

AIPG MN 2015 Annual Meeting – 12/22/15

Attending:

Kelton Barr, Paula Berger, Jake Dalbec, Gil Gabanski, Nathan Gruman, Marcella Hartman, Trey Howard, Curt Hudak, Bruce Johnson, Adam Krieger, Jeri Massengill, Susan Mickus, Sara Nelson, Paul Putzier, Peter Putzier, Keith Rapp, Laura Scheid, Shanna Schmitt, Hong Spores, Stephanie Theriault, Jane Willard, Greg Beckstrom, Louis Rudnicki, Matt Heglund, Ryan Matheiu and Nicolas Bolden.

Joint AIPG-MN and SME-Twin Cities Joint Conference in 2016:

- Louis Rudnicki attended the Annual Meeting on behalf of SME to help advocate for the upcoming conference in October.
- AIPG is moving forward with the next steps to be a partner with SME to hold a joint conference.
- They are looking for potential ideas on a field trip; maybe something with silica, clay, peat or asphalt?
- The primary conference committee for AIPG will be Jake, Marcella, Shanna and Adam; others interested will be called upon later.

Call to Order of the MN Section of AIPG Annual Meeting:

- 21 Voting members were in attendance, so there was a quorum for the first time in many years.
- The 2015 Annual Meeting was officially called to order.

Review and Approval of 2014 December Executive Committee Meeting Minutes:

- Meeting Minutes from the 2014 December Executive Committee Meeting were approved.

Election Results:

- 44 votes were cast; 38 were eligible votes.
- President Elect – Marcella Hartman.
- Vice President – Hong Spores.
- Thank you to Stephanie Theriault for running for VP.

Office and Committee Reports:

- See Attachment for complete Reports.
- Reports were generated by: President, Vice President, Secretary/Treasurer, President-Elect/Webmaster, Membership/Screening Committee Chair, Education Chair, University of St. Thomas Student Chapter Sponsor, Student Grant Chair, Sponsorship Committee Chair, Student Resume Review Chair, Communications Chair, Editor of the Section Newsletter, and Fundraising Committee Chair.

General Orders and Section Business:

- 2017 AIPG MN Section Dues → Motion Passed to keep the section dues at \$35.00 for 2017.
- Retroactive approval of the \$1000.00 Student Grant to Sayge Woolridge → Motion passed to allow the \$1000.00 grant to go to Ms. Woolridge.
- Annual Donation to MCME/MMEW for K-12 Mineral Kits → Discussion was tabled and this will be further discussed at the January 2016 ExComm Meeting. \$1635.80 was spent in 2015, and the kits are ~\$18.00; the idea of donating \$2000.00 was brought up. Target market for the kits is 5th-8th grade

teachers focusing on Earth Sciences. Workshop meeting is in June. Jim Miller coordinated workshop and is retiring from the role. Distribution of kits occurs through Mike Hultgren.

- Section Proposal of AIPG MN to use \$250.00 towards the Happy Hour after the meeting; this was amended to only include food and no alcohol → the amended motion was passed.
- The AIPG MN and SME joint conference was discussed earlier in the meeting
- Professional Certification Sponsorship Grant → used for potential HAZWOPER or MSHA training for university students to be more marketable out of school. An idea was having companies donate money to allow a student to attend or bring that price down for all students; also organizing a larger class to have the cost go down. There were feelings that this could drive the expectations from companies that students should pay for this out of pocket and not the hiring companies. This discussion was tabled and will commence in 2016. Explore cost of hiring a HAZWOPER trainer and price out per student.
- Survey Results → Reviewed, and should be used in 2016 to help spend funds and allocate time of volunteers.
- Suggested Committee/Chair Appointments:
 - Webmaster – Matt Heglund
 - Assistant Webmaster – Peter Putzier
 - Education Chair – Ryan Mathieu
 - Fundraiser Chair – Curt Hudak
 - Student Chapter Development Committee – Sara Nelson, Cathy Stott, Marcella Hartman
 - Student Grant Committee – Bruce Johnson, Keith Rapp and Jake Dalbec
 - Professional Certification Scholarship Committee – Nathan Gruman & Shanna Schmitt
 - 2016 MN Section of AIPG Spring Social Chair – Paula Berger
 - 2016 AIPG MN Golf Tournament Committee – Curt Hudak, Bruce Johnson, Jake Dalbec, Sara Nelson, Hong Spores, Shanna Schmitt, Jane Willard and Jeri Massengill
 - AIPG MN/SME Joint Conference – Jake Dalbec, Shanna Schmitt, Adam Krieger, Marcella Hartman, Jeri Massengill, Curt Hudak and Paul Putzier
 - AIPG MN Happy Hour Committee – Marcella Hartman, Shanna Schmitt, Maybe a St. Thomas Student?
- Topics tabled → Officer, Chair and ExComm Director Position Descriptions Completed Date, Bylaws Restructure Committee Progress and U of M Student Chapter Development Update.


Observations and New Business:

- Field trip suggestions: 10 hour limit, no overnights.
- Explore annual pre-pay option for all Section luncheons.
- Schedule ethics luncheon.
- 40 student members this past year on roster.
- University of St. Thomas AIPG Members = 16, but there are more non-members.
- The MN Section of AIPG's Resume Review Service is a positive according to University of St. Thomas students.
- Explore Joint Practice Committee which is currently defined by Bruce Johnson.
- PG Renewals are due by June 30th and 2 PDHs of ethics training are required for every renewal cycle.

- Sponsorship: explore pro-rated fees, coupon on website or email treasurer for request for sponsor coupons-better communication is needed.
- Resume Committee: explore cover letter review, provide weaknesses and strengths from employers' perspectives, explore AIPG National Resume Template.
- Newsletters: 2015 was not the first year of a MN Section of AIPG Newsletter, strive for regularly occurring Newsletter distribution, explore regular columns by officers, potential topics include benefits received from sponsorship and fundraiser end streams.
- Fundraising: explore brainstorm sessions at luncheons for fundraiser ideas, measuring future fundraiser events will be key.
- Big Thank You to Jake Dalbec as President for 2015!

Meeting Adjournment:

- Motion to adjourn meeting → Passed


Minnesota Section
American Institute of Professional Geologists
Officer/Committee Annual Report

Name: Jake Dalbec

Date: December 22, 2015

Position: President

2015 Accomplishments/Activities/Duties: Includes MN Section and Presidential Highlights


- Recommended AIPG member Keith Rapp via letter on behalf of the Section to serve as the Professional Geologist Rep. on the MN Board of AELSLAGID and later appointed by Governor Mark Dayton.
- Delegated more duties and engaged additional members this year by appointing 5 new directors and appointing chairs of 3 new roles including (St. Thomas-Student Chapter Sponsor, Student Resume Review Committee Chair, and Editor).
- Opened the first student AIPG chapter in MN at the University of St. Thomas.
- Under the leadership of Gil Gabanski, the Section organized the first ever resume review service specifically for geology students in MN.
- Under the leadership of Tonia O'Brien, the Section organized one of the best attended AIPG socials in over 3 years.
- Facilitated participation in a 2-part ethics webinar hosted by Midwest Geosciences Group back in May.
- Under the Leadership of Paula Berger, restructured and simplified Annual Sponsorship to maximize Sponsor visibility and minimize overhead and time with a one-time annual sponsorship fee of \$250 qualifying sponsors for advertisements at regular Section events and in regular Section Communications.
- Under the leadership of Bruce Johnson and Curt Hudak, raised the most funds in over 3 years for our education budget with our annual golf tournament fundraiser.
- Nominated Jane Willard for Section Leadership Award (at the National level of AIPG) which Jane was awarded.
- Under the leadership of Nathan Gruman and Sara Nelson, the Section organized 2 separate (U of M and St. Thomas), AIPG-organized, geology career panels in the spring and fall respectively.
- Under the leadership of Jane Willard, published the first 3 newsletters for the Section ever, to the best of our knowledge.
- Administered the first online membership survey and the first online election ballot.

Summary of Significant Expenses/Income:

None. Expenses for executive committee meeting lunches did not ever come out of the Section budget and extra funds collected from executive committee members were donated back to purchase of rocks/minerals/fossils for speaker donations and luncheon raffles. One lunch amongst with three other individuals regarding student chapter development was donated by me. Another lunch for organization of volunteers for the 2015 Golf Tournament was accounted for in the Golf Tournament net profits.

Problems/Issues:

- Section Bylaws are outdated and multiple shortcomings occurred due to their outdated nature this year.
- Lack of written guidance for Section Officers and appointed positions.
- No list exists which documents the multiple MN Section of AIPG liaisons to other organizations and endeavors.


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American Institute of Professional Geologists
Officer/Committee Annual Report

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- Technical difficulties with members not receiving emails through the website or members not receiving emails from each other.
- Continued challenges with small minority of members and non-members regarding online luncheon and event registration.
- Irregular release of newsletters.
- I was slow to review and approve meeting minutes as final.

Suggestions for Improvement:

- Continue to restructure Bylaws via committee and propose changes for Bylaws via vote requested from Section Members in 2016 and after initial approval by Section Executive Committee.
- Publish written guidance for Section Officers and appointed positions online and ensure that collection of documents is reviewed and revised as necessary at least on an annual basis.
- Work with Shanna Schmitt in 2016 to document MN Section of AIPG liaisons to other organizations and endeavors (e.g. MGS State Mapping Advisory Committee, Minnesota Science Fair, ASBOG, MN AELSLAGID,
- Members will have make sure email settings are adjusted accordingly to send/receive vital communications through the website and via each other.
- Finalize and publish luncheon and event registration instructions online and have printed instructions available for handout at events for folks who register in person.
- Establish 4 quarterly deadline dates for the Section Newsletter each year and appoint 1 or 2 reviewers (e.g. Assistant Editors) of the newsletter to assist with streamlining newsletter review and distribution.
- Post meeting minutes as drafts to the Website as soon as drafts are completed by the Secretary; then, update drafts online with the final versions once reviewed, updated, and approved by the Section.

2015 AIPG Executive Committee	2015 Committee Chairs and Appointed Positions (Appointed positions are non-voting positions)
Jake Dalbec -President	Sara Nelson-UST Student Chapter Sponsor
Shanna Schmitt -President-Elect and Webmaster	Gil Gabanski-Student Resume Review Committee Chair
Tonia O'Brien-Vice President	Jane Willard-Editor
Adam Krieger -Secretary-Treasurer	Marcella Hartman -Communications Chair
Nathan Gruman-Exec. Comm. Person 1 (Director/Past-President)	Paula Berger-Sponsorship Chair
Paula Berger-Executive Committee Person 2 (Director)	Damon Powers -Screening Committee Chair and Membership Committee Chair
Laura Scheid-Executive Committee Person 3 (Director)	Nathan Gruman -Education Committee Chair (student chapter, college, member-speaker & K-12 initiatives)
Paul Putzier-Executive Committee Person 4 (Director)	Bruce Johnson -Field Trips, Legislative, and Grants/scholarship Committee Chair
Gil Gabanski-Executive Committee Person 5 (Director)	Curt Hudak -Fundraising Committee Chair (PENDING)
Dan Hunter-Executive Committee Person 6 (Director)	

*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.*

Officer/Committee Annual Report

Name: Tonia O'Brien

Date: December 22, 2015

Position: Vice President - 2015

2015 Accomplishments/Activities/Duties:

- Organized eight monthly luncheons at the Radisson in Roseville, MN – averaged 41 guests per luncheon. This is up from an average of 36 attendees in 2014. (October meeting canceled due to NGWA International Karst Conference in Rochester, MN the same week).
- Organized Spring Social in April at the new Surly Destination Brewery that included around 100 attendees including 11 students. Assistance from others on the committee made this event a success!
- Attended one happy hour.
- Attended several executive committee meetings.
- Participated in subcommittee to develop AIPG MN Section resume review process for students and recent graduates.
- Implemented vegan/vegetarian cards at meeting sing-in to individuals that RSVP'd with an alternate meal option. This change has been helpful for Radisson staff to deliver these meals in a timely manner.
- Improved coordination of monthly luncheons with catering manager.

It has been a pleasure serving two years as Vice President of AIPG MN Section. I look forward to seeing everyone at future AIPG MN Section events that align with trips back to Minnesota.

Summary of Significant Expenses/Income:

- In 2015, the Radisson kept the cost per person of *Chef's Selection* at \$16. Consistent with previous years, the Radisson has a \$500 food and beverage minimum and \$50 setup fee.
- The cost and attendance rate for the Spring Social were greater than previous years. The price to attend this event was \$35 per person and \$10 for students. Five company sponsors contributed \$250 to supplement costs to hold this event.

Income and/or losses associated with the monthly luncheons and the Spring Social are provided in Secretary/Treasurer report.

Problems/Issues:


- As in previous years, we continue to see variability in meeting attendance.
- Timeliness of meeting announcements with presentation titles, abstracts, and biographies.



- Planning the Spring Social takes time and most venues are booked out months in advance.
- While meeting statistics & reporting functions are available through StarChapter, meeting RSVP's on website do not match actual RSVPs or account for walk-ins and no-shows.

Suggestions for Improvement:

- Continue to look for a variety of speakers to target the wider AIPG MN group for monthly luncheon.
- Work with others on executive committee to make sure registration information in StarChapter is current/correct to use reporting functions in place of outdated meeting tracking spreadsheet.
- Look to offer one 2-hour ethics-specific or two 1-hour talks to satisfy PG licensure requirements.
- Decide on a venue early for the Spring Social in 2016. In 2015, the space was reserved in early February and at that time, only two days were left to choose in the month of April.
- Request information for meeting announcements from upcoming speakers one month in advance. Consider including a list of upcoming speakers with titles on the website as these become available.


Minnesota Section
 American Institute of Professional Geologists
Officer/Committee Annual Report

Name: Adam Krieger

Date: December 22, 2015

Position: Secretary-Treasurer

2015 Accomplishments/Activities/Duties:

Significant Events for 2015 were a successful Spring Social and Golf Fundraiser. We had a really strong attendance at the Spring Social (88 people attended), and while it did not generate any additional funds for AIPG MN, it did not lose anything either; the venue was more expensive than what we historically have done. The AIPG Golf Fund Raiser netted \$3550.58, which was pretty amazing. Also, in 2015 we were able to allow 62 free lunches to students and still have about \$2000 in additional assets from 2014; however we have not given the \$1000 scholarship to Sayge yet. We also generated more revenue from moving sponsorship from a one month meeting sponsor, to the annual sponsorship.

Summary of Significant Expenses/Income:

See the 2015 Yearly Finances for a detailed look at our incomes and expenditures for the year. Our major expenses were the 2014 Scholarship winner (\$1000.00), the 2015 Spring Social (\$3235.40), the 2015 Golf Outing (\$4048.79) and the President Elect's trip to the National Conference (\$1550.70). We also had the routine expenses of website maintenance and Radisson Invoices.

Problems/Issues:

The only major issue that has been reported was trouble with the online registration. This has caused some confusion at the door, and some people to get frustrated. We may want to consider some type of handout/directions that walk through the entire process. It will also allow for us to have a more accurate headcount for the meeting.

Suggestions for Improvement:

No major changes needed for the Secretary Treasurer Position needed for 2016. WE only need to better address the online registration for all members to be able to use and understand.

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AIPG MN Section - Yearly Finances

2015 Summary by Adam Krieger

Check #	Date	Transaction Description	Payment	Deposit	Verified with Bank Statement	Balance	Comment
	1/5/2015	PayPal Fee	(50.00)			\$3,308.50	Balance from 12/31/2013; Last Check 202
	1/5/2015	January PayPal Deposit		567.93		\$3,278.50	
	1/5/2015	Enchanted Rock Garden	(102.45)			\$3,846.43	Withdrawn in 1/06/2015 with \$344.54 from Dec 2014 Meeting
	1/9/2015	January Cash/Check Deposit		390.00		\$3,743.98	
	1/8/2015	Radisson Invoice	(683.04)			\$4,133.98	Jan 2015 Sponsor - Braun Intertec, \$49/raffle tickets
	1/12/2015	US Bank Check Printing Fee	(8.00)			\$3,450.94	
	1/21/2015	StarChapter Fee	(100.00)			\$3,442.94	
203	2/3/2015	Check to Jake Dalbec	(162.75)			\$3,342.94	
	2/4/2015	PayPal Fee	(30.00)			\$3,180.19	Rock Hammer and Plaque for Nathan Gruman
	2/5/2015	Radisson Invoice	(1,113.24)			\$3,150.19	
	2/6/2015	February Cash/Checks Deposit		457.00		\$2,036.95	Incl Feb Sponsor-Pointmap, \$25 Raffle tickets
	2/9/2015	February PayPal Deposit		539.40		\$2,493.95	
	2/9/2015	StarChapter Fee	(100.00)			\$3,033.35	
221	2/13/2015	Check to Nathan Gruman	(48.47)			\$2,933.35	
222	3/3/2015	Check to Anna Frankowski	(1,000.00)			\$2,884.88	Reimbursement for Planning meeting Scholarship - Anna F
	3/4/2015	PayPal Fee	(30.00)			\$1,854.88	
	3/5/2015	Radisson Invoice	(307.00)			\$947.88	Incl March Sponsor-Liberty Mutual, \$39 Raffle tickets
	3/5/2015	March Cash/Checks Deposit		293.00		\$1,240.88	
	3/6/2015	March PayPal Deposit		518.80		\$1,759.68	
	3/11/2015	St. Thomas Student TPG 01	(92.00)			\$1,667.68	For new Student Chapter w/ St. Thomas
	3/17/2015	StarChapter Fee	(100.00)			\$1,567.68	
	4/6/2015	PayPal Fee	(30.00)			\$1,537.68	
	4/9/2015	Raddisson Invoice	(979.55)			\$558.13	
	4/9/2015	April Cash/Checks Deposit		518.00		\$1,076.13	Incl April Sponsor-Midwest Geosciences and AWG, \$92 in Raffle tickets
	4/9/2015	Antea Sponsorship for Spring Social		250.00		\$1,326.13	From Bob Karls and Antea Group
	4/13/2015	April PayPal Deposit		383.80		\$1,709.93	
	4/13/2015	Spring Social PayPal Deposit Through 4/9/15		505.57		\$2,215.50	
	4/13/2015	Office Max	(2.16)			\$2,213.34	Name Badge Purchase
	4/17/2015	StarChapter Fee	(100.00)			\$2,113.34	
	4/29/2015	Enchanted Rock Garden	(140.53)			\$1,972.81	
	4/25/2015	Spring Social Cash/Checks Deposit				\$1,972.81	\$197.00 Raffle, \$130.00 Silent Auction
	4/25/2015	Spring Social-Surly Brewing Co.			\$3,235.40	\$1,972.81	
	4/28/2015	Spring Social PayPal Deposit				\$1,972.81	
	5/1/2015	Spring Social Cash/Checks Deposit		653.00		\$2,625.81	
	5/4/2015	Spring Social PayPal Deposit		1,718.35		\$4,344.16	
	5/5/2015	Enchanted Rock Garden	(35.40)			\$4,308.76	
	5/6/2015	PayPal Fee	(30.00)			\$4,278.76	
	5/7/2015	May Cash/Check Deposit		409.00		\$4,687.76	Incl May Sponsor-No Sponsor
	5/7/2015	Raddisson Invoice	(1,243.80)			\$3,443.96	
	5/14/2015	Spring Social Reimbursement - Tonia	(3,235.40)			\$208.56	Check 224
	5/15/2015	Spring Social PayPal Deposit - 2		364.67		\$573.23	
	5/18/2015	StarChapter Fee	(100.00)			\$473.23	Member dues for 2014 from HQ
	5/20/2015	Dues From National		4,068.75		\$4,541.98	Member dues for 2014 from HQ
	6/4/2015	PayPal Fee	(30.00)			\$4,511.98	
	6/9/2015	Check - Jake Dalbec	(16.17)			\$4,495.81	Check 223
	6/17/2015	StarChapter Fee	(100.00)			\$4,395.81	
	6/19/2015	PayPal Deposit		335.56		\$4,731.37	
	6/19/2015	Check - Shanna	(1,123.50)			\$3,607.87	National Meeting Reimbursement - Shanna - Check 226
	7/6/2015	PayPal Fee	(30.00)			\$3,577.87	
	7/17/2015	StarChapter Fee	(100.00)			\$3,477.87	
	7/31/2015	Check Deposit		250.00		\$3,727.87	Braun
	8/4/2015	PayPal - Fund Raiser Deposit		4,040.91		\$7,768.78	
	8/5/2015	Cash/Check Deposit - Fund Raiser		675.00		\$8,443.78	
	8/5/2015	PayPal Fee	(30.00)			\$8,413.78	
	8/7/2015	Silent Auction Cash/Check Deposit		110.00		\$8,523.78	
	8/7/2015	Reimbursement for July Golf Planning Meeting	(89.48)			\$8,434.30	Check 227 - to Adam K.
	8/13/2015	Deposit - Shanna Schmitt for ?		500.00		\$8,934.30	
	8/17/2015	StarChapter Fee	(100.00)			\$8,834.30	
	8/19/2015	PayPal Deposit - Silent Auction and Eagle Cards		2,023.46		\$10,857.76	
	8/19/2015	Shanna Schmitt - Fundraiser Stuff	(97.75)			\$10,760.01	Check 229
	8/19/2015	Check Deposit		15.00		\$10,775.01	
	8/19/2015	Prestwick Golf Course	(3,861.56)			\$6,913.45	Food and Golfing - Check 228 to Curt Hudak
	8/31/2015	Annual Sponsor Checks		500.00		\$7,413.45	2 Sponsors
	8/31/2015	Enchanted Rock Garden	(57.93)			\$7,355.52	Raffle/Speaker gifts through end of year
	9/4/2015	PayPal Fee	(30.00)			\$7,325.52	
	9/9/2015	Sept cash/checks deposit		284.00		\$7,609.52	Annual Sponsors Started, raffle =520
	9/10/2015	Sept PayPal deposit		1,107.18		\$8,716.70	
	9/10/2015	Raddisson Invoice	(794.44)			\$7,922.26	
	9/17/2015	StarChapter Fee	(100.00)			\$7,822.26	
	9/21/2015	Annual Sponsor Checks		500.00		\$8,322.26	2 Sponsors
	10/5/2015	PayPal Fee	(30.00)			\$8,292.26	
	10/6/2015	Mineral Kits	(1,635.80)			\$6,656.46	
		No October Meeting				\$6,656.46	Canceled for MGWA Karst Conference
	10/19/2015	StarChapter Fee	(100.00)			\$6,556.46	

AIPG MN Section - Yearly Finances

2015 Summary by Adam Krieger

Check #	Date	Transaction Description	Payment	Deposit	Verified with Bank Statement	Balance	Comment
	10/26/2015	AIPG Annual Meeting	(427.20)			\$6,129.26	Shanna Hotel Reimbursement
	11/4/2015	PayPal Fee	(30.00)			\$6,099.26	
	11/5/2015	Raddisson Invoice	(988.42)			\$5,160.84	Nov. Sponsor, HIG, paid in September
	11/18/2015	Nov PayPal Deposit		577.37		\$5,738.21	raffle = \$15
	11/18/2015	Nov Cash/Check Deposit		229.00		\$5,967.21	Includes \$50 donation from Karl Hermanson for Jane Willard Retirement
	11/9/2015	Enchanted Rock Garden				\$5,967.21	
	11/17/2015	StarChapter Fee	(100.00)			\$5,867.21	
	12/2/2015	Dec cash/checks deposit		223.00		\$6,090.21	Raffle = \$60
	12/2/2015	Enchanted Rock Garden	(83.67)			\$6,006.54	
	12/3/2015	Dec PayPal Deposit		288.58		\$6,295.12	Withdrawn in 1/06/2015 with \$223.39 from Jan 2015 Meeting
	12/3/2015	Raddisson Invoice	(691.60)			\$5,603.52	
	12/4/2015	PayPal Fee	(30.00)			\$5,573.52	
	12/4/2015	StarChapter Fee	(100.00)			\$5,473.52	
	12/17/2015	Excom Meeting Happy Hour Apps				\$5,473.52	
	12/22/2015	Scholarship				\$5,473.52	2015 Scholarship Winner is Sayge Woolridge; Paid in March?
Totals			(\$21,131.31)	\$23,296.33			

Use the information below to fill out the Income & Expenses form for HQ Taxes

Expenses

Radisson expenses	(\$6,659.49)
Golf Fundraiser expenses	(\$4,048.79)
Spring Social expenses	(\$3,413.49)
Scholarship	(\$1,000.00)
Awards	(\$162.75)
Web Fee's	(\$1,560.00)
Bank Fees	(\$8.00)
Donations (meetings)	(\$92.00)
Donations (mineral kits)	(\$1,635.80)
Excomm Mtgs/HI/etc.	(\$137.95)
AIPG Annual Meeting Travel	(\$1,550.70)
Speaker Travel Expenses	\$0.00
Office General (incl projector)	(\$2.16)
Total Expenses	(\$20,271.13)

Income

Luncheons	\$6,833.04
Spring Social	\$3,491.59
Golf Fundraiser	\$7,364.37
National Dues	\$4,068.75
Scholarship Reimbursement from National	\$0.00
Total Income	\$21,757.75

Assets

1 Year CD	\$5,015.02	
CD Interest in 2015	\$5.02	
Balance in Checking	\$5,473.52	
Petty Cash for Change	\$100.00	
Total Assets	\$10,593.56	(Less \$1000 for Scholarship to be given in March)

AIPG MN Section - Yearly Finances

Check #	Date	Transaction Description	\$\$\$ Loss	# RSVPs	# Signed In	# Invoiced for	no shows	fi	walkins	students	Talk Title
	1/5/2015	PayPal Fee									
	1/5/2015	January PayPal Deposit									
	1/5/2015	Enchanted Rock Garden	274.89	21	26	0	0	5	1		Monitoring of Soil Water Nitrate Concentrations in SE MN using Lysimeters
	1/9/2015	January Cash/Check Deposit									
	1/8/2015	Radisson Invoice									2 free (1 speaker, 1 student)]
	1/12/2015	US Bank Check Printing Fee									
	1/21/2015	StarChapter Fee									
203	2/3/2015	Check to Jake Dalbec									
	2/4/2015	PayPal Fee									
	2/5/2015	Radisson Invoice	(116.84)	45	48	\$500/min	4	7	10		Antarctica Expedition for Scientists/Tourists - Shanna Schmitt
	2/6/2015	February Cash/Checks Deposit									Antarctica Expedition for Scientists/Tourists. Knowledge tourism throughout the Antarctic Peninsula Region alongside Killer Whale, Sea Bird, Penguin and Climate Change Researchers
	2/9/2015	February PayPal Deposit									[13 free (1 speaker, 10 student, 2 sponsor)]
	2/9/2015	StarChapter Fee									
221	2/13/2015	Check to Nathan Gruman									
222	3/3/2015	Check to Anna Frankowski									
	3/4/2015	PayPal Fee									
	3/5/2015	Radisson Invoice	(95.20)	39	36	\$500/min	8	5	3		Geothermal HVAC Principles and Keys to Successful Projects - Lucas Evenson Lucas Evenson (presenter) was snowed out and unable to make it; done via teleconference
	3/5/2015	March Cash/Checks Deposit									
	3/6/2015	March PayPal Deposit									
	3/11/2015	St Thomas Student TPG Q1									
	3/17/2015	StarChapter Fee									
	4/6/2015	PayPal Fee									
	4/9/2015	Raddisson Invoice	(77.75)	40	40		6	6	4		The Kern River Oil Field, San Joaquin Valley, CA: History, Production and Geology - [5 free (2 speaker, 4 students)](6 no shows, 1 did not prepay, 1 Student Walk-in)]
	4/9/2015	April Cash/Checks Deposit									
	4/9/2015	Antea Sponsorship for Spring Social									
	4/13/2015	April PayPal Deposit									
	4/13/2015	Spring Social PayPal Deposit Through 4/9/15									
	4/13/2015	Office Max									[3 free (1 speaker, 2 sponsor)]
	4/17/2015	StarChapter Fee									
	4/29/2015	Enchanted Rock Garden									
	4/25/2015	Spring Social Cash/Checks Deposit		71	86	73	2	17	12		Surly Brewing Spring Social
	4/25/2015	Spring Social-Surly Brewing Co.	115.66								[3 Free (3 Speakers)]
	4/28/2015	Spring Social PayPal Deposit									
	5/1/2015	Spring Social Cash/Checks Deposit									
	5/4/2015	Spring Social PayPal Deposit									
	5/5/2015	Enchanted Rock Garden									
	5/6/2015	PayPal Fee									
	5/7/2015	May Cash/Check Deposit									
	5/7/2015	Raddisson Invoice	(357.80)	41	49	36	6	14	13		DNAPL Site Characterization and Strategy - Dave Scheer MPCA
	5/14/2015	Spring Social Reimbursement - Tonia									[14 Free (1 speaker, 13 students)]
	5/15/2015	Spring Social PayPal Deposit - 2									
	5/18/2015	StarChapter Fee									
	5/20/2015	Dues From National									
	6/4/2015	PayPal Fee									
	6/9/2015	Check - Jake Dalbec									
	6/17/2015	StarChapter Fee									
	6/19/2015	PayPal Deposit									
	6/19/2015	Check - Shanna									
	7/6/2015	PayPal Fee									
	7/17/2015	StarChapter Fee									
	7/31/2015	Check Deposit									
	8/4/2015	PayPal - Fund Raiser Deposit									
	8/5/2015	Cash/Check Deposit - Fund Raiser	3,550.58								Golf Fundraiser
	8/5/2015	PayPal Fee									
	8/7/2015	Silent Auction Cash/Check Deposit									
	8/7/2015	Reimbursement for July Golf Planning Meeting									
	8/13/2015	Deposit - Shanna Schmitt for 7									golf expenses (4,048.79)
	8/17/2015	StarChapter Fee									income 7,599.37
	8/19/2015	PayPal Deposit - Silent Auction and Eagle Cards									net 3,550.58
	8/19/2015	Shanna Schmitt - Fundraiser Stuff									
	8/19/2015	Check Deposit									
	8/19/2015	Prestwick Golf Course									
	8/31/2015	Annual Sponsor Checks									
	8/31/2015	Enchanted Rock Garden									
	9/4/2015	PayPal Fee									
	9/9/2015	Sept cash/checks deposit									
	9/10/2015	Sept PayPal deposit	596.74	21	35	21	2	16	0		Update on the Status of Mimesota's First Groundwater Management Areas - Paul Putzier
	9/10/2015	Raddisson Invoice									National Brownfields Conference in Chicago
	9/17/2015	StarChapter Fee									[3 free (1 speaker, 2 sponsors)]
	9/21/2015	Annual Sponsor Checks									
	10/5/2015	PayPal Fee									
	10/6/2015	Mineral Kits									
		No October Meeting									No Meeting Due to MGWA Conference
	10/19/2015	StarChapter Fee									

AIPG MN Section - Yearly Finances

Check #	Date	Transaction Description
	10/26/2015	AIPG Annual Meeting
	11/4/2015	PayPal Fee
	11/5/2015	Raddisson Invoice
	11/18/2015	Nov PayPal Deposit
	11/18/2015	Nov Cash/Check Deposit
	11/9/2015	Enchanted Rock Garden
	11/17/2015	StarChapter Fee
	12/2/2015	Dec cash/checks deposit
	12/2/2015	Enchanted Rock Garden
	12/3/2015	Dec PayPal Deposit
	12/3/2015	Raddisson Invoice
	12/4/2015	PayPal Fee
	12/17/2015	StarChapter Fee
	12/22/2015	Excomm Meeting Happy Hour Apps
		Scholarship

\$\$\$ Loss	# RSVPs	# Signed In	# Invoiced for	no shows fi walkins	students	Talk Title
November						A Geomorphological Analysis of the Cenozoic Rejuvenation of the Southwestern Norwegian 'passive' Margin - Jeni McDermott
(132.05)	38	45	36	3	9	14
	[5 free (1 speaker, 2 sponsors, 2 students)]					
December						Geology of Denali National Park and Highlights from the 2015 AIPG National Conference - Shanna Schmitt
223.00	31	28	25	8	5	5 2 Student Registrars a no show
Totals						

Use the information below to fill out the Income & Expenses form

Expenses

- Raddisson expenses
- Golf Fundraiser expenses
- Spring Social expenses
- Scholarship
- Awards
- Web Fee's
- Bank Fees
- Donations (meetings)
- Donations (mineral kits)
- Excomm Mtgs/HH/etc.
- AIPG Annual Meeting Travel
- Speaker Travel Expenses
- Office General (incl projector)

Total Expenses

Income


- Luncheons
- Spring Social
- Golf Fundraiser
- National Dues
- Scholarship Reimbursement from National

Total Income

Assets

- 1 Year CD
- CD Interest in 2015
- Balance In Checking
- Petty Cash for Change

Total Assets



Minnesota Section
American Institute of Professional Geologists

Officer/Committee Annual Report

Name: Shanna Schmitt

Date: December 22, 2015

Position: President-Elect & Webmaster

2015 Accomplishments/Activities/Duties:

- Supported Jake and Executive Committee with various tasks and helped with Golf Fundraiser.
- Announcements, meetings, sponsor information, & job postings posted to website & emailed.
- Helped with student outreach by attending happy hours, reviewing resumes (Student Support Committee), and participating in career panels.
- Attended the AIPG National meeting in September & elected to the Advisory Board.

Summary of Significant Expenses/Income

- Our largest expense is the luncheons, and our largest income is the luncheon fees and fundraising money.

Problems/Issues:


- Membership is low, especially in the younger professionals.

Suggestions for Improvement:

- I'd like to put a link on the Education Page, in our Resume Section specifically, to the "Getting a Job-Resumes, Networking, and Interviews" article from the Jan/Feb 2013 TPG. I recently re-discovered it and I think it would be useful. <http://www.aipg.org/Students/pdf/Getting%20a%20Job%20-%20Resumes-Networking-Interviews%20article.pdf>
- Also, we could add a link on the National webpage to the MN Section Student Scholarship: <http://www.aipg.org/Students/sectionscholarships.html>
- Get our ethics luncheon(s) scheduled earlier.

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Dan Hunter-Executive Committee Person 6 (Director)	

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Minnesota Section
 American Institute of Professional Geologists
Officer/Committee Annual Report

Name: Damon Powers

Date: December 22, 2015

Position: Membership and Screening Committees Chair

2015 Accomplishments/Activities/Duties:

Membership:

2015 Minnesota Section Roster:

140 total:

CPG – 79; Active – 73; Retired – 6

Members – 54

Young Professionals – 7

Screening:

No candidates were screened for CPG status in 2015.

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.

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Officer/Committee Annual Report

Name: Nathan Gruman

Date: December 22, 2015

Position: Education Chair

2015 Accomplishments/Activities/Duties: Formally established University of St. Thomas (UST – just for you Gil) Student Chapter of AIPG. Began talks with University of Minnesota (U of MN) regarding establishment of Student Chapter. Held a professional informational panel at the U of MN. UST held additional events – these should be listed by Sara Nelson (UST Student Chapter Sponsor). Provided 90 kits to the Minnesota Minerals Education Workshop that was held in Duluth this past year.

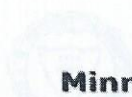

Summary of Significant Expenses/Income: Primary expenses are student scholarship and mineral kits. Monies were also give to UST student chapter. Primary income is golf fundraiser.

Problems/Issues: Not enough time in the day. Education is a big endeavor that requires a single coordinator with possible sub-committees that have specific focus areas. Would recommend identifying areas to focus on and then find people or groups of people interested in tackling smaller “chunks” of the overall grouping called “Education”.

Suggestions for Improvement: Coordinate professional training to facilitate student entrance into workforce and become more attractive candidates for hire.

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Minnesota Section
 American Institute of Professional Geologists
 

Officer/Committee Annual Report

Name: Sara Nelson

Date: December 22, 2015

Position: University of St. Thomas Student Chapter Sponsor

2015 Accomplishments/Activities/Duties:

On April 14, 2015 - Gil Gabanski and I met with students during their chapter meeting to discuss resumes, interview skills, and networking.

On April 28, 2015 - Kelton Barr lead a day long field trip for UST students.

On Nov 12, 2015 - Adam Krieger, Kelton Barr, Jake Dalbec, Bruce Johnson, Gil Gabanski and I held a discussion panel at St. Thomas. Approximately 30-40 students were in attendance.

Students have been active and taking advantage of the resume review program that MN AIPG has set up for them.

Summary of Significant Expenses/Income

Money was spent to acquire copies of the student edition of TPG (~\$50)

Problems/Issues:

A reoccurring issue is getting the students to be responsive. Having help from the St. Thomas faculty sponsor is effective, but I would like to find a way to encourage them to be responsible on their own.

Suggestions for Improvement: Goals for this coming year:

Putting together a program/deal for students to get their 40-hr HAZWOPER training

Scheduling a field trip for the student to visit a consulting firm/drilling department/analytical lab

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Officer/Committee Annual Report

Name: Bruce Johnson, CPG, PG

Date: December 22, 2015

Position: Student Grant Chair

2015 Accomplishments/Activities/Duties:

January/February 2015 Submitted requests for Grant Participates to UMM, UMD, UTC, UST, Carleton, Gustavus, Macalester, SCSU, and Winona.

March/April follow up emails to the institutions

June final notification and four complete submittals (UMM, UST, Winona, and Macalester)

July – September Review submittals and make the award to Sayge Wooldridge at UMM.

December schedule and postponed the award at the monthly meeting based on weather.

Summary of Significant Expenses/Income


We will award \$1,000 to Sayge Wooldridge at an upcoming meeting.

Problems/Issues: only four of nine schools responded.

Suggestions for Improvement: Complete the 2016 Student Grant requests and keep trying to increase the school participation.

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Minnesota Section
American Institute of Professional Geologists
Officer/Committee Annual Report

Name: Paula Berger

Date: December 22, 2015

Position: Sponsor Committee Chair

2015 Accomplishments/Activities/Duties: Revised meeting sponsor format from sponsoring an individual meeting to an annual meeting sponsorship, allowing unlimited sponsors per meeting/year. Eliminated sponsor presentations at the beginning of the meeting and replaced it with a sponsor slide show and sponsor names on agenda. Separated "meeting sponsors" from "special event sponsors".


Summary of Significant Expenses/Income: Raised meeting sponsor fee by \$50. *to \$250* Overall income/number of sponsors appears to be about the same from meeting sponsors as in past years (confirm with treasurer).

Problems/Issues: Sponsors are still getting used to the idea of an annual fee rather than a one-time meeting fee. Some sponsors didn't read the announcement or missed it.

Mid-year sponsorship – should it be the same price? How to recruit new sponsors mid-year.
Free meetings with sponsorship – some problems finding the "coupon" on the web site.
Cancelling meetings/fewer meetings brings less value to sponsors.

Suggestions for Improvement:

- More announcements at the beginning of the year regarding sponsorship.
- Streamline sponsor payment on web site. Notification from web site to sponsor chair?
- Streamline sponsor meeting "coupons" on the web site.
- Avoid cancelling meetings, or add meetings if cancelling is required.
- Special event sponsorship plan still being developed



Minnesota Section
American Institute of Professional Geologists

Officer/Committee Annual Report

Name: Gilbert Gabanski

Date: December 22, 2015

Position: Executive Committee Director - Student Resume Review Committee Chair

2015 Accomplishments/Activities/Duties:

Established a web site for reviewing resumes of geology seniors, juniors and graduate students; and providing resume writing tips. Committee has reviewed approximately 10 resumes in 2015. Committee members include Gil, Shanna, Jane, Tonia, and Nathan

One presentation to the geology club of University of St. Thomas regarding careers, resume writing, and interviewing skills.

Summary of Significant Expenses/Income

No expenses were incurred and no income was generated

Problems/Issues:


None

Suggestions for Improvement:

None

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Minnesota Section
American Institute of Professional Geologists

Officer/Committee Annual Report

Name: Marcella Hartman

Date: December 22, 2015

Position: Communications Chair

2015 Accomplishments/Activities/Duties:

Posted job opportunities to AIPG website and attended luncheon meetings.

Summary of Significant Expenses/Income

No expenses accrued.

Problems/Issues:

No problems or issues encountered.

Suggestions for Improvement:

In 2016 this position will be terminated and responsibilities will be divided between the Webmaster and Secretary/Treasurer positions.

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Minnesota Section
American Institute of Professional Geologists



Officer/Committee Annual Report

Name: Jane M Willard, PG, CPG

Date: December 22, 2015

Position: Editor

2015 Accomplishments/Activities/Duties: 3 newsletters this year; maybe a fourth this week

Summary of Significant Expenses/Income: None

Problems/Issues: Content of newsletter that doesn't just duplicate emails to members

Suggestions for Improvement: regular columns by officers, regular coverage of meetings

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Officer/Committee Annual Report

Name: Fundraising Committee

Date: December 22, 2015

Position: Golf Fundraiser

2015 Accomplishments/Activities/Duties:

The 2015 Annual AIPG–MN Section Golf Tournament was an improvement over the three previous years' net income. The main improvements are attributed directly to five main causes: (1) the increase in number of golfers, which this year included 41 participants; (2) the reduction in Golf Course Fees and cheaper hole sponsorship advertising; (3) the increase in live auction items; (4) the increase in volunteer participation from our membership; and, (5) reduced lunch fees per golfer by \$5-plus. The majority of our other monetary benefits are indirectly related to these four events. Examples of the other indirect benefits include: (1) more donated auction items from members/stakeholders; (2) more numbers of active bidders per auction item; and, (3) reduced costs by using digital advertising of hole sponsors.

Having more people volunteering was truly an advantage for our team this year because it allowed those people with certain talents to focus on those talents.

Summary of Significant Expenses/Income

The most significant expenses were the cost of the green fees, carts, lunch and dinner. The combined costs of the Prestwick Golf Course and Osteria Restaurant was \$3,861.56 for 41 golfers, 39 snack lunches, and 49 dinners. We had a significant uptick in non-golfers attend this year from four people to nine people, which of course indirectly helps out the auction items. Our largest financial benefits come from "donated" live and silent auctions items. Live auction items tend to bring in hundreds of dollars vs. tens of dollars for silent auction items.

Problems/Issues:

The following are our main issues with taking the golf fundraiser to the next level: (1) complacency or procrastination of registrants; (2) purchasing of items to put up onto auction (lower margins compared to donated items); and, (3) the frugal nature of our profession. The majority of our chapter is still within the relatively younger environmental industry, and which is about to start retiring people with greater free cash flow.

Suggestions for Improvement:

- (1) If we continue to shop for lower cost yet higher quality golf courses (like Prestwick), then we shall attract more golfers and yield a net higher return. Fortunately, it is a golfer's market right now, which benefits AIPG during negotiations for a discounted rate. Securing this year's cheaper rate for next year's tourney is a plus.



Minnesota Section

American Institute of Professional Geologists



- (2) Continue to enlist more volunteers for the tourney and post-tourney dinner/auctions. Volunteers tend to participate in the auctions by donating and bidding. This also helps to keep everyone "fresher" for more and longer fundraising activities. New "blood" brings in more ideas for auction items.
- (3) Assign one person to accept donated items. This person shall help restrict the acceptance of "gifts" that are expected to be reimbursed to the "donor." Putting "purchased" items out on the auction tables not only reduces our profits per item, but also causes people to divert money from higher margin (i.e., donated) auction items.
- (4) We need to track separate line items to get a better picture of cash flow for the golf fundraiser. These line items should also track those donated and receipted items, as well as those items that are being reimbursed.