

**APWA Rocky Mountain Chapter Spring Board Meeting  
Thursday, September 10, 2015  
Red Lodge, Montana**

**I. CALL TO ORDER at 1:15 pm**

**Members in Attendance:**

Chris Hertz – President  
Andrew Kimmel – President Elect (via teleconference)  
Vicki Nemecek – Secretary  
Bill Enright – Council of Chapters  
Ryan Salisbury – Website & Historic Committee Chair  
Kurt Thomson – Scholarship Committee Chair  
John Vandelinder – Fleet Services Chair  
Stephanie Beckert – Montana Delegate  
Chad Hanson – Montana Delegate  
Ryan Leland – Montana Delegate  
Nick Bateson – Wyoming Delegate

**II. APPROVAL OF MINUTES – Spring Board Meeting April 2015, Pocatello, Idaho.**

Moved by Bill Enright. Seconded by John Vandelinder. Minutes approved unanimously.

**III. OLD BUSINESS - Action Items**

- a. Certified Stormwater Training: Nick Bateson will help setup Certified Stormwater Training for 2016 Spring Conference in Cheyenne. Amanda McClinnis setup this training for the Missoula MT conference and is willing to help.
- b. Vicki Nemecek contacted Robin Mathews-Barnes about working with 2016 Spring Conference. Vicki sent dates but Robin hasn't confirmed. Robin later confirmed she would not be available this year for personal reasons, but would still like to work with us in the future.
- c. Rocky Mountain Facebook page has not yet been created. Andrew Kimmel contacted Owen who informed Andrew he plans to complete the Facebook page after he completes the fall newsletter. Stephanie Beckert volunteered to help.
- d. There were budget discussions on travel and trip expenses for national events. The Board agreed we need to give careful consideration to all travel. Approved upcoming travel includes:
  - i. Vicki Nemecek is scheduled to attend 2016 Congress in Minneapolis, Minnesota.
  - ii. National Leadership Conference in Kansas City is every two years. We did not send anyone in 2015. The Board agreed that we need to budget for this conference. Ryan Salisbury attended in 2013 and thought it was well worth the time and expense for an incoming president. The Board agreed to budget \$1,500 for the National Leadership Conference in 2017.
- e. Follow up calls or emails to potential new members after 2015 Spring Conference did not take place. Chris Hertz will delegate this task to a State Director. Andrew Kimmel said, unfortunately Tyler Palmer can't take part for another two years. New PW Director

in Pocatello wants to get more involved. Nick Bateson will contact Wyoming folks including David Bergh with GDA Engineers in Cody, Wyoming.

- f. Awards Committee Chair replacement for Debi Meling is Tyson Lesmeister.
- g. Ryan Salisbury is working on Google Drive for historical items. Ryan estimates he will complete the Google Drive by the 2016 Spring Conference in Cheyenne, Wyoming.
- h. Ryan Salisbury is also working on migrating the old website template to a new website template.

#### IV. OFFICER'S REPORTS

- President's report: Chris Hertz suggested we setup a roster for scheduling conference calls every other month. Ryan Leland volunteered to set up a call for November 2015, Kurt Thomson will setup a call for January 2016, and Vicki Nemecek will setup a call for March 2016.
- Past President: Not in attendance.
- President Elect: Andrew Kimmel reported on Nationals. It was drastically different. APWA is making a push for younger involvement. Rather than fall board meeting they are dividing states up and do a half-day conference so it is more than just a spring conference. One mini conference in each state with classes. Nationals will help. State of Washington has student chapters for APWA. They're doing a competition and designing a green road for the college--students do something that benefits the college. Competition is then between colleges and winner will be forwarded for National recognition. This is currently in baby steps, but National wants us to know it's coming. We'll wait to see how Washington does before we move forward. Andrew is done with Emerging Leaders Academy. He may be sent to Washington DC.
- Treasurer: Report submitted. Kurt Thomson moved. Bill Enright seconded. Treasurer's report approved unanimously.
- Secretary: Nothing to report.
- Idaho Delegate: No one to report. Proclamation done.
- Wyoming Delegate: Wyoming is doing great. Proclamation done.
- Montana Delegate: Letter of support vs proclamation, but it was a supportive, quality letter. Working on a booth for Montana National League of Cities. Location for 2017 Spring Conference discussion included Fairmont (a resort) in Montana.

#### V. NEW BUSINESS

- 2015 Spring Conference: Pocatello conference was good, but lost a little money because the cost of the hotel was high. Food was really good. Entertainment was good. Prizes were good.
- 2016 Spring Conference Update: Holiday Inn selected, dates are April 18-21, 2016. Ryan scanned in flier and placed on website. Ideas include: Mobile chargers for each registrant. Bag for vendor & conference stuff. Water-Wastewater, GIS, Asset Management, Asphalt & Concrete issues after construction, Inspections before, during & after. National Asphalt Institute would send someone. ACI American Concrete Institute. Kim Basham is concrete guy in Cheyenne. Projects. Snow rodeo or snow conference. First time members add the membership fee so it is basically free to join. \$250 registration fee. Younger member discounts or discount if you bring a young

professional 35-years old or younger. Add fun run at 6 am. Add games to bring in more social type event (could be done by vendors?). **Chad will send Vicki templates for all printed items.** Jill could speak at first session, new membership orientation to include benefits of becoming a member. Every board member calls a member not currently participating or new members within the state.

- Membership discussion: Membership discussion included how do we get new members and how do we get them to come to a conference. Ideas included: State delegates could report membership at each meeting. We could send out letters. We could get a recruiter like we had when Brian Hensel was active, but it is a huge commitment. We could setup a membership booth at the next conference--we just need the banner and Nationals will give us applications and fliers. **Chad Hanson and Stephanie Beckert will work together to get a booth setup for Nationals Montana League of Cities. Vicki Nemecek will contact Jim Walter to send Visit Cheyenne information to Chad. Chris Hertz will send map from APWA that shows memberships.**
- 2015 Congress Update: See "Officer's Reports: President Elect" above.
- By-Laws: **The By-Laws require an update to change House of Delegates to Council of Chapters. We also need to change term limits to 2 years or just re-elect the same group. We'll look at it again after 2016 Spring Conference.**
- There was some discussion about appointing the past-president to the Alternate Delegate for 2-years. Alternate Delegate then moves into Delegate for two years. We could also send the Alternate Delegate to leadership training in Kansas City.
- Chapter website update: **Ryan Salisbury will put conference information on Google Drive. He will put a few items on attendance, tracks and registration on the drive and remove the old stuff.** The thumb drive he currently has is too much information for historical purposes. \$50 for advertising is okay with the board.

## VI. HOUSE OF DELEGATES REPORT:

- Delegate Report: There have been many changes. First, Council of Chapters has broken into nine sub-committees. Bill Enright handed out "Chapter Best Practices & Mentoring Catalog" and the 55 Best Practices for APWA Chapter Capacity Building Checklist. Bill is heading up the committee to update the checklist. The challenge is how to retain members, serve our membership, and build our membership. Second, APWA wants to change fiscal year to July thru June. They also provided a survey sheet to help chapters ensure they are meeting the federal, state and local requirements for handling cash and cash receipts. This will significantly affect the Treasurer. Third, the National President or Executive Director is available as a Keynote speaker. **Chad Hanson moved and Stephanie Beckert seconded that we invite the National President, Jill Marilley and Brian VanNorman to the 2016 Spring Conference in Cheyenne, Wyoming. The motion passed unanimously. Chris Hertz will provide invitations to these APWA dignitaries.** Congress in Phoenix was well attended. It's now PWX—Public Works Expo.

## VII. COMMITTEE REPORTS (by members present):

**Scholarship Committee:** Kurt Thomson received 9 applications this year. Three were selected. The criteria remains that the student must be public works related.

**Fleet Services Committee:** John Vanderlinder talked to LTAP about some classes.

**Awards Committee:** New Chair is Tyson Lesmeister.

**Nominating Committee:** No discussion.

VIII. **ADJOURN** - Stephanie Beckert moved to adjourn, Kurt Thomson seconded, motion approved unanimously. Meeting adjourned at 4:10 pm.

**ACTION ITEMS:**

Nick Bateson will help setup Certified Stormwater Training for 2016 Spring Conference in Cheyenne. Amanda McInnis setup this training for the Missoula MT conference and is willing to help.

Owen Campion told Andrew he plans to complete the Facebook page after he completes the fall newsletter. Stephanie Beckert volunteered to help.

Vicki Nemecek is scheduled to attend 2016 Congress in Minneapolis, Minnesota.

Follow up calls or emails to potential new members after 2015 Spring Conference did not take place. Chris Hertz will delegate this task to a State Director.

Nick Bateson will contact Wyoming folks including David Bergh with GDA Engineers in Cody, Wyoming.

Ryan estimates he will complete the Google Drive by the 2016 Spring Conference in Cheyenne, Wyoming and is also working on migrating the old website template to a new website template.

Ryan Leland volunteered to set up a conference call for November 2015.

Kurt Thomson will setup a conference call for January 2016.

Vicki Nemecek will setup a conference call for March 2016.

Chad will send Vicki templates for all printed items. Chad Hanson and Stephanie Beckert will work together to get a booth setup for Montana League of Cities.

Vicki Nemecek will contact Jim Walter to send Visit Cheyenne information to Chad.

Chris Hertz will send map from APWA that shows memberships.

By-Laws require an update to change House of Delegates to Council of Chapters and change term limits to 2 years (or just re-elect the same group). Look at it again after 2016 Spring Conference.

Moved, seconded and passed unanimously that we invite the National President, Jill Marilley and Brian VanNorman to the 2016 Spring Conference in Cheyenne, Wyoming. Chris Hertz will provide invitations.