

**MINUTES**  
**APWA ND Chapter Executive Committee Meeting**  
**December 11, 2019**  
**12:00 pm CST**  
Conference Call  
Call in information:  
Dial-in Info: +1-701-551-1000  
Participant Code: 680-8950

Call to Order:

Attendees: Dennis, Lance, Erik, Gary, Barry, Tom, Jennifer, Ben, Gabe

Minutes from October 8, 2019:

Motion: Dennis – Move to Approve  
Second: Lance  
Passed

Delegate Report:

Lance will be attending the 2020 Council of Chapters' Winter Meeting on February 20-21<sup>st</sup> in Kansas. Will give Jasper the invoices.

Committee Reports:

1. Audit Committee (Lance/Jennifer/Barry) – No Report. When we send audit to nationals do they send a letter concurring or it is just reporting. No one knows.
2. Student Chapter Membership – No update
3. Bylaws Committee (Erik/Jasper) – Approve the bylaw change. Jennifer to send to Chapter meeting minutes to Erik to send to Nationals.
4. Website Committee (Jennifer/Gabe) – No Report
5. Awards Committee (Barry/Rick)-  
Ben will submit examples for Snow and Ice controls.  
Everyone read through the awards and report revisions at the January meeting.

Old Business:

1. Winter Maintenance Certificate Workshop
  - a) October 23<sup>rd</sup>, 2019 in Fargo, ND  
Erik reported the workshop went very well. The workshop focused on supervision versus operating. In the future the chapter should look into operating workshop. There were 100+ in attendance. Committee members received a lot of good feedback on the program.

165 binders – reimbursement

Total event cost was \$9,700. APWA certificate charge was \$4600. Costing the City of Fargo ~\$4,000. There was no room charge and there was not a request for sponsorship. These are items to take into consideration for the next event.

The Committee discussed doing the workshop every year. Possible rotating from west/east side of the state.

Gabe recommended sending correspondence to various agencies/organizations in early 2020. This would give the agencies time to put the workshop in the future budgets.

2. Chapter Goals/Long Term Planning – No Report
  - a) Best Practices for APWA Chapter Capacity Building
  - b) Presidential Award for Chapter Excellence (PACE)  
Pick items to do over the next year to achieve the criteria for the PACE award. Erik will create some notes for the next meeting.
3. Education  
Motion: Lance - To create an education committee of Lance Gabe and Gary.  
Second: Barry  
Passed
4. NDAPWA General Contact Information – No Report  
List of 2020 officers to Nationals – Jennifer will send
5. Grant for Public Works week
  - a) Application form (Jennifer/Gabe)  
Gabe and Jennifer will finalize the application and distribute to communities through the League of Cities.
6. Marketing Material
  - a) Polo/shirt update (Jennifer)  
Jennifer reported the logo is too detailed for embroidery. The committee gave permission to revise logo for the shirts.

New Business:

Barry recommended having a new committee, Past Presidents committee. Barry will reach out to other past presidents.

Motion: Gabe – To have a past presidents committee.

Second: Barry

Passed

Upcoming Events:

- January 2020 – Joint NDWPC meeting
- March 11, 2020 – APWA Executive Meeting (Conference call)

Adjourn:

Motion: Jennifer  
Second: Lance