

Board of Directors Meeting

October 04, 2021

3:30 – 4:30 pm

In-Person/WebEx/Conference Call

Meeting called by: Matt Hagelin



Attendees: Craig P. (phone), Matt Hagelin (phone and then in person) Mindy Leadholm, Brent Rolf, Ben Barker, Faye Gillespie, Sean Lawler, Greg Cooley (all in person)

3:30 – 3:35 **CALL TO ORDER** Matt Hagelin, SR/WA
Roll Call *Everyone*
May Board Meeting Minutes Matt Hagelin, SR/WA
 • *Approved via email August 11, 2021 (1st by Brian Mielke, 2nd by Sean Lawler)*

3:35 – 3:40 **TREASURER’S REPORT** Sean Lawler, SR/WA

Checking Account	\$ 52,619.53
Chapter Event Fund Savings Account	\$ 4,951.00
Gary Ostrom Memorial Fund	\$ 3,066.76
CD	\$ 11,319.11
PayPal	\$ 60.00
TOTAL:	\$ 72,016.40

- Discussions regarding where the Pay Pal goes and coordination of payments between Mindy and Sean L. for events. They will get it squared away. This event does not have many paid registrations. (\$60 confirmed after the meeting in 10/05/2021 email from Sean Lawler)

3:40 – 3:50 **OLD BUSINESS**

MN DOT Conference Recap Penny Rolf, SR/WA
 • 11 charcuterie boards given away at conference (drawing), the rest given away at the July Member meeting.

3:50 – 4:20 **NEW BUSINESS**

Region 3 Fall Forum Matt Hagelin, SR/WA
 • Basket Raffle Contribution – Mindy could do a discount for Fall apple stuff – would need to coordinate someone to bring that though because she is flying.

- Basket raffle usually Monday night? Or Sunday at the YP? Or both? Mindy will discuss with Leadership.
- YP event Sunday night.
- Meeting all day on Monday
- Monday night – fun event.

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- Tuesday – Penny is instructing
 - Conflict Management.
- Brent – gift cards instead of baskets?
- Mindy - Lottery tickets?
- Proceeds from baskets go to RWEIF.
- Voting – Ben Tozer will not be able to attend.
 - Is Ben planning to do virtual or do we need to have someone there in his place?
 - Mindy will ask on Friday if there are items being voted on at the Forum.
 - Concerns about virtual option – will it be set up effectively?
 - Matt going late Sunday – driving (will be in Hudson for the weekend, he could swing by Mindy's orchard and pick up a basket).
- Mindy – communications reg fall forum have not been great.
- \$50.00 registration – sounds like they are collecting at the door – no link to pay for it.
- Headquarters trying to get something set up to accept electronic payments.
- Region 3 Chapter Leadership call this week to discuss.
- Matt could grab an SUV if they want to carpool.

Member/sponsor survey

Matt Hagelin, SR/WA

- Timing - When will the survey go out, open, etc.
 - Goal is to get as much participation as possible, as many results as possible.
 - Brent – next newsletter – to get back on track - mid-late October, and do a Forum recap in Mid-December.
 - Get the survey out late next week – keep it open for about 3-4 weeks.
 - Send survey
 - Follow up with an email
 - Reminder in the newsletter
 - Then a final reminder the beginning of December.
- Questions/Goals for the survey:
 - Increased engagement
 - Set the tone for what our members want – and what do they want?
 - Previous survey did have some good questions and feedback received. (Andy Girga might have been President at that time – Mindy may still have the records).
 - Mindy and Brent will look back at records to try and find the information.
 - Depending on how much we find, we can formulate our questions around some of that.
 - Deliver questions in a positive note.
 - Put it into a Microsoft Forms format.
 - Not a ton of questions, but the right questions.
 - Do a drawing for free membership(s) for the return of the survey. Incentives to engage in the survey.
 - Matt – (example) – his group is changing, added 5 more people – he won't be able to have these folks do classes regularly because he will have budget constraints. Maybe others view it the same.
 - How do you feel Chapter 20 fits into your post pandemic priority list? (Greg encouraged open-ended questions)

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- What would increase your engagement with the Chapter? (Multiple choice) (Group supported this)
- Mindy – 2 weeks ago in San Diego for IEC – Membership as whole is dropping – we all concur that Chapter 20 memberships have been dropping. Sean L – his Supervisors do not really support his participation. Can we get more employer support. As a younger professional – he has no idea what goes into a road project? He would value that – in case he wants or needs to have a career change. Could we do a field trip to take a look at actual projects?
- Frame it – “here is what we hear you saying – where would you be willing to go to do a site visit?”
- Matt H. said he can host if we want to have a site visit in his area.
- Ben – If we are trying to get into some different areas – what if we contacted some of the different schools in those area to invite students – send a flyer and invite outside parties who might be interested.
- Greg C. – Invite others from other areas – survey, engineering, related areas.
- How would you improve the Chapter?
- Do you feel that IRWA membership adds value?
- What are the biggest barriers to your participation? (Select all that apply).
- Is our communication through email, newsletter, etc. effective?
- How can we do it better?
- Question about frequency
- Comments, suggestions, etc.
- Important to turn the results of the survey into actions. (We heard you).
- Bring it in and discuss this in November and put it into action going forward (further out – weave it throughout the next presidencies and beyond – long term).
- Greg C. – it’s important to demonstrate continuity.
- Brent – Any information regarding sponsorship and whether sponsors feel they are getting value. We will likely do that separately.
- Ben B. – Engage the sponsors as well – tell them we are going on field trips, etc.
- Matt H. – We can send out sponsor survey prior to sponsorship packages. February/March? What do you want out of your sponsorship? Then add that to the sponsorship packages – this is what you get for your sponsorship.
- Matt H. – We digest what the members want, we also need to digest what the sponsors want.
- Greg C. – have we ever thought about doing an IRWA Chapter 20 shirt? Some swag?
- Figure out what their expectations are of their sponsorship?
- If there are sponsors who are no longer sponsors – ask them why they quit being sponsors.
- Logistics
- Do we want to bid on the IRWA Education Conference again?
 - Will people feel good enough about going to Minneapolis by then?
 - Duluth? They would have to get connecting flights, etc.
 - We will discuss at the November meeting.
 - Matt H. is supportive and feels as though it would be a great idea.

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- There is very little we have to pay for as a Chapter – it's an investment of time and energy more so than \$\$.

College Outreach Board & Member Meeting

Sean Lawler, SR/WA

4:20 – 4:30

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:

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Motion to Adjourn by: Ben Barker

Seconded by: Brent Rolf

Minutes Approved: _____

