

**APWA Rocky Mountain Chapter Spring Board Meeting  
Tuesday, April 21, 2015  
Pocatello, ID**

Call to Order: 8:10 a.m.

**Members in Attendance**

Chris Hertz – President

Andrew Kimmel – President Elect

Amanda McInnis – Treasurer/ Past President

Bill Enright- House of Delegates

Ryan Salisbury – Website & Historic Committee Chair

Kurt Thomson – Montana Delegate & Scholarship Chair

Chad Hanson – Montana Delegate

John Vandelinder- Fleet Services Chair

Ryan Leland – Montana Delegate

Brian Van Norman (APWA National Director of Chapter Relations)

Owen Campion – Co-Newsletter Chair

Deirdre Castillo – Co Newsletter Chair

**I. CALL TO ORDER & ATTENDANCE**

**II. APPROVAL OF MINUTES – Fall Board Meeting September 2013, Red Lodge, MT**

- Motion By Andrew Kimmel
- 2nd By Bill Enright
- Approved by full Board

**III. OLD BUSINESS**

A. Fall 2014 Board Meeting Discussion.

- New Membership push
- Certified Inspection Course was a good draw for 2014 conference
  - If we offer the classes in the future, the Host Committee will need to be very involved.
  - Membership broke 300, and fell back to 294.
  - **Amanda had mentioned that she would be interested in helping put on the Certified Stormwater Training at the next conference if there is interest.** She has done it before and has a lot of the materials that would need to just be updated.

B. Discussion on replacing Newsletter with a Facebook page.

- **Owen Campion will create the Facebook page** and Brian Van Norman mentioned that the Georgia Chapter's page would be a good "go by".

C. 2015 Fall Board Meeting.

- After discussion we decided to keep the fall board meeting in Red Lodge
- **Meeting date was set for September 10-11, 2015 and Chris will set it up.**
- Chris mentioned trying to find a different venue for the fall board meeting and he will look into that more.

- D. 2016 conference as planned in Cheyenne
  - April 18-20, 2015
  - **The question was asked whether or not we plan to utilize Robin Matthews-Barnes** for the Cheyenne conference. Can Vicki Nemecek verify this and let Robin know? Robin's Contact information is: [robin@blackfoot.net](mailto:robin@blackfoot.net)
  - Or (406) 546-5496
- E. There was a discussion regarding the replacement of the Scholarship Program for our Chapter with an Internship type program/sponsorship.
  - Brian Van Norman did confirm that Chapters are tending to move more towards internships instead of scholarships.
  - What benefit and exposure does our Chapter gain by spending scholarship money on something else?
  - The San Diego Chapter has taken the lead on an internship program if we are ever interested.
  - No decision was made regarding the internship program and we will stick with the Scholarship program as is for now. See discussion in President's Report below regarding APWA Student Chapter.
- F. Discussion regarding Chapter President terms switching from 1 year to 2 years so the Chapter President can get up to speed on the first year and have a good idea of what the roles and responsibilities are for the 2<sup>nd</sup> year of the term. A motion was presented and passed switching Chapter President terms from 1 year to 2 years and start having Past Presidents fill the role of Chapter Representative to APWA House of Delegates after 2016.
  - **We need to verify if the Chapter budget can handle sending the Chapter Representative and the Alternate Chapter Representative to APWA House of Delegates to National functions.**
  - Need to replace Jim (alternate Delegate)
  - Bill voiced concern that 2 year terms may not be enough time to learn and get involved in the Council of Chapters.

#### IV. Officer's Report

- A. President's report
  - Set a goal to keep membership above 300
  - Difficulties with trying to start a student chapter.
    - What do we have to offer that ASCE Student Chapter's don't already offer? Many ASCE Student Chapters are in place?
    - Brian Van Norman said Nationals has power point template for what to present if we decide to make a move and start a student chapter. Brian also said that it is difficult to get a university faculty member to take on another responsibility and serve as the "supervisor" for a new APWA Student Chapter.
  - We need to start budgeting for Leadership Conference in Kansas City every other year. The next Leadership Conference will be in 2017 so our Chapter will have to find a candidate to send. **Keep this item on the agenda for the Fall 2015 board meeting.**
    - The board thought sending a younger member to get them more involved and generate interest/perk to serving on the board might be a good idea.

## B. Past President

- Nominating Committee
  - Amanda McInnis reviewed nominations
    - Matt Workman from Bozeman is a potential future board member
    - Tyler Palmer in Moscow, ID came up as a nominee
    - Crystal is a name that Andrew mentioned from City of Lewiston, ID.
    - We need to focus a board recruiting effort on Meridian, ID because the thought is that we would have better luck with Meridian than Boise.
    - Gary Funchouser (SP?) from Stantech came up as a name for a potential board member nominee.
    - David Bergh with GDA Engineers in Cody, WY (307) 587-3411 or [dbergh@gdaengineers.com](mailto:dbergh@gdaengineers.com) showed interest in the board at the conference and wanted more information regarding responsibilities. We should contact him.
    - Owen Campion will be move to an Idaho Chapter Director position and Jeff Mansfield can take over the Membership Committee Chair position with help from Owen.

## C. President Elect

- Chapter will cover registration and lodging at APWA National Conference in Phoenix/Congress in 2015
  - Travel expenses to be paid by?
- Andrew also gave an update regarding his involvement in the Emerging Leaders Academy (ELA group). Federal Highway, GM 2020 cars, and Cartagraph (Public works and utilities software designed for maintaining transportation and water systems).

## D. Treasurer (Presented by Amanda McInnis)

- 2015 Budget
  - Audit report, see attached.
  - Unsure of 2015 conference budget (profit/loss)
  - Approx. \$13,000 in checking account, expecting \$17,000 in 2015 Conference registrations and vendors, approximately \$15,000 in Merrill Lynch account.
- Chapter bank account signatures and names. Do we need to do anything to update?
- We need to schedule a conference call with the board to discuss how much the Chapter can afford in expenses for sending people to Congress, can we offset any costs for Andrew's ELA travel, 2017 Leadership Conference in Kansas City expenses, and can we afford to send two people to the House of Delegates/Council of Chapters?

## E. Secretary (not in attendance)

- Vicki is slated to attend APWA National conference in Minneapolis (2016)

## F. Council of Chapters (Bill Enright)

- Put together a Best Practices pamphlet for Leadership
- Done by Chapter size

- See attached report
- G. Idaho Delegate Report (not in attendance)
- H. Montana Delegate Report (none given)
- I. Wyoming Delegate Report (not in attendance)

## V. New Business

- A. 2015 Spring Conference
  - 133 registered for conference
- B. Membership Discussion
  - Continuing challenge to keep numbers up
- C. 2015 Fall Board Meeting date and location
  - Keep meeting in Red Lodge
  - September 10-11,2015
- D. Committee Chairs
  - Award Committee
    - Debi is not wanting to lead committee any more (1 more year to help train someone)
    - Chris will present the awards tonight at the 2015 conference dinner/banquet in Debi's absence.
    - Ryan Leland may have someone who is interested in chairing the committee
  - Scholarship Committee
    - Sent out 200 letters and had 36 applications last year and retained 11 from last year's list of applications.
    - Found 3 qualified applications.
  - Fleet Management
    - Having a hard time to get training setup for different cities
      - Working on Elgin, CAT
  - Audit Committee
    - Have a delegate from each State be on committee
  - Membership Chair
    - Nominate Jeff Mansfield
- E. Election of Officers
  - See membership
- F. Update regarding Chapter historic information and data
  - See attached from Ryan Salisbury
  - Put historical files on DropBox or Google Drive? Does the board have a recommendation or preference?
- G. Chapter Website update
  - Have to migrate to new format by December 2015
  - Cost for advertising on Chapter website, (\$50 per year) is a good starting point and board agreed
  - Deirdre has been charging \$200 for four issues to advertise in the Chapter newsletter.
  - Ryan S. to get PayPal information from Deirdre for any other requests for ads on the Chapter website.

- H. Brian Van Norman
    - Brian travels and talks to many Chapters and the single biggest answer he gets regarding the value of an APWA membership is the networking.
    - See attached handouts
    - We need to make a formal request to Nationals to get the executive director to come and talk to Boise Valley to try and get more involvement. This is a key challenge to our chapter that the biggest City is not involved.
    - Nationals can provide a map that shows our membership location
    - How can we reach out and attract new members
      - **Montana will take the next year to work on some trial runs for what we can do as a whole.**
  - I. 2017 Proposed Spring Conference in Helena, MT
  - J. 2018 Tentative Conference in Boise, ID
- VI. Announcements
    - A. Start Monthly or Bi Monthly Phone Conference for Board Members
    - B. Received Montana letter of support and Wyoming Proclamation
  - VII. Next Meeting
    - A. Location: Red Lodge, Mt
    - B. Date: September 10-11, 2015
  - VIII. Adjourn Meeting

#### **ACTION ITEMS**

- Is the 2016 conference committee interested in offering Certified Stormwater Training as a part of the conference? Amanda set this up for the Missoula conference and could help out.
- Is the 2016 conference interested in using Robin Matthews-Barnes for conference registration or planning? Contact her asap if they are.
- Owen to create a Rocky Mountain Chapter Facebook page
- Chris Hertz to set up Fall 2015 board meeting in Red Lodge
- Chris should set up a conference call to discuss budget and trip expenses for National events that our Chapter is considering reimbursing board members for.
- APWA National Leadership Conference in Kansas City needs to be a Fall 2015 agenda item
- Follow up calls or emails to potential new board members listed under the Nominating Committee section of the minutes.
- Awards Committee Chair replacement
- Ryan S. to set up Google Drive or DropBox account for Historical items.
- Ryan S. to migrate old website template to new website template.