



EXECUTIVE COMMITTEE MEETING

Thursday, June 25, 2020

1:00 p.m.

MEETING NOTES

Executive Committee members present via Zoom conference Tim Herlitzka, Brian Knapp, George Morrissey, John Murphy and Joe Pickart. Executive Director Tim Heinrich also joined the Zoom. President Knapp called the meeting to order at 1:02 p.m.

The minutes of the April 15, 2020, Executive Committee meeting were reviewed. Morrissey motioned approval; Herlitzka seconded. Motion passed unanimously.

Knapp did not have anything to share for the President's Report.

Heinrich provided a brief review of the financial statements through May 31, 2020, noting the reduced employee expenses due to travel restrictions in place because of the pandemic. Herlitzka noted the strong cash position. The association's Form 990 for 2019 will be filed by the July 15 IRS deadline.

The Committee reviewed a proposal to purchase a new grounds tester at a cost of \$4,500. This is an unbudgeted item that will replace an existing piece of equipment that had reached end of life and is no longer operational. The tester is essential for performing mandatory testing. Pickart motioned approval; Murphy seconded. Motion passed unanimously.

Heinrich provided the Executive Director's Report, leading the Committee through a discussion of several items:

Due to continuing concerns about the coronavirus, Heinrich recommended the 2020 Annual Conference be canceled. He noted that staff had researched costs to re-purpose all or some of the conference as a virtual event; he advised against it. He proposed exploring the possibility of holding the planned golf outing to provide an opportunity for members to meet. Herlitzka suggested a more central location be identified. Further, Heinrich suggested that the 2021 conference be held in Manitowoc with many of the same logistics and topics. Pickart motioned approval of the plans to cancel the 2020 event and re-schedule the 91st Annual Conference to May 2021 in Manitowoc. Morrissey seconded. Motion passed unanimously.

The ad hoc Small Cell Wireless Committee continues its work on the model agreement, including engineering specifications. The project is expected to wrap up by June 30, with the final deliverables to be provided to the membership later this summer.

MEUW currently has three vacant positions in the Safety area – two Regional Safety Coordinators and a Safety Training Specialist (the "hybrid position") that was included in the 2020 budget. Manager of safety Services Mike Czuprynko joined the meeting to discuss a recommendation from the Safety and Education Committee to fill the Safety Training Specialist position following successful candidate interviews in mid-June. The Committee discussed the current vacancies and reviewed decisions made as part of the budget process.

Herlitzka motioned approval to fill the Safety Training Specialist role; Morrissey seconded. Motion passed unanimously.

The Wage & Benefits Survey is currently underway; responses are due by June 30. Feedback from early responders about the new data-collection format has been mostly positive, despite some user issues related to the online tool. As of June 25, 52 utilities had submitted data for the survey.

Heinrich noted recent discussions with Phil Hansen, WPPI Energy's VP of Information Technology, regarding MEUW interest in partnering with WPPI to provide technology services and support to the MEUW office and staff. The outreach was in follow up to the Executive Committee's January discussion and the direction to explore sharing services with WPPI Energy. After reviewing the situation, Hansen replied that his staff does not have capacity due to several current projects; the parties agreed to leave the door open and explore options in the future.

Heinrich plans to hold a "Board Orientation Session" to educate newer (and veteran) board members about how MEUW operates and to foster a deeper understanding of the association's history, mission and programs. It will be scheduled as a 90-minute Zoom session. All Board members will be invited to attend. The Committee expressed support for the effort.

Periodically conducting some type of self-evaluation is often cited as a leading practice for non-profit association governing bodies. Heinrich noted that over time and as different individuals have led MEUW (both as Executive Director and Board President), the role of Board members has ebbed and flowed. He expressed interest in having the Board discuss the roles and responsibilities of individual board members and the body as a whole and also evaluate how effectively those duties are currently being carried out. He shared with the Committee a document from 2011 (which was adopted by the MEUW Board at the time) that outlines the "Ten Responsibilities of the MEUW Board of Directors." After discussion, Knapp, Murphy and Morrissey agreed to propose edits to the 2011 document in an effort to make the content more customized to MEUW. The revised document will be prepared for discussion at the next Board of Directors meeting.

Heinrich noted the role of the Board in overseeing the activities of the Executive Director. He presented the current job description that was drafted in February 2018. After a review and discussion, the Committee determined the current version accurately describes the duties of the Executive Director and no updates are needed at this time.

A preliminary draft of the 2021 budget is being developed for the August Board meeting. The Committee discussed the importance of aligning expenses with members' priorities while maintaining a cash reserve consistent with the recently adopted policy.

Heinrich noted plans for a Member Engagement Survey to be fielded in September/October 2020. The survey tool used in the most recent (February 2019) was reviewed and determined to still be the correct set of questions. Knapp expressed interest in having the survey results in time to validate the 2021 budget plan matches with the feedback about what matters most to MEUW members.

The full Board will meet on August 21 via Zoom conference at 8:30 a.m. Discussion of the 2021 budget and the impact to membership dues will be a critical agenda item.

Murphy motioned; Morrissey seconded to enter Executive Session. Motion passed unanimously. Murphy motioned; Pickart seconded to adjourn the meeting from the Executive Session; the meeting adjourned at 2:45 p.m.