

APWA Rocky Mountain Chapter Fall Board Meeting
Thursday September 26, 2019
Red Lodge, MT

Members in Attendance

Stephanie Beckert, Skyler Allen, Jeff Mansfield, Chris Hertz, Kurt Thomson, Owen Campion, John Vandelinder, Mandi Everett (by phone)

- I. **CALL TO ORDER & ATTENDANCE** – Stephanie B. presiding – call to order at 1:00 pm

- II. **APPROVAL OF MINUTES –Spring Board Meeting April 2019**
Secretary summarized minutes from April board meeting. Jeff M. motion to approve minutes, Stephanie second. Unanimous voice vote.

- III. **OLD BUSINESS**
 - a. Investment of savings
 - i. \$40k was placed in a 9-mo CD in June 2019 with 2.1% yield (executive committee determined to enter 9-mo v. 6-mo @ 0.05% yield) –
Skyler summarized this action by the executive board

 - b. PayPal – new PayPal account has been set up for the chapter, executive committee will have access – Mandi outlined challenges to new PayPal, still pursuing closure of old PayPal account, still in progress.

 - c. PWX 2019
 - i. Determined to send delegate + one officer
 1. Skyler unable to attend, Jeff M. volunteered – executive board was consulted and determined to sponsor Jeff to represent RMC at PWX
Jeff M. was sent to PWX as chapter representative. Invoices for reimbursement of cost for Jeff and Ryan were presented. Skyler and Stephanie signed approval.

 - d. Advocacy Ambassador – Executive committee to appoint.
Discussed and determined to leave president representing this position unless role begins to require additional time/attention

 - e. Utilities and Public ROW – Executive to appoint.
Stephanie to send an email to executive committee to further investigate & resolve. If needed prior to April then Executive committee to appoint.

 - f. Survey Monkey
 - i. 6 question survey was to be sent out
No survey happened.

 - g. Newsletter
Discussion regarding outstanding advertiser obligations. Some have paid for advertising, discussion was that these could be reimbursed if they ask.

Kurt moved to kill newsletter. Chris second. Voice vote approved.

IV. OFFICER'S REPORT

- **Treasurer report** – presented first – Conference summary - \$16k from registration, \$14.5k from sponsors, Fairmont total bill - \$14k
Next conference registration – Mandi to handle and run through QuickBooks or other TBD, with invoicing/receipts, etc.

Further discussion on PayPal resolution. Jeff sent Amanda's email to Mandi, discussed details. Registration will need to wait until we have a solution on PayPal. If it can't be resolved, Skyler and Mandi to adjust banking details to make it work.

Investments - discussed treasurer handling of investment/reinvestment – determined to reinvest the CD amount into a new CD with treasurer to select best available option at the time in consultation with the Executive Committee

Skyler made a motion that the Treasurer shall, in consultation with the Executive Committee, reinvest the CD amount upon maturation into a new CD with the best yield option available at the time, up to a 2-year term. – Jeff M. second, unanimous voice vote.

- President's report - none
- Past President –working on conference for Pocatello
- President Elect
- Treasurer
- Secretary
- Idaho Directors – governor's proclamation was issued, working on 2020 Pocatello conference.
- Wyoming Delegate
- Montana Delegate

V. NEW BUSINESS

- Investment of savings – addressed in old business
- Chapter strategic goals & funding directives
 - Ideas previously offered:
 - Expand scholarships
 - Increase # of sponsorships for PWX attendance
 - Promote and support national committee participation
 - Hiring a part time chapter management assistant (previously assigned to chapter directors to develop a proposal)

General approval expressed of scholarship expansion done at Spring 2019 meeting, sent 2 people to PWX and had other section leaders in

attendance as well. No action has happened in investigating the possibility of hiring a management assistant.

Suggestion was made to purchase portable conference equipment to use at board meetings.

Re: scholarships, Kurt indicated that he had send postcards to solicit applications and that had worked, will do that again this year. Discussed giving an APWA membership or conference registration to scholarship awardees.

Stephanie to send out strategic plan and follow-up to receive ideas if we feel a need to revisit it.

Membership committee needs a chairperson. Determination was made to push to get a membership chair at the spring conference.

Strategic outreach: state directors could deliver some APWA materials to PW directors/cities for Public Works week, and host booths at other conferences.

- 2020 Spring Conference
 - Pocatello, ID – Red Lion Hotel April 6-8
 - Board dinner April 5th, 5:00 pm
 - Spring board meeting April 6th

Jeff reported on conference arrangements - \$72 hotel rooms, investigating tour options: FBI data center, ISU structural dynamics lab, Nuclear Accelerator center, Tours & Golf – Tuesday afternoon.

General agreement that registration should be kept under \$300, Kurt suggested \$295 – no disagreement.

Jason is doing good with vendor solicitation.

Further discussion of conference details, preferences, and planning...

Break at 3:20 to 3:26

- 2021 – Cheyenne; 2022 – Billings; 2023 – Boise
 - 2024 Spring Conference
 - Identify location in MT
- Deferred decision on 2024 location.

VI. COUNCIL OF CHAPTERS REPORT

Task force assignment at COC and discussed different topics, decided that every chapter should have a historian and provide a brief history/synopsis to national.

Stephanie asked why is awards so hard? – Chris stated that the challenge is in soliciting applications and the national application is difficult.

Chris attended augmented reality workgroup. Met with Dan Hartman, Region Director, suggested to invite to spring conference. Discussed other goings on at the council of chapters meeting.

VII. COMMITTEE REPORTS (by members present)

- Membership – John V. volunteered to be nominated for Membership chair
- Transportation – Jeff M. stated that Art DaRosa has asked what he can do to support the transportation committee objectives.
- Awards – Stephanie to send Ken Demmons the award form and encourage Tyson to assist Ken in getting started on awards application solicitation.
- Fleet services
- Vendor Liaison
- Education Committee Chair
- Web Site
- Scholarships

Suggested to take a Board photo at the spring conference.

VIII. ADJOURN - Kurt moved to adjourn, Chris second. Voice approval.