# Meeting Minutes: Executive Committee

Date: 08/17/2017

Minutes prepared by: Shannon Hartwig

Location: 121 East 7th Place, St. Paul, MN 55101

## Attendance

* Jim Thalhuber – In Person
* Dean Ascheman – In Person
* Kathy Peterson – Via Phone
* Nate Aalgaard – Absent (Excused)
* Amber Madoll – Absent (Excused)
* Joan Willshire, MCD Executive Director
* Shannon Hartwig, MCD Staff

## Approval of Agenda and Minutes

**Action:** Dean Ascheman motioned for approval of the agenda; it was seconded by Kathy Peterson. It was approved by unanimous voice vote. Dean Ascheman motioned for approval of the minutes of the April 20, 2017 meeting. Kathy Peterson seconded the motion. It was approved by unanimous voice vote.

## Discussion, Mission Statement and Vision

The group discussed the current version of the Mission Statement and Values. Shannon will send an electronic copy out to the Executive Committee for review, the group will return their suggestions, comments and edits to Shannon by August 30th. Shannon will compile the group information, and prepare it for review at the September Executive Committee meeting.

## Public Policy Update

Discussion Joan Willshire provided a recap of the Capri budget, EO 14-14, the plan is to dream big, ADA transition plans, Joan will follow up with the group at the next meeting.

## Position Descriptions Discussion

Discussion, Joan Willshire provided an update to the group about the status of the position descriptions. They will be updated agency wide, the group reviewed the organization charts A and B, the group gave their recommendations and suggestions, and Joan will follow up with a review at the next meeting.

## Council Business Discussions

Discussion, Shannon provided an update on council member attendance, there is one person who has not contacted the agency for the past three full council meetings or committee meeting. The member has not responded to email, phone calls or postal mail. Council Chair Jim Thalhuber requested Shannon send an attendance letter to the council member via registered mail. Shannon will send it out this week.

Discussion, New Council Member Training, Shannon reported that three new council members were appointed July 3, 2017 along with existing member Kathy Peterson. New Council Member Training was scheduled for August 17th, however there were conflicts in scheduling, the meeting has been reschedlued for September 28th at noon. Council members will need to complete training before the next council meeting which will be held on October 5th, 2017.

Discussion, Open Seat on Council, while we anticipated an appointment for the Region 2 open seat, it has not been filled as of yet. We will continue to recruit for this vacancy as well as the upcoming seats that will open in January 2018. Open areas will include Region 9 -Nancy Fitzsimmons, Region 11 – Andrea Bejarano-Robinson, and Region 7- Kathy Wingen.

## By-Laws Discussion

The group reviewed the By-Laws changes that were passed in June of 2017. The group reviewed the impact of the long standing Council members who have served more than three full terms. It was determined that the members will transition out at a slower rate than first expected. No action taken, one member will transition out during 2018, three in 2019 and one in 2020. The group will continue to monitor the topic and review as necessary, under council member business.

## Full Council Meeting Planning

The group reviewed the Draft agenda for the October 5th full council meeting, and Shannon will make the necessary revisions, and submit the final version to the group at the next meeting.

## Environmental Controls Discussion

Discussion, Joan Willshire provided an update to the group about the status of the Environmental Controls. Document MCD 7.31.2017 is an annual document that is completed by the agency Executive Director. Review of the document is for informational purposes to inform the Executive Committee members of the process.

## Chairs Report

September Executive Committee meeting is scheduled for September 17th, Council Chair Jim Thalhuber will not attend, due to prior commitments. The group discussed the option of holding the meeting on Monday September 25th. The group made the decision to hold the Executive Committee meeting on the 25th, where all members will be available.

## Executive Director Report

Executive Director Joan Willshire gave an update on the State Fair, it was a great turn out, we had a lot of commissioners that came by to spend time at the booth, and we also had a lot of featured guests. Staff did an amazing job, as they always do. Thanks to the hard work and dedication of staff members Linda Gremillion and David Fenley. **Action: A motion was made by Dean Ascheman to approve the purchasing of the State fair tickets for use by the staff members, volunteers and special guests that will be in a working capacity at the booth. The motion was seconded by Kathy Peterson. It was approved by unanimous voice vote. Motion passed.**

Willshire gave an update on the status of the Legislative position, staff member George Shardlow has moved on to further his career. The agency will be posting the position sometime after the fair ends.

Willshire gave an update on the travel status of staff to attend conferences and training. **Action: A motion was made by Dean Ascheman to approve outstate travel for staff member Shannon Hartwig to attend the Railvolution 2017conference which will be held in Denver on September 16-20, 2017, including air fare, meals, registration fees and expenses related to attending the conference. The motion was seconded by Kathy Peterson. It was approved by unanimous voice vote. Motion passed.**

Meeting adjourned at 4:10 pm

Respectfully submitted by:

Shannon Hartwig

## Executive Committee Meeting

Date: September 25, 2017

Time: 2:30 – 4:30

Location: MCD 121 East 7th Place, St. Paul, MN 55101