

**APWA Rocky Mountain Chapter Spring Board Meeting  
Monday April 15, 2019  
Fairmont, MT**

**Members in Attendance**

- Mandi Everett
- Ryan Leland
- Ryan Salisbury
- Chad Hansen
- Jeff Mansfield
- Carl Anderson
- Chris Hertz
- Tyson Lesmeister
- Vicki Nemecek
- John Vendelinder
- Kurt Thompson
- Andrew Kimmel
- Ken Demmons
- Jason McConnell
- Stephanie Beckert
- Skyler Allen

**I. CALL TO ORDER & ATTENDANCE – Call to order 8:10 am**

Vicki welcome and introductions

**II. APPROVAL OF MINUTES – Fall Board Meeting September 2018**

Andrew move to approve, Chris second, unanimous voice vote

**III. OLD BUSINESS**

- a. Survey Monkey
  - i. Survey is ready to send with some minor updates
  - ii. Plan for issuing survey and analyzing responses
    - 1. Six questions – Vicki to finalize, Ryan S. to distribute electronically
    - 2. Analyze responses
  
- b. US Bank – At fall board meeting Treasurer was directed to obtain 2-3 quotes from banks on terms and recommend to board for action on changing banks.
  - i. Treasurer to report on findings
    - 1. Mandi reported on challenges- change to Bank of Commerce would require filing articles of incorporation in each state
    - 2. Major complaints about US Bank have resolved
    - 3. Recommend staying with US Bank
  - ii. Board determination on banking

1. Motion to keep checking/savings at US Bank – Mandi, Tyson second, unanimous voice vote
- c. Newsletter
- i. Spring 2018 determined to do 2 more short newsletters than Facebook page
  - ii. Our remaining advertiser obligations
    1. Suggested to include a question about the relevance of newsletter
    2. Do we need to issue at least one more to satisfy ad obligations (?)
    3. Vicki asked for volunteers to take pictures, write articles,
      - a. Conference
      - b. Awards
      - c. Scholarship
      - d. Photos –board members take 1-2 pictures– email to Andrew
      - e. ((Mandi – general gmail account for section))
- d. PWX 2019
- i. National and Region encourage RMC to support conference as it is in our region
    1. Chapter send delegate + one officer (Skyler?)
- e. Scholarships – it was suggested to increase the scholarship amount, decision deferred.
- i. Determine number and amount of scholarships for 2019-20
    1. Discussion of scholarship stuff – possibly changing them,
    2. Two larger scholarships (or three)
    3. Skyler suggestion – give authority to scholarship committee to select up to three (prefer one from each state)
    4. Carl Anderson – perhaps rotate states
    5. Jeff M – motion to provide up to three \$2k scholarships, direct the scholarship committee to determine which applications to award, board preference would be to award one to each state where possible. Chad H. second, unanimous voice vote.
- Suggestion to incorporate special interest topic meetings at conference (or other meetings that happen) and invite them to hold their meeting in conjunction. PWDs, street leaders. Ryan L to approach MT public works directors
- f. Investment of savings
- i. National has an affiliation with an investment advisor
  - ii. Open discussion or defer to Fall Board Meeting
    1. Andrew – suggest going with National set up for investing
    2. How much money are we talking about investing – current \$16k, \$82k in checking/savings

Ryan L suggested hiring a part time person to help with managing organization, state directors to investigate and bring together a proposal.

Back to finance – Ryan S suggested a subgroup to evaluate

Andrew K – motion to place \$40k from savings account in a 6 mo cd at US Bank, Kurt 2<sup>nd</sup>  
Unanimous voice vote.

Break for 5 min.

#### IV. OFFICER'S REPORT

- President's report
  - Thanks to Mandi for taking over the Treasurer stuff and for her work on that
  - Thanks to everyone for being here
  - Will be suggesting a new board member (Matt) from Wyoming – environmental engineer
- Past President
  - PWX meeting - national working to bring in more water/ww and broad base
  - Council of Chapters – certifications, looking at a solid waste certification, a committee is evaluating what APWA wants to specifically offer. Asset management, etc.
- President Elect
  - We have a conference! Good team effort for conference prep
  - Suggest a standing conference committee
- Treasurer
  - Personal email connected to accounts – can be permanent
  - Created a gmail address – using with the PayPal account
  - We need to get Katie off, plans to resolve after this conference
  - Quicken v quickbooks,
  - Proposing online quickbooks account, tie to the gmail
  - Andrew – check with national re: accounting software
  - Ryan S. – passwords, etc. can be an issue, maintaining with several people
- Secretary
  - Nothing to report
- Idaho Directors
  - Will plug 2020 conference with SE Id PWDs
  - Bingham Co, Pocatello lots of people, some interest in being on the board
- Wyoming Directors
  -
- Montana Directors
  - Nothing to report

Proclamation for PW week – Nationals has the wording for the proclamation, Vicki- WY, Ryan L.- MT, Jeff M. - ID

#### V. NEW BUSINESS

- PayPal – how is it going? Payment notes for registration to tie to registrant?

- Chapter Leaders Training – short update from attendees
  - Lowell Applebaum – professional society consultant – Member retention & board effectiveness presentations
  - Member retention presentation available on APWA (APWA.net/clr – in video)
  - Strategic planning for money investment/spending goals – place on the agenda for the fall board meeting
- Advocacy Ambassador
  - Appoint new or leave as President
  - Mandi/Ryan L – Ambassador to be Stephanie B. – unanimous opposition after further discussion
  - Tabled – executive committee to appoint an ambassador
- Utilities and Public ROWs Committee
  - Appoint new or leave as President
  - Executive committee to appoint
- Election of Officers
  - Council of Chapters Representative – Ryan L. term expiring Chris H nominated
  - Alt. Council of Chapters Representative – Chris H. term expiring Ryan L nominated
  - Idaho Chapter Director – Jeff M. term expiring Jeff M. nominated
  - Montana Chapter Director – Carl A. term expiring Carl A. nominated
  - Wyoming Chapter Director – Need a second director Matthew Theriault nominated
  - Committee Chairs
    - Andrew K nominated to awards
    - Art DaRosa – Transp. Committee
    - Other nominations discussed – board to seek nominees prior to Tuesday general meeting.
- 2019 Fall Board Meeting
  - Red Lodge – Sept 19-20, Thu afternoon meeting, dinner Thu night., Fri am if needed
- 2020 Spring Conference
  - Pocatello, ID
  - Week of April 13, 2020? – Jeff to help nail down hotel and dates (April 6-8)
- 2021 – Cheyenne; 2022 – Billings; 2023 – Boise
- 2024 Spring Conference
  - ( ? ), MT – discuss at fall board meeting

## VI. COUNCIL OF CHAPTERS REPORT

PW First Responder push in progress

New salary survey – Ryan L. has a few if anyone is interested to see them

Interactive – social media

**VII. COMMITTEE REPORTS (by members present)**

- Membership
- Transportation
- Awards 6 submissions this year for over \$3m, 1 for under \$1m, PW leader of the year, technology and innovation. 4 awards to present
- Fleet services held an activity, set up EMV maintenance certification at conference
- Vendor Liaison collecting business cards to solicit vendors, save the date passing out, Denver EJ branch – covers WY, getting more people involved
- Education Committee Chair
- Web Site
- Scholarships previously discussed

Discussed providing a budget summary to membership at conference. If we have it to present at the dinner Tuesday, Mandi will present.

Discussed agenda for dinner Tuesday – Budget report, elections of officers, announce 2020 conference, encourage participation in survey to come after conference  
Announcements for Mon Lunch – conference specifics

**VIII. ADJOURN**

Kurt – motion to adjourn, Stephanie second, unanimous voice vote