or at least a revised) committee may be necessary.

Hosting another year will be revisited at the new fiscal year and the current committee will discuss next year with the San Antonio chapter in the mean-time. The feeling is that HQ and the International board would be open to Chapter 20 hosting another time.

There was also discuss about the planned Monday night event, which is a fundraiser for the RWIEF, and would the chapter be interested in holding one ourselves when able? There was also discussion about the auction and whether that will be held. The auction will be checked into by the committee and there

Board of Directors Meeting

March 25, 2020

10:00am – 11:30am

Video Conference Call



was general feeling that a replacement event will be considered when it's possible; a replacement event will be discussed at our next chapter board meeting.

For the previously planned Monday night event and related deposits, such as the room and vendors, they are in the process of being cancelled and refunds and/or credits obtained by the RWIEF.

We also will need to determine what to do with the speaker gifts, which do have the 2020 logo engraved. HQ has paid for them, and will be contacted for direction. One idea is to auction them as a fundraiser and other ideas may come as well.

Region 3 Spring Forum

Ben Barker, SR/WA

- Recap

Mindy Leadholm, SR/WA

Was completed via conference call. Penny Rolf is the Region 3 Professional of the Year. Mindy Leadholm is the new Region 3 Secretary. The Chapter worked with Hilton to waive the cancellation fee and Britt's Pub has agreed to a credit.

Mindy has been refunding registrations, but 9 people indicated not to refund it (which equals \$450, which is \$377.09 with the unavoidable fees taken out. A motion was made by Brian Mielke and seconded by Ben Tozer to make this contribution to the RWIEF in the name of Region 3 for the \$377.09 and \$400 on behalf of Chapter 20 and unanimously approved by voice vote.

2020 Membership Renewals

Ben Barker, SR/WA

- 132 of 145 Members have renewed (91%)

Pic Rights – 2012 Newsletter

Ben Tozer

- Update

This has been completed and an agreement was reached. The payment was \$250 and the agreement for release was made; Pic Rights originally asked for \$500.

11:00 – 11:20 **NEW BUSINESS**

IRWA – Chase Bank Discussion

Penny Rolf, SR/WA

Dan Leshner, SR/WA

HQ is working on setting up to facilitate Chapters banking with Chase Bank which may make things such as changing Chapter Officers, credit cards, and other banking related items simpler as there would be some coordination completed by HQ with Chase. HQ would not be a signatory on the account, but would assist with coordination.

Chapter 20 may be one of the chapters that are used to test, this but would likely continue to have the CD at HiWay Federal, and possibly a related savings account if needed, due to the recent CD renewal.

Board of Directors Meeting

March 25, 2020

10:00am – 11:30am

Video Conference Call



Chapter 20 Sponsorship Packages 2019-2020

Ben Barker, SR/WA

2019-2020 sponsors, and the value they received for said sponsorship, have been impacted in a significant manner, by the cancellation of the 2020 conference. Does the Chapter wish to provide some reduced or free extension of this, or even a refund of some level or type, to those sponsors.

Jason Alt, with Prosource, was present and asked to comment. From his perspective, he feels and hopes that sponsors would not request a refund but also that they'd most likely wish to see some ideas on how to have some additional value for the 2019-2020 sponsorship.

It was discussed that this is not an immediate decision needing to be made, but again to revisit at our next Chapter meeting. Ideas, such as extending the sponsorship into 2020-2021, are potentially possible. Any event, such as golf or an event to replace the now cancelled Monday night RWIEF event with the Conference, could possibly become part of that as well.

Chapter 20 Sponsorship Packages 2020-2021

Ben Barker, SR/WA

See above for the 2019-2020 package discussions.

Upcoming Board and Member Meeting

Ben Tozer

- Location – TBD
- Date – May 20, 2020
- Presenter - TBD
- Sponsor – WSB

Discussion was had about holding the next (currently planned to be at WSB) but possibly being held in Duluth to replace today's meeting and also include the speaker which had been planned today. This is a fluid situation and more information and determination may be forthcoming.

11:20 – 11:30 COMMITTEE REPORTS

SERVICE COMMITTEES

Nominations & Elections

Brian Mielke, SR/WA

Sean Lawler will be the nominated candidate for Secretary and we will also follow the directive from HQ about how to solicit candidates for all positions.

We also discussed whether, under the assumption that common position progressions continue, Matt Hagelin has offered to remain as Treasurer. There was discussion about this; the general feeling is to have the common progression continue would be preferred.

Board of Directors Meeting

March 25, 2020

10:00am – 11:30am

Video Conference Call



Professional Development

Sean Lawler, SR/WA

Ethics

Ben Tozer

Education

Mindy Leadholm, SR/WA

Course scheduling and re-scheduling is an ongoing issue right now. Shawn Zepper is looking at these for the Chapter. Sean is also interested in assisting overall with the Education chair role for Chapter 20.

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: *Future meetings may also have some value if offered in an online format combined with in person when both become possible. Even speakers may be able to be offered in an online format. This is something the Chapter and Board will consider and look at during the current Covid-19 situation and also for after to provide additional member opportunities to participate in our meetings.*

Motion to Adjourn by: Greg Cooley

Seconded by: Craig Knudsen

Minutes Approved: Motion by Greg Cooley and second by Penny Rolf with unanimous approval on April 14, 2020

Board of Directors Meeting

May 20, 2020

10:00am – 11:30am

Video Conference Call



Meeting called by: Ben Barker, SR/WA

Attendees: Brian Mielke, Ben Barker, Ben Tozer, Andy Girga, Michelle MacMillan, Mindy Leadholm, Dan Lesher, Matt Hagelin, Greg Cooley, Brent Rolf, Penny Rolf

10:00 – 10:05 **CALL TO ORDER** *Ben Barker, SR/WA*
Roll Call *Everyone*
March Board Meeting Minutes *Ben Barker, SR/WA*

- *Approved April 14, 2020 by general consensus (email)*

10:05 – 10:10 **TREASURER'S REPORT** *Matt Hagelin, SR/WA*

Checking Account	\$42,859.36
Chapter Event Fund Savings Account	\$ 4,951.00
Gary Ostrom Memorial Fund	\$ 3,062.17
CD	\$10,868.30
PayPal	\$ 0.00
TOTAL:	\$61,740.83

10:10 – 11:00 **OLD BUSINESS**

Member Network & Social Media *Ben Barker, SR/WA*

- LinkedIn: 118 members
- Facebook: 308 likes

IRWA – Chase Bank Discussion *Ben Barker, SR/WA*

This potential banking change, transitioning to “test” chapters using Chase is now delayed until July 2020. Chapter 20 is a planned participant but not yet fully confirmed and committed to.

Chapter 20 Sponsorship Packages 2020-2021 *Ben Barker, SR/WA*

Planning to extend the sponsorships given the Covid 19 related changes (the loss of the conference and related benefits.) Additional sponsorships are still going to be available, but those from last year will be retained at no cost. All sponsors would be listed as sponsors in any type of special event held in this coming year IF one is able to be held.

2020 Education Conference *Mindy Leadholm, SR/WA*

- *Speaker Gifts* *Dan Lesher, SR/WA*
- *Replacement Event for RWIEF*

Headquarters is still considering a silent auction for the RWIEF, but it appears unlikely at this time given logistical challenges.

At this time, the Chapter will retain the speaker gifts and may have them available for use at other events/purposes.

Board of Directors Meeting

May 20, 2020

10:00am – 11:30am

Video Conference Call



Discussion was had about coming years and conferences, Chapter 20 is undecided about whether we will pursue a “replacement” year for the 2020 conference not occurring here. HQ has indicated they will be sending the \$10,000 Chapter 20 was to receive as part of hosting; discussion was also had about whether that might affect whether Chapter 20 should be expected to bid on a future conference vs. being awarded a “replacement” conference (which was alluded to but not promised in prior discussions.) It’s likely that we would bid for any future conference if we determine to pursue a conference.

The association has also identified that they would like the Chapter to identify a charity to which the association would make a matching gift up to \$5,000 of any Chapter 20 donations.

11:00 – 11:20 **NEW BUSINESS**

2020 Education Conference - Virtual

Ben Barker, SR/WA

- Voting for IEC Secretary
- Region 3 Caucus – June 23rd 9am-10am
- IEC Board of Directors Meeting – June 24th 2pm-4pm

Fred Easton and Denise Skinner are running for Secretary. The voting Director for Chapter 20 may seek chapter board and/or member input prior to making the vote. Discussion of the candidates was had.

Election of Officers 2020-2021

Brian Mielke, SR/WA

- Director – Ben Barker
- President – Ben Tozer
- President Elect – Matt Hagelin
- Treasurer – Brian Mielke
- Secretary – Sean Lawler

Nominations, voting and elections were completed following the guidance of HQ.

Ben Barker, Ben Tozer, Matt Haglin and Brian Mielke were installed/sworn in by Michelle MacMillan. (Sean Lawler was not able to be present today and will be installed separately.)

Installation will be effective on July 1, 2020. (Treasurer may lag due to year end and tax related activities.)

Upcoming Board and Member Meeting

Ben Tozer

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

July meeting is anticipated to also be virtual as well.

Board of Directors Meeting

May 20, 2020

10:00am – 11:30am

Video Conference Call



The Sept./fall meeting may also be affected and is usually the college outreach meeting. We may consider for that to be an outdoor event. Given the unknowns with colleges and potential for changes in on-campus vs. online student attendance, this could also be affected.

11:20 – 11:30 **COMMITTEE REPORTS**

SERVICE COMMITTEES

Nominations & Elections

Brian Mielke, SR/WA

Professional Development

Sean Lawler, SR/WA

Ethics

Ben Tozer

Education

Mindy Leadholm, SR/WA

Coming/planned Virtual course 901 has 27 paid participants as of 5/19/2020. It's possible, even likely, that virtual learning becomes a larger part of our chapter offerings although this course is being held as part of a pilot program ending in July.

The courses planned for August are currently unqualified for being a virtual course. The instructor is driving in from WI (so no flight considerations) and is currently being continued forward but monitored for any need to change or cancel.

Communications & Marketing

Brent Rolf

The chapter 20 newsletter was not selected as a finalist this year. In addition, the current format is no longer supported and compatible with internet explorer. Brent is considering/researching options for how to address this such as "directed" opening and/or a statement about supported browsers.

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

Board of Directors Meeting

May 20, 2020

10:00am – 11:30am

Video Conference Call



Relocation

Penny Rolf, SR/WA

There is an upcoming course of personalty vs. realty coming up; Penny will be sending out the course info.

Surveying & Engineering

Jerry Ripley

Valuation

Vacant

ADDITIONAL DISCUSSION:

Should we consider some member scholarships given the chapter's balance sheet and possible budget constraints of members and their companies. A possible source would be the Gary Ostrom Memorial Fund.

Additional discuss regarding the possibility of the use and intent of the Gary Ostrom Memorial Fund use and funding was had.

Motion to Adjourn by: Greg Cooley

Seconded by: Dan Leshner

Minutes Approved: __Motions by Ben Tozer and Greg Cooley; unanimous approval

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.

Board of Directors Meeting

July 29, 2020

10:00am – 11:30am

Video Conference Call



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

Board of Directors Meeting

July 29, 2020

10:00am – 11:30am

Video Conference Call



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

Board of Directors Meeting

July 29, 2020

10:00am – 11:30am

Video Conference Call



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

Board of Directors Meeting

December 2, 2020

10:00am – 11:30am

Video Conference Call



Meeting called by: Ben Tozer

Attendees: Bent Tozer, Matt Hagelin, Penny Rolf, Mindy Leadholm, Andrew Girga, Ben Barker, Brent Rolf, Shawn Zepper, Sean Lawler

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

- *Approved August 27, 2020 by general consensus (email)*

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

Checking Account	\$54,620.11
Chapter Event Fund Savings Account	\$ 4,951.00
Gary Ostrom Memorial Fund	\$ 3,063.70
CD	\$11,016.61
PayPal	\$ 0.00
TOTAL:	\$73,651.42

10:10 – 11:00 **OLD BUSINESS**
Member Network & Social Media *Ben Tozer*

- LinkedIn: 118 members
- Facebook: 320 follows

Mindy Leadholm will add Ben Tozer as a Facebook account manager. Will try to share more content, i.e. newsletter, meeting notices, etc.

Archival of Secretary Notes *Brian Mielke*

Brian Mielke unable to attend. Ben Tozer will follow-up with Brian Mielke.

GO Scholarship *Sean Lawler*

The in-person Annual College Outreach Program was cancelled due to COVID-19. Instead, Brian and Sean Lawler met virtually with St. Cloud State University's Real Estate Club to discuss all things right-of-way. The 2020 Gary Ostrom Memorial Scholarship was awarded to a Land Surveying / Civil Engineer major Wayne Duroux of St. Cloud Technical and Community College.

11:00 – 11:20 **NEW BUSINESS**
Board and Member Engagement *Ben Tozer*

Board of Directors Meeting

December 2, 2020

10:00am – 11:30am

Video Conference Call



Discussion on how to improve engagement during the challenges of COVID-19. See COVID-19 Relief Fund and Social Media outreach plans. Will plan 2-3 separate meetings for members featuring a speaker, separate meetings will allow for greater date flexibility to attract speakers. Discussed focusing efforts planning for in-person events for 2021.

Awards (EotY, YPotY, PotY)

Brian Mielke/Dan Leshner/Craig Poorker

*Ben Tozer, Professional of the Year
Xcel Energy, Employer of the Year
Shawn Zepper, Young Professional of the Year*

COVID-19 Relief Fund

Ben Tozer/Mindy Leadholm

No Chapter Members have utilized the relief fund to date. The Board will do more direct Member Outreach to ensure Members who need support are receiving it. Ben Barker will share fund availability message during Membership Renewal outreach.

New Members

Ben Tozer

*Dan Thompson – Otter Tail Power
David Kenjalo – Border Resources
Carlos MacGregor*

Ben Tozer will send welcome email to our new members!

Upcoming Board and Member Meeting

Matt Hagelin

- *Date –January 20, 2021*
- *Presenter – WSB Visualization Resource Jeff Christenson*
- *Sponsor – WSB*

Education Updates on Virtual Courses

Ben Tozer/Shawn Zepper

- *Virtual Courses*

Virtual Courses have been successful so far, despite some challenges.

2021 Return Meeting

Ben Tozer

Money remain with Brits Pup or Orchestra Hall from prior cancelled event, the Board will target use of those funds for a 2021 Return Meetings. Hosting an informational meeting at a project site was discussed.

IRWA 2021 Conference, June 6 – 9.
Call for Presenters

Ben Tozer

Board of Directors Meeting

December 2, 2020

10:00am – 11:30am

Video Conference Call



Plan to utilize COVID-19 Relief Funds to support Chapter 20 Member attendance at the 2021 Conference.

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

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:

Board of Directors Meeting

December 2, 2020

10:00am – 11:30am

Video Conference Call

Motion to Adjourn by: Sean Lawler

Seconded by: Mindy Leadholm

Minutes Approved: By General Consensus (12/11/20)

