

**APWA Rocky Mountain Chapter Spring Board Meeting
Monday April 16, 2018
Riverside Hotel Boise, ID**

Members in Attendance

I. CALL TO ORDER & ATTENDANCE Started at 8:00

- Owen Champion
- Carl Anderson
- Chad Hanson
- Andrew Kimmel
- Jeff Mansfield
- Mandi Everett
- Chris Hertz
- Vicki Nemecek
- Jill Marilley – National President
- Jeremy Welch
- Ryan Salisbury
- Tyson Lesmeister
- Jason McConnell
- City of Bozeman
- John Vendelinder
- Skyler Allen
- Kurt Thompson
- Joe Kaufman – City of Lewiston
- Matt Workman – City of Bozeman
- Ken Demmons
- Ryan Leland

II. APPROVAL OF MINUTES – Fall Board Meeting September 2017

- Vicki Nemecek Moved
- Chris Hertz Second

III. OLD BUSINESS

- a. For conferences, Nationals will take care of everything once we have registration forms filled out, payment goes to Nationals, then Nationals sends it to us. PayPal is a pain. This is the plan for 2018. Did not happen, easier to have Robin do it. Need to have everything ready at one time, meals, schedule, agenda, reservation information. Not conducive to RMC procedures
- b. Treasurer – needs to be a board member, elected position, Katie Ward cannot do the work she is not a member of APWA
- c. Membership – 281 in February, up 6 members within the last fiscal year, Jill says well done
- d. Shirts – Mandi and Stephanie organized new shirts for the board
- e. Survey Monkey after conference –
 - i. Do not go through National per Jill
 - ii. We will send that out this year

- iii. Needs to go out next week – week after
- iv. Did you attend? As first question
- v. 5 questions
 - 1. Did you attend?
 - a. If you didn't attend, why?
 - 2. Did you find sessions useful?
 - a. 3 things I learned or were applicable to you immediately or in the future
 - b. Suggestions for future conferences
- vi. Skyler Allen, Vicki Nemecek and Ryan Salisbury will create the questions
- vii. Yes/no with option to fill in a box
- f. Robin's help on conference
 - i. She took care of registration
 - ii. Did not pay here to come down
 - iii. Susan Dearthoff with City of Meridian running registration and sign in at conference

IV. OFFICER'S REPORT

- President's report
 - 102 registrations for the conference including vendors
 - Make sure your room is booked through our conference to get the credit to our conference
 - \$6,000 away from threshold to save \$4,000 meeting room fee
 - Looking to make \$10,000 to \$15,000 on this conference
 - Still don't know what happened in Helena for finances, have not seen financials from the Helena Conference
 - Hot topics for the region at National meeting that Andrew attended in February
 - GIS
 - Unmanned vehicles
 - Donald C Stone is being phased out
 - Public works manager course going to be implemented
 - New tests and new curriculum for certifications
 - More certifications for PW professionals
 - Working file for conference do not have to recreate the wheel
 - Google drive
 - Need to announce the business meeting for Tuesday night at the Monday lunch so that we have 10% of attendees to vote on business
- Past President
 - Nothing new to report
 - Double check with by-laws as to how the elected officials progress
 - Either the Treasurer or Secretary will go to President Elect
 - One person that has been on the executive committee for at least one year prior to President Elect
 - Executive committee is President, President Elect, Secretary and Treasurer

- President Elect does go straight to President
- President Elect
 - Excited to take on the role of President
- Treasurer
 - Amanda or Katie did not give the financials to Ken Demmons
 - Need to have financials to National by June 30
- Secretary
 - Send by-laws to Ryan Salisbury to upload to website
 - Send draft meeting minutes to Ryan Salisbury today to get on website
- Idaho Directors
 - Owen did Proclamation
- Wyoming Delegate
 - Vicki Nemecek will do proclamation
- Montana Delegate
 - Ryan Leland and Chad Hanson to do proclamation

V. NEW BUSINESS

- Bank account – US Bank – need to get a new bank, can't print out electronic statements, need to have one that has branches in all 3 states
 - Glacier Bank as an option
 -
- Membership discussion
 - More Cities involved
 - Pick up the phone – “Volunteer with the local Chapter, did you know about what we have going on?”
 - Brown bags, trainings, web trainings
 - Online trainings are free
 - List of value points as to why to join
 - Everyone call at least one City and invite them to join and participate
 - Get coaching from staff at National for language
 - National will run report to show who is member
 - Each City or County has a certain number of memberships available, make sure they are all filled
 - Membership Chair can get language from Brad to email out to all of the board
 - Directors for each state to help boost membership and make phone calls
 - Cities and Counties should call other Cities and Counties, not a consulting engineer, better received
- Chapter website update
 - Ryan Salisbury doesn't have much to update
 - New postings for conference
 - Ryan keeps it pretty fresh, but could always use help and suggestions
 - If you want to add anything let Ryan know
 - Board members have access to send email blasts
 - If a public entity is a member they are allowed to post jobs on the website for free

- Election of Officers
 - Announcement at lunch
 - Secretary
 - Skyler Allen volunteered
 - Talk to people to see if they are interested
 - Treasurer
 - Need a treasurer
 - Mandi Everett volunteered
 - Ken Demmons volunteered
 - Council of Chapters
 - Ryan still willing to do it, the City of Helena is very busy so Ryan will work with Chris Hertz on schedules
 - Alternate move up to Representative after 3 year term
 - Idaho Chapter Director
 - Owen – willing to do another term (2021)
 - Montana Chapter Director
 - Chad Hanson's term is up but would do another term
 - Ask around to see if anyone is willing to become a board member
 - Historian
 - All information on Google Drive, need someone to organize it
 - Universities have programs that will generally do it for free
 - Most Chapters do not do this
- 2018 Fall Board Meeting
 - West Yellowstone
 - September 20, 2018 for dinner
 - September 21, 2018 for board meeting
 - Mandi will find hotel and conference room
- 2019 Spring Conference
 - Fairmont, MT
 - April 15-17, 2019
 - Check with Fairmont to see if they affiliate with a local CVB
 - Save the Date card to give to vendors and other attendees at other conferences
 - Ryan Salisbury
 - Tyson and Stephanie will do the technical sessions and call for abstracts and put together schedule for the conferences
 - Ryan Leland will call Butte, MT to get a tour of the pumphouse
 - Golfing at the resort
- 2020 Spring Conference
 - Pocatello
- 2021 Spring Conference
 - Cheyenne
- 2022 Spring Conference
 - Billings, MT
- 2023 Spring Conference
 - Boise
- Newsletter
 - Send a short one for the next two years then go to doing a Facebook page

- Attach award information to the newsletter
- Jill Marilley
 - Leadership Training - 2019
 - Chapter pays for
 - Council of Chapters
 - Send Secretary
 - Discuss at fall board meeting
 - Pop meetings help with education
 - Do them in a location that is unique
 - Snow conference
 - Encourages Public Works Directors to send people
 - Rodeo at PWX
 - Each chapter gets 2 spots for reduced rate
- PWX – Kansas City, MO August 26-29, 2018
 - RMC to pay for
 - Ryan Leland
 - President Elect – Stephanie
 - Andrew Kimmell
 - Chris moved to pay for half of the expenses for him to go
 - Second Ryan Leland
 - Motion carried
 - Jeff Mansfield will attend also

VI. COUNCIL OF CHAPTERS REPORT

- Small projects rather than long term projects
- Ryan wasn't able to attend this year, Andrew filled in for him

VII. COMMITTEE REPORTS (by members present)

- Membership
 - Twin Falls – 10 members but no one signed up
 - Carl Anderson said he has connections in northern Wyoming he can work on getting members
- Transportation
 - Pocatello North Gate Interchange
 - Should go to tour tomorrow to the Idaho Transportation Department traffic center
 - Pocatello is planning on doing a traffic center too
- Awards
 - Not many submissions
 - Only 3 total
 - One was for a national submittal
 - Giving 2 awards for over \$5 million
- Fleet services
 - Maybe do something at the 2019 conference
- Vendor Liason
 - Approach other conferences to get more people involved

- Have a hard time getting people to attend
 - 28 vendors
- Education Committee Chair
 - Waiting on National to see what they are going to do for new certifications
 - Information will go out at PWX
 - Should be responsible for certifications at each conference
- Web Site
 - Posted final conference agenda
- Scholarships
 - Having a hard time to get submissions
 - Due April 19, 2018
 - Give 3 - \$1,000 scholarships
 - Jill says consider do 1 - \$3,000 or 2 - \$1,500 – Fall board meeting

VIII. ADJOURN

- Chris Hertz first
- Skyler second
- 11:30 a.m.