

**Board of Directors Meeting**

May 18, 2022

10:00 – 11:30 pm



**Meeting called by:** Brian Mielke

**Attendees:** Brian Mielke, Faye M. Gillespie, Brent Rolf, Sean Lawler, Andy Girga, Penny Rolf, Mike Stupka, Craig Knudson

10:00 – 10:05 **CALL TO ORDER** Brian Mielke, SR/WA  
Roll Call *Everyone*  
March Board Meeting Minutes Matt Hagelin, SR/WA  
• *Approved via email on April 29th, 2022 ( )*

10:05 – 10:10 **TREASURER'S REPORT** Sean Lawler, SR/WA

Checking Account	\$ 51,272.10
Chapter Event Fund Savings Account	\$ 5,581.00
Gary Ostrom Memorial Fund	\$ 3,068.54
CD	\$ 11,498.80
PayPal	\$ 338.92
<b>TOTAL:</b>	<b>\$ 71,759.36</b>

- Penny R. asked – can we put something in our budget for next year that we will use the money toward our membership.
  - ½ off a class or something – promote SR/WA.
  - Package courses
  - Michele recommended to set something right in the budget to address this. Transfer funds into it. Change the language for the Gary Ostrom Memorial Fund, to address not only the SR/WA.
  - Mindy L. recommended to logistically handle that as a reimbursement. Having people register through headquarters is the easiest – otherwise the invoicing gets all screwed up.
  - Hosting in person we are paying for the instructor out of Chapter funds, need a minimum of 10 participants in order to make money.
  - Michele – suggested to have free courses on a first come first serve basis.
  - Matt suggested – is there a way to get a promo code specific to Chapter 20 to Headquarters so if someone with Chapter 20 signs up – they automatically get charged a lesser amount.
  - Matt H. – the hope is to benefit our members, and also to promote the education piece. Maybe pair it with the courses offered as part of the events – July event – come in person, you get \$100 off or something.

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- No limits
- Layering on top of each other is going to provide benefit to everyone.
- Michele – maybe we give courses to our new members – focus on the new members.
- Ben B. – good stepping stone to get the new members into a career path with some direction and free coursework.

### 10:10 – 10:20 OLD BUSINESS

#### Upcoming meeting updates

Matt Hagelin, SR/WA

- July Board & Member Meeting – Moved to August 3<sup>rd</sup> – Member meeting
  - Evening event – Shawn has some quotes for hotels that have event space - \$700 or so total for a large space and a small space. Room Blocks would be 179-224. TBD Event.
  - Brian - Seeks motion to approve room rentals in the amount of up to \$700.00.
  - Penny Rolf motions to approve for August Board Meeting and Course.
  - Sean Lawler Second.
  - Unanimous approval.
  - Course 218 – August 4<sup>th</sup>, 5<sup>th</sup>.
  - \*\*\*\*This is our free meeting.
- MNDOT Conference Matt Hagelin, SR/WA
  - IRWA Board and Member Meeting – Day before the MnDOT conference – September 20<sup>th</sup>, 2022.
  - Golf event/Social/fundraiser – Matt H., Mindy L., Michelle, Dan L. are on a mini committee to get this done.
    - Typical board and member meeting, then break out for the golf event. Shotgun start at 3:30 or 4?
    - Barbecue afterwards?
    - RWIEF Fundraising
    - Matt H. – the main point is not for MnDOT anyway – it's really more to serve the request from our members to have outstate meetings so people can come to the meeting.
    - Ben B. – its easier for the sponsors to sponsor something not tied to the actual conference.
    - Penny is on the planning committee – she can get the email list of attendees so we can communicate to the group in advance.
    - Mindy L. will look for the previous golf pdf.
    - Mindy L. suggested to have the annual sponsors get a hole sponsorship automatically. (No request for additional money). The sponsors can choose to represent at the hole, play games, have their own giveaway, etc.
  - Happy Hour/Raffle
    - Groundwork to do on the venue – it's hard to coordinate with Breezy. May not do it this year.
    - The social hour used to be around the booths. But the DOT won't allow it. Now the social hour pulls the attendees away from the booths, which is counter

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productive to the Sponsors hosting the social hour. It may no longer make sense.

### 2023 Region 3 Spring Forum Update

Brian Mielke, SR/WA

- Would like to start working on it early, identify dates and location prior to Fall Forum.
- One challenge of this year's Spring Forum was having too large of a group – struggled to get information out in a timely manner.
- Committee needed: Swag bags, volunteers.
  - Sunday night event
  - Monday night event.
  - Hotel
  - Location
  - Speakers
  - Education Piece – 1 day or two day course.
  - Region Meeting
  - Penny R. – thinks we should charge for the Spring Forum. Last time we hosted, people bailed because it was free.
  - Mindy L. suggested \$50.00.
  - We will review the previous budgetary numbers.
  - Last time we did the Gangster Tour and a trivia event – we will review the number from last time.
  - Brian, Faye, Shawn, Mindy, Mike S. all volunteered to help on the Committee.
  - Light rail tour possibly?
  - Thinking Late April.
  - Shawn is going to look into hotel options.

### 2022/2023 Sponsorship Packages

Brian Mielke, SR/WA

- Can have multiple platinum/gold/etc sponsors.
- July-June 2022/2023 is the sponsorship season.
- Brian will make calls to sponsors starting in June.
- The sponsorship packages have been updated.
- MnDOT social hour will be removed.
- Spring Forum – leave it on or take it off?
  - Mindy L. – feels it should be left on. Anyone who signs on for sponsorship is a Spring Forum sponsor, but there was also an exclusive Spring Forum Sponsor.
  - Michele feels it should be left in.

### Sponsorship Swag/Giveaways:

- Safety vests
- Bags
- Portfolios
- Job Fair participation – If multiple sponsors want to attend in person, we could do time slots.

### Changes to the Sponsorship Grid:

MnDot social hour removed.

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Sponsors will get their choice of hole at the golf event depending upon levels.  
Change gold sponsor to 1 free courses, change platinum to 2 free classes.  
Motion to approve – Shawn Z.  
Seconded by Matt H.  
Unanimous approval.

### 10:20 – 11:10 **NEW BUSINESS**

Policy changes – College scholarships

Sean Lawler, SR/WA

- Handful of insubstantial, Chapter specific changes:
  - Outgoing treasurer to set up incoming treasurer with bank accounts.
  - Board Member fee reimbursement – combined into one language.
  - Professional of the Year – Sentence was added that if no nominations received, award may not be granted.
  - Incoming Secretary – Nominations shall solicit nominations and request approval by April 15<sup>th</sup>, but may be extended to May 15<sup>th</sup> membership meeting as circumstances require.
  - College Outreach – Number of scholarships to be determined each year. Struck the minimum and maximum and instead leaving it up to the year to year account balances.

Motion by Ben Barker to accept changes.  
2<sup>nd</sup> by Brent Rolf.  
Unanimous approval.

IRWA Marketing & Membership Committee

Mindy Leadholm, SR/WA

- Mindy L. – Marketing tools provided by headquarters.
- Goal is to spread out to different groups and associations – so we can better help other groups to understand.
- Three main objectives from Headquarters:
  - Develop organizational partnerships
    - Forming relationships with other industry partners. They provided templates to use.
  - Student outreach
    - They provided a template we can compare to what we have been doing.
  - Better Social Media Presence.
    - Right now they are formulating a list of what Chapters have social media and how it is being used.
    - Looking at creating a new award for social media presence for 2023.
    - SR/WA promotion. Putting more emphasis on association members understanding of SR/WA, and outside.

Swag/give away/speaker gift items

Brian Mielke, SR/WA

- Hadn't really restarted this this past year – blew through it when we thought we were hosting the conference.
- Speaker gifts are a little more pricey, but would like to order some under this year's budget.
- Also some inexpensive items would be nice to have on hand.

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- Brian would like to order the swag for the Spring forum and sponsored items with next year's budget.
- Mindy will look back and see what kind of stuff we have bought in the past.
- Sean L. – Agrees, the bank account is healthy and we can afford it. We should move forward with an order.
- Mindy L. – We can't order anything with sponsors on it until at least July.
- Brian will order some swag to keep on hand, as well as some speaker gifts – he will order in late May/early June.
- Michele will forward her contact to Brian – she has someone she has used.
- For plaques – Trophies by Linda has been good.

### SR/WA Designation Program changes

Matt Hagelin, SR/WA

- Changes have been made – they are trying to make it visible and recognizable.
- Social Media presence, outreach, all part of making the SR/WA more valuable.
- Sean L. – gets questions from time to time – what do I do and in what order do I do it?
- Headquarters is trying to bring it into focus with the rest of the world.
- More courses required for R/WA, and SR/WA.
- Can stay on the current pathway if people want to. They have to declare their candidacy by the end of the year.
- R/WA or R/WP does not have to declare, grandfathered in.
- Follow up with newsletter article – get information from International so we can update the membership.

## 11:10 – 11:30 COMMITTEE REPORTS

### SERVICE COMMITTEES

#### Nominations & Elections

*Brian Mielke, SR/WA*

- Nominations were sent out to membership.
- Call to get involved with the nominations & elections committee.
  - It needs 2 members and a chair.

#### Professional Development

*Sean Lawler, SR/WA*

- Craig got SR/WA recertification.

#### Ethics

*Ben Tozer*

#### Education

*Shawn Zepper*

- *Two courses next week.*
- *August class set up.*
- *Appraisal course in October.*
- *600 Series in early December, 2023*
- *105 for Spring Forum.*

#### Communications & Marketing

*Brent Rolf*

No updates.

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Membership

1 new member.



*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: Shawn Z.**

**Seconded by: Brian M.**

**Minutes Approved: June 1, 2022**

**Motion: Brian Mielke**

**Second: Shawn Zepper**

**Chapter 20 Elections Meeting**

May 18, 2022

12:00pm.



**Meeting called by:** Faye M. Gillespie

**Attendees:** 28 members

**President :**

Nominated Brian Mielke

No other nominations.

Motion: Craig Knudson

2<sup>nd</sup>: Shawn Zepper

Unanimous Approval

Elected.

**President Elect:**

Nominated: Sean Lawler

No other nominations.

Motion: Brian Mielke

2<sup>nd</sup>:" Greg Cooley

Unanimous approval

Elected

**Treasurer:**

Nominated: Faye M. Gillespie

No other nominations.

Motion: Penny Rolf

2<sup>nd</sup>: Brian Mielke

Unanimous Approval.

Elected.

**Secretary:**

Nominated: Joe Haefner

No other nominations.

Motion: Greg Cooley

2<sup>nd</sup>: Brian Mielke

Unanimous Approval.

Elected.

**1 Year Director:**

Nominated: Brian Mielke

No other nominations.

Motion: Craig Knudson

2<sup>nd</sup>: Brent Rolf

Unanimous Approval.

Elected.

**2 Year Director:**

Nominated: Matt Hagelin

Motion: Brian Mielke

2<sup>nd</sup>: Penny Rolf

Unanimous Approval

Elected.