

2017 AIPG MN Annual Meeting Minutes

December 27th, 2017

Attending: Keith Rapp, Nathan Gruman, Steph Theriault, Kelsi Ustipak, Jane Willard, Dan Hunter, Jeff Neisse, Shanna Schmitt, Adam Krieger, Ryan Schafer, Jake Dalbec, Mike Hultgren, Dylan Young, and Sara Nelson.

** There were enough attendees to provide a quorum

- 1) The meeting was called to order at 11:47 am on 12/27/2017
- 2) Review of 2016 Annual Meeting Minutes
 - a. The meeting minutes were edited regarding the AELSLAGID nomenclature
 - b. Motion Passed to approve the minutes with updated language
- 3) Election Summary
 - a. Sara Nelson was elected to President-Elect position
 - b. Lauren Larkin was elected to Vice President
- 4) Officer Reports
 - a. President → No report was provided
 - b. VP → No report was provided
 - c. Secretary Treasurer → See attachment
 - d. Past President → See attachment
 - e. President Elect → See attachment
 - f. Web Master → No report was provided
 - g. Screening/Membership Chair → See attachment
 - h. Education Chair → See attachment
 - i. St. Thomas Student Chapter Sponsor → No report needed
 - j. Student Grant/Field Trips/Regulation & Legislation Chair → No report provided
 - k. Sponsorship Chair → See attachment
 - l. Student Resume Review → See attachment
 - m. Newsletter → No Newsletter in 2017
 - n. Fundraiser Chair → See attachment
- 5) General Orders and Section Business
 - a. Renaming the Student Grant to honor Gil Gabanski
 - i. Motion passed to approve the name change
 - b. AELSLAGID Update
 - i. Hearing will occur in January regarding rule updates
 - c. Mineral Hardness Kits
 - i. Motion to approve funding for 75 kits or \$1000 passed
 - d. Donation to Annual Meeting Section Sponsor
 - i. Motion to approve \$250 for sponsorship for the CO section for hosting the annual AIPG meeting passed
 - e. Student Issues of TPG
 - i. Motion to approve funding for student issues of the TPG passed
 - f. University Geology Clubs to receive donated issues

- i. St. Thomas, University of Minnesota, University of Minnesota-Duluth, Winona State, University of Minnesota-Morris, Macalester College, Gustavus, Minnesota State-Mankato, Carleton College, St. Cloud State
 - g. Professional Certification Course Sponsorship
 - i. Motion to approve \$2000 to donate to the U of M Practical Skills Course for 2018 passed
 - h. Suggested appointments for 2018
 - i. Kelsi Ustipak volunteered to be the lead organizer student social hours
- 6) New Business/Open Discussion
 - a. By-Laws Update
 - i. Summary of updates provided by Jake
 - b. Library of Materials for FG/PG Tests
 - i. Tabled until a later meeting
- 7) Meeting adjourned at 1:38 on 12/27/2017

Minnesota Section
American Institute of Professional Geologists



Officer/Committee Annual Report

Name: Adam Krieger

Date: December 27, 2017

Position: Secretary/Treasurer

2017 Accomplishments/Activities/Duties:

Significant Events for 2017 were a successful Spring Social AIPG MN and annual Golf Fundraiser. We also hosted multiple student Social Hours for both U of M and St. Thomas students. We sponsored the inaugural 2017 U of M class to help students who are not seeking as Masters to be better prepared for the professional world with HAWOPER training. We continued the Student Grant for the MN Section in 2017. The section opted to donate to a MN Brownfield event to in memory of Gil. Last, this year we continued to host free lunches to students who attend our monthly meetings.

Summary of Significant Expenses/Income:

See attachment. See the 2017 Yearly Finances for a detailed look at our incomes and expenditures for the year. Our major expenses were the Mineral Kits (\$896.50), 2016 Scholarship winner (\$1000.00 to Glen Hartford), the 2017 Spring Social (\$1,140.87), the 2017 Golf Outing (\$4,431.20) and the section sponsored trip to the National Conference (\$1,957.55). We also had the routine expenses of minerals for the raffle, website maintenance and Radisson Invoices.

Problems/Issues:

We still have a few people that are complaining about online registration but it is from the same people each year. We have gotten some complaints on web access to meetings; this is mainly related to ethics talks we may be hosting.

Suggestions for Improvement:

No major changes needed for the Secretary Treasurer Position needed for 2017.

Minnesota Section
American Institute of Professional Geologists



Current AIPG Executive Committee	
President, 2017	Marcella Hartman
President-Elect, 2017	Steph Theriault
Vice President, 2017	Ryan Mathieu
Secretary-Treasurer, 2015-2016	Adam Krieger
Executive Committee Person 1 (Director/PP), 2016	Paula Berger
Executive Committee Person 2 (Director), 2015-2016	Rob Blakely
Executive Committee Person 3 (Director), 2015-2016	Nathan Gruman
Executive Committee Person 4 (Director), 2015-2016	Curt Hudak
Executive Committee Person 5 (Director), 2015-2016	Ryan Schaefer
Executive Committee Person 6 (Director), 2015-2016	Shanna Schmitt

2017 Committee Chairs and Appointed Positions & Representatives (Appointed positions are non-voting positions)	
Screening Committee	Damon Powers, Chair
Nominating Committee	<i>Appointed by President by September 1st</i> Shanna Schmitt; Paul Putzier, Jane Willard, Jake Dalbec
Regulation & Legislative Committee	Bruce Johnson, Chair
Membership Committee	Damon Powers, Chair
Sponsorship Committee	Paula Berger, Chair
Newsletter Committee	Mike Hultgren
Fundraising Committee	Curt Hudak, Chair, Bruce Johnson, Jake Dalbec, Hong Spores, Sara Nelson, Shanna Schmitt
Education Committee	Ryan Mathieu, Chair
Student Grant Committee	Bruce Johnson, Chair; Keith Rapp; Jake Dalbec; Jim Simonet; Damon Powers
Student Resume Review Committee	Gil Gabanski, Chair; Dan Hunter; Jane Willard; Nathan Gruman; Tonia O'Brien; Shanna Schmitt
UST Student Chapter Sponsor	Sara Nelson
Webmaster	Matthew Hegland
Field Trips Committee	Bruce Jonson, Chair
Bylaws Restructure Committee	Jake Dalbec, Chair; Paul Putzier; Gil Gabanski
State Mapping Advisory Committee, AIPG Member	Damon Powers
AELSLAGID Joint Practice Committee, AIPG Member	Bruce Johnson
Others:	
AELSLAGID Board Member, Geology	Keith Rapp (not appointed by AIPG MN, nominated from PGs)
ASBOG Board	Bruce Johnson (not appointed by AIPG MN)

*Please note that individuals who have **bolded** positions should complete an Officer/Annual Report. Individuals who hold multiple positions can separately describe them on the same report.*

AIPG MN Section - 2017 Yearly Finances

2016 Summary by Adam Krieger

Check #	Date	Transaction Description	Payment	Deposit	Verified with Bank Statement	Balance	Comment
	1/5/2017	PayPal Fee	(30.00)			\$9,627.73	Balance from 12/31/2013: Last Check 202
	1/11/2017	Jan Pay Pal Deposit		712.13		\$9,597.73	
	1/12/2017	Radisson Invoice	(1,185.23)			\$10,309.86	
	1/13/2017	January Cash/Check Deposit		358.00		\$9,124.63	
	1/17/2017	StarChapter Fee	(100.00)			\$9,482.63	\$15/raffle tickets
	1/24/2017	U of M Class Sponsorship	(2,000.00)			\$9,382.63	
	2/1/2017	PayPal Deposit		760.44		\$7,382.63	
	2/1/2017	AIPG National	(120.00)			\$8,143.07	
	2/6/2017	Pay Pal Fee	(30.00)			\$8,023.07	
	2/8/2017	Feb Cash/Check Deposit		127.00		\$7,993.07	
	2/8/2017	Office Max	(20.34)			\$8,120.07	
	2/9/2017	Radisson Invoice	(938.42)			\$8,099.73	Supplies
	2/13/2017	Pay Pal Deposit		278.07		\$7,161.31	February meeting
	2/13/2017	AIPG National - TPG Issues	(162.00)			\$7,439.38	Rock Hammer and Plaque for Jake Dalbec
	2/17/2016	StarChapter Fee	(100.00)			\$7,277.38	Student Issues of TPG
	2/25/2016	Groveland Tap	(92.08)			\$7,177.38	
255	2/28/2016	Shanna Schmitt	(73.36)			\$7,085.30	Student Social Apps St Thomas
	3/6/2017	Pay Pal Fee	(30.00)			\$7,011.94	Student Social Apps - U of M
257	3/8/2017	Student Scholarship - Glen Hartford	(1,000.00)			\$6,981.94	
	3/10/2017	March Cash/Check Deposit		135.00		\$5,981.94	
256	3/14/2017	Shanna Schmitt - Minerals from Enchanted Rock	(110.49)			\$6,116.94	Minerals
	3/17/2016	StarChapter Fee	(100.00)			\$6,006.45	
258	3/20/2017	Jake dalbec - President's Plaque	(168.51)			\$5,906.45	
	3/27/2017	Radisson Invoice	(876.71)			\$5,737.94	
	4/5/2017	Pay Pal Fee	(30.00)			\$4,861.23	
	4/6/2017	Radisson Invoice	(1,329.21)			\$4,831.23	
	4/14/2017	Pay Pal Deposit		1,255.03		\$3,502.02	
	4/17/2017	April Cash/Check Deposit		416.00		\$4,757.05	
	4/17/2017	StarChapter Fee	(100.00)			\$5,173.05	
	4/20/2017	Enchanted Rock Garden	(78.31)			\$5,073.05	
	4/24/2017	Burger Moe's Spring Social	(1,140.87)			\$4,994.74	Spring Social
	5/4/2017	May Cash/Check Deposit		166.00		\$3,853.87	
	5/4/2017	May Pay Pal Deposit		677.59		\$4,019.87	
	5/4/2017	Pay Pal Fee	(30.00)			\$4,697.46	
	5/4/2017	Raddisson Invoice	(688.78)			\$4,667.46	
	5/17/2017	StarChapter Fee	(100.00)			\$3,978.68	
	5/26/2017	AIPG National Dues		3,942.50		\$3,878.68	
	6/2/2017	ExComm Meeting Breakfast	(144.97)			\$7,821.18	Dues From National
	6/5/2017	Pay Pal Fee	(30.00)			\$7,676.21	
	6/7/2017	June Cash/Check Deposit		185.00		\$7,646.21	
	6/8/2017	Pay Pal Deposit		510.58		\$7,931.21	
	6/8/2017	Raddisson Invoice	(835.58)			\$8,341.79	
260	6/12/2017	Check to MN Brownfields	(300.00)			\$7,506.21	
	6/19/2017	StarChapter Fee	(100.00)			\$7,206.21	For Gil's Memorial Event
	7/5/2017	Pay Pal Deposit		2,036.99		\$7,106.21	
	7/5/2017	PayPal Fee	(30.00)			\$9,143.20	Deposit From Golf Outing
261	7/5/2017	Check to Shanna Schmitt	(161.37)			\$9,113.20	
	7/17/2017	StarChapter Fee	(100.00)			\$8,951.83	Gil's Memorial
	7/17/2017	StarChapter Fee	(250.00)			\$8,851.83	
	7/19/2017	Cash/Check Deposit - Fund Raiser		300.00		\$8,601.83	
	7/20/2017	Pay Pal Deposit		2,255.47		\$8,901.83	Deposit From Golf Outing
	8/2/2017	PayPal - Fund Raiser Deposit		1,236.82		\$11,157.30	Deposit From Golf Outing
	8/3/2017	PayPal - Fund Raiser Deposit		1,848.61		\$12,394.12	Deposit From Golf Outing
	8/3/2017	Cash/Check Deposit - Fund Raiser		465.00		\$14,242.73	Deposit From Golf Outing
	8/4/2017	PayPal Fee	(30.00)			\$14,707.73	Deposit From Golf Outing
	8/17/2017	StarChapter Fee	(100.00)			\$14,677.73	
262	8/18/2017	Prestwick Gold Course	(4,431.20)			\$14,577.73	
	8/18/2017	Check Deposit		250.00		\$10,146.53	Prestwick Golf Fee
	8/21/2017	Mineral Kits	(896.50)			\$10,396.53	Sponsorship Check
	9/7/2017	PayPal Fee	(30.00)			\$9,500.03	Mineral Kits
	9/12/2017	Enchanted Rock Garden	(85.28)			\$9,470.03	
263	9/14/2017	Check to Shanna Schmitt	(495.00)			\$9,384.75	Minerals for Raffle
	9/18/2017	Raddisson Invoice	(1,141.53)			\$8,889.75	National Meeting Reimbursement
	9/18/2017	StarChapter Fee	(100.00)			\$7,748.22	September Meeting
	9/18/2017	Cash/Check Deposit		16.00		\$7,648.22	
	9/19/2017	Cash/Check Deposit		210.00		\$7,664.22	
	10/4/2017	PayPal Fee	(30.00)			\$7,874.22	
	10/12/2017	Cash/Check Deposit		235.00		\$7,844.22	
	10/16/2017	Office Depot	(20.17)			\$8,079.22	
	10/17/2017	StarChapter Fee	(100.00)			\$8,059.05	Name Tags
	10/19/2017	Pay Pal Deposit		1,145.40		\$7,959.05	
	10/20/2017	Groveland Tap	(72.53)			\$9,104.45	
265	10/20/2017	Check to Shanna Schmitt	(1,462.55)			\$9,031.92	Student Social Hour
	11/1/2017	Raddisson Invoice	(974.86)			\$7,569.37	AIPG National Trip
	11/3/2017	PayPal Fee	(30.00)			\$6,594.51	October Meeting Invoice
	11/8/2017	Cash/Check Deposit	0.00	322.00		\$6,564.51	
	11/9/2017	Pay Pal Deposit		882.32		\$6,886.51	
	11/9/2017	Raddisson Invoice	(1,628.79)			\$7,768.83	
	11/17/2017	Cash/Check Deposit		250.00		\$6,140.04	Sponsorship
	11/17/2017	StarChapter Fee	(100.00)			\$6,390.04	Sponsorship
	12/6/2017	Pay Pal Deposit		874.22		\$6,290.04	
	12/6/2017	Pay Pal Fee	(30.00)			\$7,164.26	
	12/7/2017	Enchanted Rock Garden	(78.83)			\$7,134.26	
	12/7/2017	Raddisson Invoice	(1,141.53)			\$7,055.43	
	12/13/2017	Pay Pal Deposit		96.33		\$5,913.90	
	12/18/2017	StarChapter Fee	(100.00)			\$6,010.23	
	12/27/2017	Cash/Check Deposit		66.00		\$5,910.23	
Totals			(\$25,665.00)	\$22,013.50		\$5,976.23	



MINNESOTA SECTION

The American Institute of Professional Geologists

Officer/Committee Annual Report

Name: Shanna Schmitt

Date: December 27, 2017

Position: Past-President & ExComm Director #6

2017 Accomplishments/Activities/Duties:

- Ordered TPG for the 9 colleges/universities with geology programs (plus St. Cloud).
- Curtis Hudak was appointed as an ExComm Director to fill Gil Gabanski's spot.
- Scheduled and attended 4 social hours.
 - 4/7/17 at Buffalo Wild Wings-Stadium Village (about 12 students and 3 professionals).
 - 4/23/17 at the Groveland Tap (about 12 students and 8 professionals).
 - 10/18/2017 at the Groveland Tap (about 18 students and 6 professionals).
 - 10/30/2017 at Buffalo Wild Wings-Stadium Village (1 student and 3 professionals).
- Planned the Spring Social "Experience the Flyover Country App" on 4/20/2017 at Burger Moe's.
- Helped the WI Section plan and attended the "Sand Mine Lifecycle Seminar & Field Trip" on May 12 & 13, 2017.
- Distributed 50 copies of TPG's student issue on 05/02/2017 to the University of St. Thomas, the University of Minnesota – Twin Cities, and Macalester College.
- The Section gave a mounted Brazilian agate to Gil Gabanski's family on 6/8/2017 (\$161.37).
- The Section donated \$300 for food/drink along with MGWA and MN Brownfields for the Gil Gabanski Memorial Social on 6/29/2017 at the Able Seedhouse & Brewery.
- Helped out with the Golf Scramble Fundraiser on 8/1/2017.
- Attended the AIPG National Meeting in Nashville, Tennessee.
 - Business Meeting on 9/23/2017. We're one of the more active sections. No one else has monthly meetings/talks.
 - New membership category – National Licensed Geologist (although according to the recent TPG issue, the name will change). This is in response to de-regulation in various states (AZ) and no licensure in other states (MI).
 - Partnering with AGI for the Geoscience Online Learning Initiative (GOLI). Have an idea for an on-demand course, let me know.
- Found nominees for the 2018 section officers!
- Helped present the Mac Hyde Award from Minnesota Brownfields with Mary Finch (Hennepin County, Kelton Barr (MGWA), and Natalie Brown (formerly with Minnesota Brownfields) at the ReScape Awards on 11/9/2017.
- I'm still going through the archives from Bruce Johnson. I'm halfway done and have a pile of stuff I think we should scan & save somewhere. Any volunteers?

Summary of Significant Expenses/Income

- 10 TPG subscriptions cost \$120
- 50 issues of the student TPG cost \$162
- 35 free student luncheon registrations cost \$560
- 4 Student-Professional Social Hours cost \$286.97
- 75 Mineral Kits cost \$896.50
- Sponsorship to University of Minnesota cost \$2000



MINNESOTA SECTION

The American Institute of Professional Geologists

- National meeting cost \$1957.55
- Scholarship cost \$1000
- According to my rough calculations, we lost about \$780 on the luncheons this year. Not great, but much better than previous years. Need to make sure we get at about 35-40 people at each talk to break even.
- AIPG National dues brought in \$3942.50

Problems/Issues:

We need more involvement from a wider variety of members!

Suggestions for Improvement:

- AIPG National undergraduate and graduate scholarships deadlines 2/15/2018.
- Anoka-Hennepin STEM Fair judges needed for 1/27/2018.
- AIPG National Student Chapter of the Year Award submittal due 4/15/2017.
- WI Section hosting a webinar, "TECHNOLOGY OPTIONS FOR GROUNDWATER MONITORING PROGRAMS WEBINAR" on 2/23/2018.
- Public Hearing regarding the Board of AELSLAGID's Rule Package R-04374 on Wednesday, January 17, 2018.
- Ethics speaker lined up for 3/9/2018. Karl Everett (AMI): *2 → What are the costs? \$450 members \$450 non members*
 - 2 hour talk.
 - 15 minute break with coffee/tea & cookies.
 - 11:00 AM registration.
 - 11:15 lunch.
 - 11:30-1:15 talk.
 - We're paying for 1 night in a hotel and mileage.
 - The room at the Radisson can hold over 70 (I'll get an exact number so we can limit registrations).
 - How much should we charge for registration?
- Is anyone interested in submitting updates to TPG?
- Is anyone interested in doing a Section newsletter?
- I'm helping AIPG National staff their booth at the SME Conference in February. I'll put out a call for additional volunteers later.
- Anyone know of a professor that has been doing cool field work that would make a good presentation for the Spring Social?
- Any ideas on a free location for the Spring Social where we can order in Jimmy Johns and bring alcohol?



MINNESOTA SECTION

The American Institute of Professional Geologists

Officer/Committee Annual Report

Name: Steph Theriault

Date: December 27, 2017

Position: President-Elect

2017 Accomplishments/Activities/Duties:

- Supported Marcella and Executive Committee with various tasks, including the Golf Fundraiser;
- Attended several executive committee meetings;
- Assisted with student outreach by attending happy hours and participating in career panel at UMD and UMN-TC (with SME Twin Cities); and
- Served as back-up luncheon coordinator.

Summary of Significant Expenses/Income:

- Luncheons are the largest expense as well as the main source of income along with the golf fundraiser.

Problems/Issues:

- Technical difficulties with members still not receiving emails through the website;
- Two speakers dropped out with short notice, resulting in a scramble to find a new speaker, including ethics (which was not replaced this year);
- Alteration in luncheon reservation schedule (due to holiday) was forgotten until a few days prior (after email to members was sent with incorrect date) - Radisson was able to accommodate us at the last minute.
- Some leadership positions were held by individuals who could not always fully perform their duties; and
- Irregular Executive Committee meetings.

Suggestions for Improvement:

- VP/Executive Committee should maintain a list of several back-up speakers that could be available with short notice if scheduled speaker backs out last minute (including ethics);
- Consider facilitating our own ethics meeting to ensure it will happen;
- If not already conducted, luncheon schedule for the year should be published on the website and/or VP should facilitate coordination with email reminders (to ensure dates are correct);
- Request/require that those pursuing leadership roles can commit to actively participating in their position (i.e. not excessively out due to field work/other responsibilities) – this may limit young person participation (due to field work), but will ensure responsibilities are met;
- Hold regular executive committee meetings (i.e. quarterly) and schedule in advance; and
- Continue to coordinate luncheons and happy hours with other groups (SME, MGWA, AWG, etc.) and universities.



MINNESOTA SECTION

The American Institute of Professional Geologists

Current AIPG Executive Committee	
President, 2017	Marcella Hartman
President-Elect, 2017	Stephanie A. Theriault
Vice President, 2017	Ryan Q. Mathieu
Secretary-Treasurer, 2017-2018	Adam Krieger
Executive Committee Person 1 (Director/PP), 2017	Shanna Schmitt
Executive Committee Person 2 (Director), 2017-2018	Paula Berger
Executive Committee Person 3 (Director), 2017-2018	Robert Blakely
Executive Committee Person 4 (Director), 2017-2018	Nathan Gruman
Executive Committee Person 5 (Director), 2017-2018	Curtis Hudak
Executive Committee Person 6 (Director), 2017-2018	Ryan Schaefer

2017 Committee Chairs and Appointed Positions & Representatives (Appointed positions are non-voting positions)	
Screening Committee	Damon Powers, Chair
Nominating Committee	<i>Appointed by President by September 1st.</i> Shanna Schmitt & Marcella Hartman
Regulation & Legislative Committee	Bruce Johnson, Chair
Membership Committee	Damon Powers, Chair
Sponsorship Committee	Paula Berger, Chair
Newsletter Committee	Mike Hultgren, Chair
Fundraising Committee	Curt Hudak, Chair; Paula Berger, Jake Dalbec, Marcella Hartman, Bruce Johnson, Adam Krieger, Ryan Mathieu, Ryan Schaefer, Shanna Schmitt, Steph Theriault
Education Committee	Ryan Mathieu, Chair
Student Grant Committee	Bruce Johnson, Chair; Keith Rapp, Jake Dalbec, Jim Simonet, Damon Powers, & Shanna Schmitt
Student Resume Review Committee	Shanna Schmitt, Interim Chair; Dan Hunter, Jane Willard, Nathan Gruman, & Tonia O'Brien
UST Student Chapter Sponsor	Sara Nelson
Webmaster	Matthew Hegland & Shanna Schmitt (Assistant)
Field Trips Committee	Bruce Jonson, Chair
Bylaws Restructure Committee	Jake Dalbec, Chair; Paul Putzier, Gil Gabanski, & Shanna Schmitt
2017 Spring Social Committee	Shanna Schmitt
State Mapping Advisory Committee, AIPG Member	Damon Powers
AEISLAGID Joint Practice Committee, AIPG Member	Bruce Johnson
Others:	
AEISLAGID Board Member, Geology	Keith Rapp (not appointed by AIPG MN, nominated from licensed Minnesota Professional Geologists)
ASBOG Board	Bruce Johnson (not appointed by AIPG MN)

*Please note that individuals who have **bolded** positions should complete an Officer/Annual Report.

If the entire committee is listed, then the Chair should prepare the report.

This page, listing the Executive Committee & Section Committees, does NOT need to be included in your report.*



MINNESOTA SECTION

The American Institute of Professional Geologists

Officer/Committee Annual Report

Name:

Date: December 27, 2017

Position: Membership and Screening Committee Chair

2017 Accomplishments/Activities/Duties:

Membership Roster:

2017 membership totals 173 (down nine percent (9%) from 2016 total):

CPG – 83 (gain of 2); Student – 31 (loss of 14); Associate Members – 2 (no gain);
Members – 51 (loss of 4); Young Professionals – 6 (loss of 1)

Screening:

One candidate was screened for CPG status in 2017:

Jeffrey Neisse – Screened and Approved.

State Mapping and Advisory Committee (SMAC):

The committee met in October 2016 to consider MGS mapping projects for the 2017 season. After reviewing the funding sources goals, legislative directives and MGS staffing parameters, the following mapping projects were approved:

1. Bedrock Geologic Map of the Northern Arrowhead Area (1:100,000);
2. Surficial and Bedrock Geologic Maps of Steele County (1:100,000);
3. Bedrock Geologic Map of the Mark Lake 7.5' Quadrangle (1:24,000); and,
4. Surficial Geologic Map of Aitkin County (1:100,000).

Summary of Significant Expenses/Income

N/A

Problems/Issues:

N/A

Suggestions for Improvement:

Continue to encourage membership through monthly luncheons and networking events. Encourage CPG registration to those with the requisite experience milestones.



Officer/Committee Annual Report

Name: Paula Berger

Date: December 27, 2017

Position: Sponsorship Committee Chair

2017 Accomplishments/Activities/Duties:

- Continued sponsorship program with annual sponsorships rather than individual meeting sponsors.
- Solicited 11 corporate sponsors (including one private person as "anonymous") for the 2017 calendar year (up from 8 in 2016).
- Obtained commitment for 6 sponsorships in 2018 to date.

Summary of Significant Expenses/Income

- No expenses.
- Income of \$250/sponsor.

Problems/Issues:

- The number of sponsorships may decrease as consulting firms consolidate.
- Need to increase the number of sponsorships to offset likely increases in meeting costs.

Suggestions for Improvement:

- Increase sponsor solicitation in December and January each year.
- Direct mail solicitations of possible vendors rather than blanket emails to mailing list. Target more environmental service companies (i.e. labs, drilling firms, remediation service providers). Need to do this through the web site so that the solicitation does not appear to be coming from an individual or company.
- Expand sponsorship to include Spring Social by beginning planning of the social earlier.



MINNESOTA SECTION

The American Institute of Professional Geologists

Officer/Committee Annual Report

Name: Shanna Schmitt

Date: December 27, 2017

Position: Interim Chair, Student Support Committee

Committee members include: Gil Gabanski, Jane Willard, Tonia O'Brien, Nathan Gruman, Dan Hunter, Johnny Swiesichowski, and Shanna Schmitt.

2017 Accomplishments/Activities/Duties:

1. Resumes:

The Student Support Committee reviewed 18 resumes in 2017.

Since the committee was formed in 2015:

	2015	2016	2017	TOTAL
Student Resumes Reviewed	10	11	18	39

2. Career Panels:

There were two career panels in 2017. I reached out to the geology departments in January 2017.

- 3/30/2017, University of Minnesota – Duluth (Katie Larson, Kurt Carlson, Steph Theriault, Adam Krieger, and Shanna Schmitt)
 - We had a good turnout, about 25 students.
 - Organized with Professor Fred Davis.
- 11/28/2017, University of St. Thomas, Career Panel for Geology and Environmental Science students (Sara Nelson, Kelton Barr, Adam Krieger, Hong Spores, Keith Rapp, Tomas Langer, and Shanna Schmitt)
 - We had a good turnout, about 30 students.
 - A few staff from the Career Development Center attended as well and have been following up with some of the panelists about internship opportunities.
 - Organized by Sara Nelson with Professor Jeni McDermott.

Since the committee was formed in 2015:

- 4/28/2015, University of Minnesota – Twin Cities (Dan ~~Hunter~~^{Holtz}, Bruce Johnson, Laura Scheid, Cathy Stott, ~~Nathan Gruman~~, and Shanna Schmitt)
- 11/12/2015, University of St. Thomas, Preparing for a Career in Consulting (or non-academic career) (Sara Nelson, Jake Dalbec, Kelton Barr, Gil Gabanski, and Shanna Schmitt)
- 4/7/2016, University of St. Thomas (Sara Nelson, Jake Dalbec, Gil Gabanski, Adam Krieger, and Shanna Schmitt)
- 4/22/2016, University of Minnesota – Twin Cities, Environmental Consulting and Professional Licensure (Nathan Gruman, Cathy Stott, Chuck Mosher, and Shanna Schmitt)
- 11/17/2016, University of St. Thomas (Sara Nelson, Jake Dalbec, Kelton Barr, Gil Gabanski, Jane Willard, Keith Rapp, Adam Krieger, and Shanna Schmitt)



MINNESOTA SECTION

The American Institute of Professional Geologists

3. Student Luncheon Attendance:

In 2017, 35 free student lunches were used.

Since we started offering free luncheons to students in 2014:

	Number of Free Student Luncheons	Value (based on \$16 per Luncheon)
2014	19	\$304
2015	60	\$960
2016	40	\$640
2017	35	\$560
TOTAL	154	\$2,464

4. Forward AIPG National Emails Regarding Scholarships

I've been forwarding all *National Emails* to *MA Student Members*.

Summary of Significant Expenses/Income

No expenses for the committee and no income for the committee.

Problems/Issues:

None

Suggestions for Improvement:

Can we develop a resume template?

Could we compile a Q & A for the common career panel questions?

Can we make a regular offer to organize a career panel at each geology department in Minnesota?



MINNESOTA SECTION

The American Institute of Professional Geologists

Officer/Committee Annual Report

Name: Curtis Hudak

Date: December 27, 2017

Position: Fundraising Chair

2017 Accomplishments/Activities/Duties: Forty-three (43) golfers and 6 extra diners helped to make for another successful golf fundraiser at the Prestwick Golf Course. This year we raised more than \$4,000 that dropped to our bottom line (We need Adam Krieger to confirm exact amount). The effort was improved over 2016's fundraiser mainly because we had started earlier on identifying and collecting auction and prize items, and mostly because we have more people involved in the effort. We increased the Eagle Card rates from \$20 to \$25, and we saw a larger group purchase these cards, which certainly helped us achieve our largest income for this event in the recent years. Our golf rates increased \$2 over our 2016 rates to \$57 per golfer, and the meal prices also increase approximately \$1-2 per plate/lunch snack. We have reserved the first Tuesday of August 2018 (Aug. 2nd) at Prestwick for the same rate as this year, or \$57 per golfer for the golf, cart, GPS, and range balls. Meals are usually committed closer to the date of the event because food prices vary so much.

Summary of Significant Expenses/Income: See comments above

Problems/Issues: The event seems to be running smoothly, and has been greatly aided by the increase in the number of volunteer helpers and donors. We would like to continue to expand the number of donors, and should continue to advertise for auction donations all year.

Suggestions for Improvement: See above comments.



MINNESOTA SECTION

The American Institute of Professional Geologists

Officer/Committee Annual Report

Name: Jake Dalbec

Date: December 27, 2017

Position: Bylaws Restructure Committee Chair

2017 Accomplishments/Activities/Duties:

- Outside of email correspondence, the Bylaws Committee conducted a final committee discussion on March 8th, 2017, and an updated draft of the revised AIPG MN Bylaws was subsequently prepared.
- The updated draft of the revised AIPG MN Bylaws was submitted for review by the Executive Committee of AIPG MN on March 9th, 2017
- After additional updates, the final draft of the revised AIPG MN Bylaws was submitted for review by the Executive Committee of AIPG MN on May 31st, 2017.
- A "Proposed Bylaws Revision" notice was submitted to the AIPG MN members via email and through our website on June 7th, 2017; no feedback was received.
- The AIPG MN Executive Committee voted to approve the draft Bylaws on August 2nd, 2017, in accordance with section 8.2.4 of our acting (1991) Bylaws, and they were submitted to the Institute Executive Committee via the Institute Secretary on August 7th, 2017.
- Institute Executive Committee approved the 2017 revisions to the AIPG MN Bylaws on Sept. 23, 2017.
- **Summary of approved Revisions:**
 - Secretary and Treasurer are now identified as separate officer roles filled through the process of election every 2 years. *Although not specified in the DRAFT Bylaws, it may be feasible to fuse the Secretary and Webmaster roles in practice (pending candidate interest) given that our website is now our primary hub for documentation/communication.*
 - The National AIPG Code of Ethics is now referenced in our Section's Bylaws given the relatively new ethics continuing education requirements for geologists licensed in MN.
 - Officer and Executive Committee Director have been specified further.
 - Further descriptions of the Standing Committees have included to parallel National's Section Officers' Manual requirements.
 - Redundant terminology has been reduced.
 - More inclusive language has been added to modernize the Bylaws.
 - Confusing language has generally been clarified where it was previously observed.
 - Modern methods of sharing information and voting on business matters have been identified in the Bylaws given the ubiquitous usage of online platforms for communication today in our society.

Summary of Significant Expenses/Income

- There were no expenses or income from the Bylaws Committee.

Problems/Issues:

- There was not very much feedback from AIPG MN members outside of the Executive Committee meetings throughout the Bylaws revision process; however, the feedback from various Executive



MINNESOTA SECTION

The American Institute of Professional Geologists

Committee members was appreciated and helpful. It would be great to generate more interest from and engagement of members outside of the AIPG MN Executive Committee.

- Prior to 2017, the AIPG MN Bylaws were last revised in 1991.
- Although the latest bylaws revision effort was slow (lasted approximately 4 years), it was successful.

Suggestions for Improvement:

- We can improve engagement of AIPG members outside the Executive Committee through diligent interaction and outreach, especially on the person-to-person level at luncheons and other AIPG MN events.
- Given that the revised Bylaws were approved by the Executive Committee of the MN Section of AIPG and the Institute Executive Committee in 2017, I recommend that the Bylaws Committee be concluded until the AIPG MN Executive Committee determines that additional review of and/or potential revisions to the AIPG MN Bylaws are necessary.
- I recommend that the Executive Committee appoint a new Bylaws Committee every 5 years (next Bylaws Committee appointment in December 2022) to thoroughly review the AIPG MN Bylaws and determine if any revisions or updates to the Bylaws are recommended.

AMERICAN INSTITUTE OF PROFESSIONAL GEOLOGISTS
BYLAWS OF THE
MINNESOTA SECTION

ARTICLE 1. ORGANIZATION, PURPOSES, AND GENERAL POWERS

1.1 Organization

1.1.1 Name. The name of this organization shall be the Minnesota Section of the American Institute of Professional Geologists.

1.1.2 Status. This Section is established on October 25, 1965 in accordance with the Bylaws of the Institute. It is a self-governing component of the American Institute of Professional Geologists, a not-for-profit membership corporation organized under the laws of the State of Colorado. The Minnesota Section and the Wisconsin Section of the American Institute of Professional Geologists merged on September 24, 1970, to form the Minnesota-Wisconsin Section. The Minnesota-Wisconsin Section split into separate State Sections, effective January 1, 1988.

1.1.3 Territory. The territory within which this Section is authorized to represent and act for and on behalf of the Institute, within the Bylaws and policies of the Institute, is prescribed by the Institute and consists of the state of Minnesota. The territory of the Section may be expanded or decreased by action of the Institute.

1.2 Purposes. The purpose of this Section shall be to further the purposes of the Institute within the territory assigned to it. In furtherance of its purpose as a component of the Institute, this Section shall have the following additional purposes not inconsistent with those of the Institute:

1. to represent the Members of the Institute assigned to this Section through the Section's delegate on the Advisory Board of the Institute;
2. to encourage nonmember geologists within the territory of this Section to obtain the qualifications for and to apply for membership in, or affiliation with, the Institute;
3. to assist in the screening and selection of applicants for membership or affiliation in accordance with the Bylaws, policies, procedures and directives of the Institute;

4. to monitor and influence legislation and regulations affecting the professional activities of geologists within the territory of this Section, in accordance with the legislative and regulatory goals and objectives of the Institute and the Institute's Policy on Advocacy;
5. to promote the professional awareness and technical skills of geologists, the interchange of ideas and the cohesion and fellowship of the profession through professional and educational meetings;
6. to provide liaison between the Members of this Section and the local geological community, the state comprising its territory, and the public;
7. to enhance the image, reputation and awareness of the profession and the Institute through the dissemination of information to governments, schools, civic organizations and the general public;
8. to assist and support the work of the Institute; and
9. to promote professional interaction and mentorship between Section Members and Minnesota geosciences students through the establishment and fostering of Section Student Chapters.

1.3 Powers

1.3.1 Powers Granted. Within the territory assigned to it by the Institute, and in furtherance of the purposes of the Institute and this Section, this Section shall have all the powers and authority necessary to carry out its functions, within the limitations established by the Institute. In particular, this Section shall have the following powers:

1. subject to the approval of the Institute, to adopt and amend these bylaws to govern its organization and affairs;
2. to propose dues for the Members and Adjuncts assigned to it by the Institute;
3. to determine its governance and organizational structure, and to elect the Officers and appoint the committees and others necessary to carry out the purposes of this Section;
4. to raise funds and make expenditures within the budgets and fiscal criteria approved and established by the Institute, which funds shall at all times, however, remain the property of the Institute under the management of this Section; and
5. to establish subsidiary districts and chapters to operate within the territory and under the supervision of this Section.

1.3.2 Limitations. This Section shall take no action which shall contravene any Bylaw, policy, procedure or directive of the Institute. In particular, this Section shall have no power to do any of the following:

to bind or make statements on behalf of the Institute;

1. to incur any liability or financial obligation in excess of the assets in the custody of the Section;
2. to own any real property;
3. to approve or deny admission to membership in the Institute, or to impose any form of discipline upon a Member of the Institute; or
4. to establish or maintain any category or class of membership or affiliation other than those permitted by the Institute.

ARTICLE 2. MEMBERSHIP

- 2.1 Section Composition. This Section shall be comprised of all Members and Adjuncts of the Institute, in such categories or classes as have been established by the Institute, who maintain residency or their principal places of business or their retired professional status within the territory of this Section.
- 2.2 Rights and Privileges of Members and Adjuncts. Members and Adjuncts shall have all the rights and privileges in this Section as are afforded to them by the Bylaws of the Institute.
- 2.3 AIPG Code of Ethics. Members of The American Institute of Professional Geologists are dedicated to the highest standards of personal integrity and professional conduct. The Institute's Code of Ethics comprises three parts: the Canons, which are broad principles of conduct; the Ethical Standards, which are goals to which Members aspire; and the Rules of Conduct. Compliance with the Rules of Conduct is mandatory and violation of any Rule will be grounds for disciplinary action by the Institute. Under the Bylaws, the Institute may also impose discipline for legal violations and because of the suspension or revocation of registration or licensure, among other grounds. Disciplinary action may take the form of private admonition, public reprimand, suspension of membership, or termination. The Code of Ethics applies to all professional activities of Members and Adjuncts, wherever and whenever they occur. The title "Member" where used in this Code of Ethics shall include Adjuncts. A Member shall not be relieved of an ethical responsibility by virtue of his or her employment, because the Member has delegated an assignment to a subordinate, or because the Member was not involved in performing services for compensation. The Section requests that all Members review and uphold the "AIPG Code of Ethics" originally adopted on December 11, 1989 and adopted with modification on October 5, 2003.

ARTICLE 3. SECTION MEETINGS

3.1 Annual Meeting

3.1.1 Notice. This Section shall hold an annual membership meeting during the month of either November or December in each year at a location determined by the Executive Committee. The date of the Annual Meeting or any other meeting of this Section shall not conflict with the published date of the Annual Meeting of the Institute. Advance notice of the date, time and location of such meeting shall be provided to each Member and Adjunct of this Section not less than 60 days in advance of the meeting. Such notice may be contained in a regular or special publication of this Section.

3.1.2 Business. The business at the Annual Meeting shall include the announcement of the election of Section Officers as provided in these Bylaws; the delivery of this Section's annual report; and any other business which may properly come before the meeting.

3.2 Other Meetings. Other meetings of this Section may be called at any time by the President or by the Executive Committee, upon five days notice. Notice may be provided by publication of a schedule of meeting dates in a regular publication of this Section.

3.3 Conduct of Meetings

3.3.1 Quorum. A quorum at any meeting of this Section shall be ten (10) percent of the Voting Members, but in no event shall a quorum be fewer than six (6) Members. A Voting Member is defined as a Certified Professional Geologist (CPG) Member, Professional Member, or Young Professional Member.

3.3.2 Voting and Decisions. Unless otherwise provided in these Bylaws, all questions, elections and decisions shall be decided by a majority of those voting. Voting by proxy shall not be permitted.

3.3.3 Ballot. Any election or item of business that may be decided in this Section may, at the discretion of the Executive Committee, be decided by a mail, online and/or in-person ballot. There shall be one ballot allowed per voting event by each Voting Member in good standing. A Voting Member is defined as a CPG Member, Professional Member, or Young Professional Member.

3.3.4 Parliamentary Authority. Meetings shall be conducted in accordance with the most recent edition or revision of "Robert's Rules of Order," to the extent that such rules are practicable and are not superseded by these Bylaws or by other rules or procedures of the Institute or adopted by the Executive Committee.

ARTICLE 4. GOVERNANCE

4.1 Management of the Section

4.1.1 Executive Committee. The business and affairs of this Section shall be managed and operated by or under the direction of the Executive Committee composed of the following: the President, the Vice President, the President-Elect, the Secretary, the Treasurer, and at least three Executive Committee Directors. One of the Executive Committee Directors will be the Past President and the other two or more Executive Committee Directors will be selected and approved by majority vote of the Officers of the Section (President, Vice President, President-Elect, Secretary, Treasurer), and the Past President.

4.1.2 Meetings. The Executive Committee shall meet at least four times per year and this minimum number of meetings may include the Annual Meeting. Meetings shall be determined at a time and location by said committee or President. Meetings may also be held by a conference telephone call or online video conference. Any election or item of business that may be decided in the Executive Committee may, at the discretion of the Executive Committee, be decided by a mail, online and/or in-person ballot. Minutes of meetings and decisions of the Executive Committee shall be kept, and all actions shall be reported to the membership in a regular publication of this Section. A majority of the Executive Committee shall constitute a quorum of the Executive Committee.

4.2 Officers and Executive Committee Directors

4.2.1 Officers. The Officers of this Section shall consist of the following and such additional Officers as may be designated by the Executive Committee.

1. the President;
2. the Vice President;
3. the President-Elect;
4. the Secretary; and
5. the Treasurer.

4.2.2 Eligibility. Officer and Executive Committee Director roles shall only be held by Voting Members in good standing. No two Officer roles, except Secretary and Treasurer, may be held by a single person nor can the Past President or an Executive Committee Director hold an additional Officer role while actively serving on the Executive Committee without approval by the Executive Committee.

4.2.3 Term Lengths. All terms of office for new Officers shall begin on January 1st of each year. Officer term lengths shall be as follows:

President – one year
President-Elect – one year
Vice President – one year

Secretary – two years

Treasurer – two years

Executive Committee Director - two years (except for the Past President who shall concurrently serve one year as an Executive Committee Director)

- 4.2.4 Limitations on Terms. No person shall remain an Officer or serve on the Executive Committee for more than four consecutive years without approval by the Executive Committee.
- 4.2.5 Removal of Officers and Executive Committee Directors. Any Officer or Executive Committee Director may be removed by a simple majority vote of the other members of the Executive Committee for failure to perform with such diligence as is required by the office, or by action of the Institute in accordance with Institute Bylaws.
- 4.2.6 Vacancies. A vacancy in the office of President shall be filled by the Vice President, who shall serve out that term. The President-Elect shall then take over the duties of the Vice-President. If the Vice-President is unable to fill a vacancy of the President office, then the vacancy shall be filled by the President-Elect. Other vacancies shall be filled for the unexpired term by a simple majority vote of the other members of the Executive Committee, except where the Institute has appointed an Officer or Director to succeed one who has been removed by the Institute.
- 4.3 Nomination and Election of Officers
 - 4.3.1 Nominating Committee. The President shall appoint the members of the Nominating Committee recommended by the Past-President each year.
 - 4.3.2 Report of the Nominating Committee. The Nominating Committee shall submit to the President the names of one or more candidates, who are qualified and willing to serve, for each office prior to finalization of the election ballot.
 - 4.3.3 Write-In Candidates. Provision shall be made on the ballots for additional candidates for each office.
 - 4.3.4 Election of Officers. Election shall be by a mail, online and/or in-person ballot. The ballot shall be distributed to all Members no less than four weeks prior to the close of the election. Election shall be by a plurality of all qualified ballots cast. In order to be counted, ballots must be received by the Secretary no less than one week prior to the Annual Meeting.
- 4.4 Duties and Responsibilities of Officers
 - 4.4.1 President. The President shall preside at all meetings of this Section and of its Executive Committee, and shall perform the duties customary to the office. The President shall be the official spokesperson for this Section and shall execute all appropriate documents and official correspondence of this Section. The President shall appoint the chairs of all

committees of this Section. The President shall be responsible for carrying out all of the policies and directives of the Executive Committee, except where such responsibility is specifically assigned to another Officer.

- 4.4.2 Vice-President. The Vice-President shall perform the duties customary to the office, those assigned by these Bylaws or by the Executive Committee and those required of a Vice-President by the Institute. At the direction of the President, the Vice-President shall perform the duties of the President during the absence of the President.
- 4.4.3 President-Elect. The President-Elect shall perform the duties customary to the office, those assigned by these Bylaws or by the Executive Committee, and those required of a President-Elect by the Institute. The President-Elect shall be the default Section Delegate who attends the Institute's Annual Meeting and represents the Section's Members.
- 4.4.4 Secretary. The Secretary shall perform the duties customary to the office, those assigned by these Bylaws or by the Executive Committee, and those required of a Section Secretary by the Institutes. The Secretary shall keep, maintain and have custody of the Bylaws, official documents and correspondence of this Section, the minutes and records of the meetings, and the decisions of this Section and of the Executive Committee. The Secretary shall be responsible for giving all notices required by these Bylaws.
- 4.4.5 Treasurer. The Treasurer shall perform the duties customary to the office, those assigned by these Bylaws or by the Executive Committee, and those required of a Section Treasurer by the Institute. All Section financial resources are the property of the Institute, which are placed in the custody and under the management of the Treasurer under the ultimate authority of the Institute Treasurer. The Treasurer shall keep an accurate accounting of all Section financial transactions and account balances, and shall ensure that all funds received are properly deposited and disbursements properly made from the Section's accounts. The Treasurer shall be responsible for preparing and submitting the annual financial statements and reports of this Section, and such other financial reports as may be required by the Executive Committee or the Institute.

ARTICLE 5. COMMITTEES

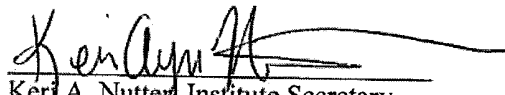
5.1 General Provisions

- 5.1.1 Institute-Required Standing Committees. The Executive Committee shall establish the following standing committees as required by the Institute:
 - 1. Screening Committee
 - 2. Nominating Committee
 - 3. Regulations and Legislation
 - 4. Membership

- 8.3.3 Amendments by Online Ballot. Subject to the subsequent approval of the Institute Executive Committee, these Bylaws may be amended by majority vote of the Members by online ballot.
- 8.2.4 Submission, Approval and Notice of Amendments. All amendments submitted for approval by the Members of this Section:
1. shall have been approved by the Executive Committee, or set forth in a written petition signed by at least a quorum of the Members of this Section; or
 2. shall have been the subject of not less than 60 days notice to the membership containing the proposed amendment or description thereof.
- 8.2.5 Amendments by Executive Committee. These Bylaws may be amended by a two-thirds vote of the entire Executive Committee where (1) the amendments do not substantially affect the rights, privileges and obligations of the membership of this Section, or (2) such amendments have been recommended (but not required) by the Institute, upon 30 days' notice to the membership describing the proposed amendments. All amendments are subject to approval by the Institute Executive Committee.
- 8.2.6 Amendments Required by the Institute. These Bylaws shall be amended by the Executive Committee as necessary to comply with (1) changes in Institute Bylaws; policies or procedures, (2) a directive from the Institute requiring such amendment, or (3) any laws, regulations, or legal decisions affecting the Institute. Notice of the amendment or amendments shall be given to the membership of this Section as soon as practicable after they have been approved by the Institute Executive Committee. Any directive of the Institute requiring amendment of these Bylaws shall have the same force and effect as an amendment, and shall supersede and take precedence over any provisions of these Bylaws which are in conflict or are inconsistent therewith.

RECORD OF ESTABLISHMENT, ADOPTION, APPROVAL AND AMENDMENT

1. This Section was originally established on October 25, 1965 under the name Minnesota Section of the American Institute of Professional Geologists.
2. The formation of this Section was formally approved by the Institute on October 25, 1965.
3. These Bylaws were initially adopted on August 7, 2017, pursuant to action by the Executive Committee of the Minnesota Section of the American Institute of Professional Geologists.
4. These Bylaws were approved by the Institute for conformity and consistency with Institute Bylaws, policies and procedures, pursuant to written notice dated Sept. 23, 2017, and signed by Kerri A. Nutter, Institute Secretary.


Kerri A. Nutter, Institute Secretary

The following amendments to the provisions of these Bylaws have been made and approved as set forth below:

<u>Provision</u>	<u>Date Adopted by</u> <u>Section</u>	<u>Date Approved by Institute</u> <u>Executive Committee</u>	<u>Initials</u> <u>of Secretary</u>
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