

**DRAFT MINUTES**  
**APWA Rocky Mountain Chapter Fall Board Meeting**  
**Friday October 1, 2021**  
**West Yellowstone**

**Members in Attendance**

**I. CALL TO ORDER & ATTENDANCE** - call to order 8:13 am, Vicki Nemecek, Mandi Everett, Stephanie Beckert, Andrew Kimmel, Jeff Mansfield, Jason McConnell (online), John Vandelinder, Owen Campion, Philip Bowman, Chad Hansen, Jason Mercer, Ryan Leland, Chris Hertz, Skyler Allen, Kurt Thomsen, Tyson Lesmeister

**II. APPROVAL OF MINUTES –December Board Meeting 2020** - Chris H. motion to approve, Andrew K. second, approved unanimously

**III. OFFICER REPORTS**

a. President – Vicki N. –

i. Nationals has new people – Jill Wilbeck– new chapter relations manager, had some questions for the chapter which were discussed, Vicki will respond, intend to invite her to 2022 conference, the questions were as follows:

1. Do you have a Chapter admin? (If yes, paid? Rate? Contract?) No
2. When does your administrative year start (officers)? April (conference)
3. What does your chapter do to welcome new members? Socialize them
4. Do you have officer Position descriptions? Yes, in bylaws
5. Who is your primary website administrator (name and email)? Ryan S.
6. Do you use the APWA chapter template for your chapter website? Yes
7. What do you feel is most important about the Chapter Leaders Resource site? Lots of information available, but not easy to use. Andrew K. noted that National is changing to a new software that should improve this
8. Do you use the Reporting tools on the CLR site? Don't think we have

Jill would like to schedule a call to introduce herself, Vicki will coordinate Phillip B. – mentioned chapter engagement tools used by SWANA  
Andrew K. – APWA also has some virtual tools now/in development to consider, small groups, mentors on zoom/MS meet, mentoring toolbox on chapter leader resources - recommended discussing with Jill

ii. Looking forward to next spring conference, thanks for making it to this meeting

b. Past President – Andrew K.

i. APWA Nationals putting out a new booklet “Shaping the World of Public Works (?)”, lists and describes ~140 PW career opportunities with discussion of education requirements, avg. pay, etc., New management system for APWA –

career pathways, provide guidance for CE opportunities for various career paths, part of 5-yr strategic plan, PW is more than just a guy on the end of a shovel

c. President Elect – Stephanie B.

- i. Anticipating a conference, thankful that Vicki is managing communication with Nationals

d. Secretary – Skyler A.

- i. Looking forward to re-engaging our members through the spring conference

e. Treasurer – Mandi E.

- i. RMAPWA email – using Mandi’s personal email, need to resolve
- ii. Andrew K. mentioned to make sure your membership renews
- iii. Net revenue for 2021 was -\$663
- iv. Scholarships – three were awarded \$1k, one was awarded a second \$1k, Kurt – students not providing information to receive second semester \$
- v. FY end –
  - 1. checking \$21k
  - 2. savings \$10k
  - 3. Merrill Lynch investment account \$22k
  - 4. US Bank CD \$40k
  - 5. Sept. end - \$93,906.43 total balance
- vi. Nationals pulls reports directly from quickbooks, the software automatically pulls the bank statements and reconciles easily, Mandi said its very nice
- vii. Andrew K. – we had previously discussed moving the CD amount to a money market account through Nationals, Mandi reported that we had not been successful in getting National to aid in making that adjustment, perhaps another thing to ask Jill
- viii. FY 22 budget was duplicated from most recent year with actual numbers (2019)
- ix. Audit checklist – Jeff M. & Owen C. were named to be the audit committee and completed the audit
- x. Chad H. – suggested that since we are positioned well financially we make the upcoming conference affordable to try to draw people – Kurt T. suggested making first time attendees free - Andrew K. – Suggested sending people to the February chapter leader training which includes ½ day of position specific training - Mandi E. – suggested a group rate for the conference
- xi. Andrew K. – technical committees have a travel budget to visit chapters – may be able to get some specific training courses for conference that way or pay for technical experts for specific courses at the conference
- xii. Andrew K. – APWA Click listen learn and some developed courses are available and approved for CEUs by national, we could offer some of those as courses at the conference –

- xiii. Stephanie B. – suggested that the conference committee come up with an idea for registration structure and present to the board for approval, this was generally agreed upon
- xiv. After discussion of who is and should be a debit card holder and signer on the bank account, it was suggested by Vicki N. that at the Spring conference we have the new executive board go to the bank together to get on the signature card and get debit cards on the bank account – generally agreed upon

f. Idaho Directors – Owen C. & Jeff M.

- i. Owen C. – Spring Conference in Pocatello in April
  1. Dates were discussed, avoid ID/MT rural water, to send a save the date card ~Nov-Dec.
  2. Discussed schedule – Monday afternoon board meeting, Monday evening board dinner, conference Tue-Wed-Thu
  3. Tours – Jeff M. - FBI, ISU testing center, need to get new ideas
  4. Ryan S. has a master email list in a spreadsheet when we are ready to do an email blast

g. Wyoming Directors – Phillip B.

- i. Phillip B. – promoting APWA to peer PW staff in WY

h. Montana Directors – Chad H., Jason M., Kurt T.

- i. Chad H. – PW week proclamation,
- ii. Jason M. – PWD changeover is happening in MT with long-standing directors retiring, suggested that it may be an opportune time to engage re: APWA Suggested to send a personal email of congratulations to new PWDs and a direct invite to the conference, from Stephanie?  
Andrew – same for Idaho  
Vicki – same for WY

IV. **Council of Chapters Report** – Chris H.

- a. Chris H. – Council of Chapters was done a little bit differently this year, wasn't a lot to report from anyone, Sat. afternoon general meetings, regional meeting Monday evening Attended a session discussing 'microvolunteering' –i.e. assign/request small tasks of members to engage them in the chapter
- b. Andrew K. – Nationals does a lot but chapters don't know and why not? This was part of their discussion, regional directors are supposed to communicate a lot of what Nationals is doing, working on fixing that communication chain
- c. Chris H. – new regional director, Christina Nelson, Dan Hartman is the new President Elect – may be willing to come to the Cheyenne conference when he will be the APWA President, Christina N. has suggested revisiting strategic plan
  - i. Suggested to review and update our strategic plan at next fall board meeting;
- d. APWA created a foundation for advocating PW, education, certification education, APWA now pays 'reasonable cost' for attendance at Council of Chapters instead of a stipend

- e. Andrew K. – Renewed suggestion to send people to chapter leaders training in the spring- executive board suggested, also suggested including Jeff M. as he has been nominated as potential new chapter secretary

**V. Committee Reports**

- a. Nominating (Andrew K.) – will solicit nominations in February
- b. Membership (vacant) – John V. volunteered, Vicki – no objections given, nominated John for position
- c. Transportation (Art D.) – not present
- d. Awards (Ken D., Ryan L.) – 10-12 awards applications in 2020, plaques delivered to most of the recipients, plans to recognize those awardees at 2022 conference along with new awards, will do 2021-2022 together at 2022 conference. Have already had some inquiries re: awards applications. Will develop an email to solicit applications for next year, Vicki N. to send out to membership.
- e. Fleet Services (John V.) – Seeing challenges in filling positions, Bozeman has increased pay and City buys tools for mechanics (\$15k for new employees) which employees like but its still difficult to get people , Vicki – Cheyenne doubled their tool allowance to \$100/mo; CDL drivers are in short supply, leading to other supply challenges
- f. Scholarship (Kurt T.) – final tally was 15 applications, 9 – MT (2 awarded), 6 – ID (1 awarded) , 0 - WY; need a new push to educate schools about available scholarships, new application for 2022 will update in December
- g. Leadership & Management (vacant) – Phillip B. – appointed by board
- h. Historian (Tyson L.) – not much to report, seeking to learn more about what the historian role should entail
- i. Vendor Liaison (Jason M.) – (virtual) – networking with vendors, not very many opportunities to do that this year (COVID cancellations), looking forward to spring conference, still committed to help with conference committee, would like to assist with email blast for conference interest
- j. Sustainability (& National Liaison) (Vicki N.) – nothing to report
- k. Diversity (& National Liaison) (Vicki N.) – nothing to report
- l. Education (& National Liaison) (vacant) – not present
- m. Emergency Management (Ken D.) – nothing to report, seeking ideas to work on
- n. Website (Ryan S.) – not present

- o. Advocacy Ambassador (Chris H.) – seeking to learn more about what Advocacy Ambassador should do
- p. YP Chapter Liaison (Tyson L.) - seeking to learn more about what YP Chapter Liaison should do, Andrew K. suggested that Minnesota chapter has a lot of YP involvement and information that they would share, he will talk to ISU engineering staff and explore having a YP event at the Pocatello conference to invite students to attend as well
- q. Utilities & Public ROW (Ryan L.) – not available to report

## VI. BUSINESS

- a. Chapter Relations – new Chapter Relations Manager at APWA – covered previously
- b. Strategic Plan – next fall Board Meeting – not necessary to completely revamp plan, but we will address portions of plan as deemed necessary, Skyler A. to send a copy to board for review/study
- c. Conference Spring 2022 – covered a bit already, date set for April 4-8, board meeting 4/4 afternoon, dinner that evening, discussed meals to be provided, activity day/tours Tuesday afternoon, conference committee confirmed (Jeff M., Stephanie B., Skyler A., Mandi E., Owen C., & Jennifer Flynn (Pocatello PW Admin. Assistant), to begin holding organizing meetings again and send out a save the date in Nov-Dec
- d. Officer and Committee nominations needed for Spring Conference – all positions now have term expiration in 2022, so nominations will be solicited in advance of the conference
- e. Scholarships & Awards – covered previously
- f. Other
  - i. Feb 17-19, 2022 is APWA new leader training – Andrew K. proposed sending executive board, including Jeff as potential new Secretary. (Stephanie B., Skyler A., Jeff M., Mandi E.) in addition to our Chapter Representative
  - ii. Chad H. made a motion to send the chapter executive committee to APWA chapter leader training as outlined above, seconded Kurt T., unanimous voice approval

VII. **ADJOURN** - Chris H. made a motion to adjourn, Tyson L. seconded, adjourned at 11:06 am