

MEETING MINUTES
APWA ND Chapter Executive Committee Meeting
May 22, 2019

Ramkota Hotel, Bismarck, North Dakota

Call in information:

Dial-in Info: +1-701-551-1000

Participant Code: 680-8950

Organizer Code 236-9497

Call to Order: Erik called the meeting to order

Introductions

Tom, Jasper, Gabe, Lance, Jennifer, Dennis, Erik

Minutes: Jennifer sent the minutes out on 5/22/19

Motion: Dennis

Second: Lance

Passed

Treasurer's Report:

Motion: Lance

Second: Dennis

Requirements from nationals upgraded software and electronic banking to have better transactions with the local chapters.

Passed

Delegate Report:

Lance on K-12 outreach committee video. The new outreach committee was distributed in early May. PW paws picture update. PWx Conference in Seattle September 8th – 11th. APWA president will be at the Conference this Fall. New regional director, Joe Johnson, Kansas City Metro delegate. Tom will be attending PWx.

Committee Reports:

- 1) Audit Committee – Lance and Jennifer
- 2) Student Chapter Membership – Erik will look into this.
- 3) Bylaws Committee (Erik/Jasper) – Erik sent the bylaws to Nationals for review. Should have a response in June. Put on website after Nationals review
- 4) Website Committee (Jennifer/Gabe) Add APWA week information

Old Business:

- 1) Update on Winter Maintenance Supervisors Program: APWA/City of Fargo are leading the winter maintenance program. Program tentatively scheduled in the last week in October. Working with Ben Dow with the City of Fargo. \$3000 for assistance of the training.
- 2) Chapter Goals/Long Term Planning
 - a) Best Practices for APWA Chapter Capacity Building (sent via email on 5/15/19).
 - b) Presidential Award for Chapter Excellence (PACE) (sent via email 5/15/19).
 - c) ND Chapter is doing a lot of the tasks informally - 63 Chapters, 126 ND members. Revised Project of the year to match nationals. Top ten Public works professional award. Award at the conference in October give recognition for hard work. Then submit to nationals. Lance to put together for top 10.
- 3) LTAP Sponsorship Request from Dale Heglund, Program Director

Jennifer made a motion to send \$2000 to continue supporting LTAP, Tom seconded. Passed.

New Business:

- 1) Project of the Year Notice (sent via email on 5/20/19)
- 2) There are new ND project of the year applications. The new applications Rick will send to membership. Jennifer to put on the website.
- 3) NDWPC Conference Sessions
 - i) LTAP – Road sign – Jasper
 - ii) Traffic Signals – perspective from traffic signals - Lance
 - iii) Encroachments/protecting Right of Way - Erik
 - iv) Chemical storage/Safety procedures - Dennis
 - v) Vector control - Dennis
 - vi) Flood preparedness. Best practices for Flood control. – Round Table. Minot, Fargo, Bismarck, Wahpeton, Lisbon, Linton, Kindred, Yearly training, lessons learned.
 - vii) Electrical use tracking – real time monitoring. - Jasper
- 4) Gateway to Science – 2019 Annual Sponsorship – Environmental festival. Willing to sponsor an event. Jennifer to contact Gateway to science regarding specific sponsorship.

- 5) ND APWA General Contact information – Lance to follow-up regarding a general ND APWA email and cloud for information.
 - a) Duties list for the officers positions.
 - i) President – Organizing meetings.
- 6) Grant up to \$500 for Public Works week
Send email to membership in December
- 7) Award Committee – Rick/Lance
Motion: Dennis
Second: Jennifer
Passed
- 8) Marketing Material
 - a) Jennifer made a motion to spend up to \$500 on marketing material for new membership. Second: Lance
Passed.

Upcoming Events:

- May 19 to May 25, 2019 - National Public Works Week
- June 3, 2019 - PACE Award deadline
- July 1, 2019 - 2019 Project of the Year deadline
- October 8th – 10th, 2019 NDWPCC in Bismarck

Adjourn:

Motion: Jasper
Second: Dennis