



Minnesota Educational Facility Management Professionals

The Messenger

June 2020
Newsletter

IN THIS ISSUE

\$1000 Grant	1
Message from the Board	2
Safety Leadership	3
Did you know?	4
Alcohol-Based Sanitizers	5
Vendor Corner	6
Full Conference Schedule	7
Training	9
Award Nominations	10
Message Board	11

Are you missing conversations with other MASMS members?

In an effort to keep MASMS members connected and informed, we created a weekly virtual meeting for directors/supervisors to discuss current topics.

We hold this meeting every Thursday at 9:00 AM.

To participate please email the MASMS office at ruth@masms.org.



2020 MASMS Conference

Registration is Open

Thursday October 1st and Friday October 2nd, 2020

Education | Trade Show | MASMS Banquet

Entertainment | Networking

Go to www.masms.org for the Registration Forms

\$1,000 MASMS Grant to be Awarded to a MASMS Member School District

MASMS will be awarding a school district who are MASMS members a grant for \$1,000. The project theme this year is “getting students involved in a facility and/or grounds project”. This grant will be awarded Thursday October 1, 2020 at the MASMS conference banquet. This grant is to be used in your school for a project that involves students. The project will need to be submitted to MASMS by August 15, 2020. All applications are reviewed by the MASMS Executive Board and a winner will be chosen from the submissions.

MASMS suggests that you try and involve the students if you can.

Some project ideas include:

- Landscaping (trees and/or shrubs)
- Start/revitalize a nature center area
- Install a low maintenance garden
- Recycling and/or waste reduction
- Sponsoring a field trip(s) related to facility and/or grounds
- Building project

If you are interested in this opportunity please complete the following steps:

1. Identify the project—Provide MASMS with an overview of the project.
2. Provide MASMS with a timeline for the project.
3. Email this information to ruth@masms.org before August 15, 2020

We look forward to receiving your project ideas and to awarding this to one of our member schools this fall!

CONTACT US



600 4th Street North
Cold Spring, Minnesota



(320) 685-4585 (Phone)
(320) 685-4592 (Fax)



ruth@masms.org



[linkedin.com/company/masms](https://www.linkedin.com/company/masms)



MASMS.ORG

MESSAGE FROM THE BOARD



Kevin Hildebrandt
State
Treasurer

I hope this month's newsletter finds everyone in good health. 'The Times They Are A-Changin' by Bob Dylan comes to mind these days.

Everyone is coming up with new ways to get their work done this year. Chat groups like the one MASMS has every Thursday seem to be the norm lately. If you have not had the chance to join I hear it is well worth your time to share and hear ideas.

With things as they are, we are all learning to be even more flexible than we already are. Virtual meetings are taking the place of in person meetings. It seems like the number of meetings is more now than before. MASMS is not exempt from change. Many meetings have been cancelled. The annual custodial days that so many of our staff look forward to has been cancelled for this year.

The executive board will continue to monitor the situation as we plan for future events. Financially we are very solid as an organization. The majority of our funding comes from memberships and ads in the newsletters and website. Our vendor members continue to show a lot of support to our organization both financially and as a resource.

Our annual conference has a positive impact on our finances as well. The board has been discussing this fall's conference and what it could possibly look like if we can not get together in person.

As facility professionals you are no strangers to change. Actually, you seem to thrive on change and are very good at adapting to it. Keep positive and remember that MASMS members are a great resource for you.

Stay safe and stay healthy!

Looking for a Mentor? Options Include:

- Meet once a month with your MASMS Mentor or phone contact only. Contact the MASMS office at ruth@masms.org if you are interested!

WELCOME NEW MASMS MEMBERS!

Educational Members

Dale Patterson, Osseo Schools
Todd Passenheim, Osseo Schools
Julie Stackhouse, Osseo Schools
Dan Holtus, Osseo Schools
Eric Parker, Osseo Schools
Shenelle Haines, The Blake School

Business Members

Lee Windsperger, Electronic Design Company
Lee Bergstrom ALLEGION
Jeff Hall, ALLEGION
Brian Murrell, The Garland Company
Nick Johnson, ASSA Abloy



MANAGING A BUILDING HAS ITS UPS AND DOWNS!

Especially when your elevators need the attention that you were promised...

Truth be told, we don't have much in common with the "other guys". In fact, our 26 year-old founding principal revolves around the discontent in the way other companies have decided to execute their roles within the industry.



MODERNIZATION



NEW INSTALLATION



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The "Tool Box" for Educational Facility Management Professionals



Health & Safety

The MASMS Health & Safety Committee supplies information for this section. If you have a specific topic you would like to see covered, let the MASMS office know.

Safety Leadership: Increasing Worker Engagement

In the business world the terms involved employees and engaged employees are used interchangeably however, these two terms are quite different. An involved employee will offer their idea, expertise, and energy to the company, but it is typically upon request from management. Engaged employees are enthusiastic about their work and are willing to take action to further the organizations reputation and interests.

When the workers are engaged studies have shown they are less likely to leave, seek to live the company's values and will serve as ambassadors inside and out. While, it is hard work to achieve worker engagement doing so will significant raise that likelihood that an organization will succeed in mobilizing employee safety.

Engaged employees are not achieved by demanding they have more involvement rather it requires purposeful planning and patience. When employees participate in successful and rewarding activities, they begin to shift from involved toward engaged. The shift occurs due to leadership demonstrating that they value safety.

Ways to implement safety involvement activities and organization should:

- Ask themselves, "Why are we doing this?"
- Design the benefits and set the objectives
- Design or pick an intervention that's right for the culture and in line with the objectives
- Prepare all levels of leadership for distribution of power
- Enroll the employees
- Recruit early adopters
- Use discovery-based vs. static learning
- Roll out and support the system

COVID-19 Discussion Forum

MASMS added a COVID-19 Discussion Forum for members to share information during this time. Feel free to use this forum to share information or ask questions about COVID-19 applicable to MASMS members.

Login at www.masms.org

- Select the "Covid-19 Discussion Forum" button on the left side of this window.
- Share information

Contact the MASMS office with questions (320) 685-4585 or ruth@masms.org

Keeping Children Safe

The most cost effective playground expenditure you can make is maintaining your surfacing. **SafetyFirst Playground Maintenance** offers a full range of services, assisting you in developing, implementing, and auditing your comprehensive playground safety program.

Marissa Bauer | 320.493.1877
marissa.bauer@safetyfirstplayground.com

SafetyFirst
PLAYGROUND MAINTENANCE

DO YOU KNOW?

Do you need funding to send yourself and your staff to the MASMS Conference?

Do you need funding to provide yourself and your staff needed training?

- Did you know that a district is required to reserve at least 2% of the basic revenue for staff education and development?
- Did you know that Building and Grounds Staff fall under staff that this funding can go to for training?

See the sections in green below of the MN Statutes 122A.61

Minnesota Statutes 122A.61 RESERVED REVENUE FOR STAFF DEVELOPMENT.

A district is required to reserve an amount equal to at least two percent of the basic revenue under section 126C.10, subdivision 2, for:

(2) principal development and evaluation under section 123B.147, subdivision 3;

Professional development under section 122A.60 ~ Under this section is specifically states:

provide opportunities for staff to learn about current workforce trends, the connections between workforce trends and postsecondary education, and training options, including career and technical education options.

(4) in-service education for programs under section 120B.22, subdivision 2. To the extent extra funds remain, staff development revenue may be used for staff development plans, including plans for challenging instructional activities and experiences under section 122A.60, and for curriculum development and programs, other in-service education, teachers' mentoring under section 122A.70 and evaluation, teachers' workshops, teacher conferences, the cost of substitute teachers for staff development purposes, preservice and in-service education for special education professionals and paraprofessionals, **and other related costs for staff development efforts.**



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Alcohol-Based Hand Rubs (Sanitizers) Information

A lot has been written about alcohol-based hand rubs (ABHR) and their effectiveness in dealing with infection control, particularly in health care facilities. What many don't realize is that these products contain alcohol, a flammable liquid. In fact, in order to meet the definition of a waterless hand sanitizer for the Centers for Disease Control (CDC), the product must be at least 60 percent alcohol by volume.

Flammable liquids give off vapors that can be easily ignited. Once ignited, they burn very intensely (alcohols normally burn with a clean blue flame and produce very little smoke). They can contribute to the rapid spread of fires that originate elsewhere in the building (e.g. linen or cleaning cart fire). Where they are used ABHRs were first used in health care occupancies (hospitals, nursing home, and ambulatory surgery centers). They are now also being used in schools, grocery stores and other occupancies.

The 2020 Minnesota State Fire Code (MSFC) controls the use and storage of flammable liquids in chapter 57, Flammable and Combustible Liquids. The use of wall-mounted dispensers containing ABHRs classified as Class I or Class II liquids shall be in accordance with MSFC Section 5705.5. Corridor installations shall comply with MSFC Section 5705.5.1.

The following are some of the requirements from Section MSFC 5705.5:

- The maximum capacity of each dispenser shall be 68 ounces.
- The dispensers shall be separated from each other by at least 48 inches horizontally.
- Dispensers shall not be installed directly adjacent to, directly above or below an electrical receptacle, switch, appliance, device or other ignition source. The wall space between the dispenser and the floor shall remain clear and unobstructed.
- Dispensers shall be mounted with bottom 42 to 48 inches above finished floor.
- Dispensers shall release their contents by manual activation. Automatic "touch free" release is allowed when complying with MSFC Section 5705.5 items 5.1 through 5.2.3.
- Storage and use of ABHR's shall comply with provisions in MSFC Section 5704 and 5705.
- Dispensers installed directly over carpeted floors shall be permitted only in smoke compartments or fire areas protected with automatic sprinklers installed to NFPA 13 or NFPA 13R.
- In corridors, Level 2 and 3 aerosols are not allowed. Maximum capacity of each Class I and II liquid dispenser shall be 41 ounces and maximum capacity of each Level 1 aerosol dispenser shall be 18 ounces. The MAQ in a control area corridor shall comply with MSFC Section 5705.5.1 #3.
- Where dispensers are in a corridor, the corridor shall have a minimum width of 6 feet.
- The dispenser in corridors shall not project horizontally over any walking surface by more than four inches between the heights of 27 inches and 80 inches per MSFC Section 1003.3.3.

Any questions related to this should be directed to the code specialist with the SFMD at 651-201- 7221 or you can e-mail questions to fire.code@state.mn.us.

Energy Savings You Can Rely On

With a solar subscription from IPS Solar, schools can save upwards of \$1 million on energy costs over 25 years **without spending any money upfront.**

"The savings are huge because they go not into my budget but into the general budget where they can be used for books and stuff for kids." – Kevin Johnson, Director of Buildings and Grounds, Red Wing School District

Join Our Growing List of Partners

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- Faribault Schools	- St. Cloud Schools
- Hopkins High	- St. John's University
- Macalester College	- Triton Schools
- Monticello Schools	- Zumbrota Schools



www.ips-solar.com/schools
651-789-5305

Vendor Corner



*Mike Remington, Inspec
MASMS Vendor Rep*

Communication has Never Been So Important or Challenging!

As many of you know, most problems for any business are related to poor communication, maybe even problems in our personal life too! Whether it's communicating with clients or the public, or communicating internally with co-workers, it is literally one of the most important things we do, and we need to try to do it effectively.

With the current Covid-19 crisis communication has never been more challenging: there is much less (if any) face to face communication and we are relying much more heavily on emails (we all know how poorly emails can work at times), video conferencing and phone calls, and even if you do meet with someone face to face many times one or both of you is wearing a mask that covers half of your face. With more employees and clients working remotely, it is very challenging to try to truly "connect" with clients and co-workers in a meaningful and effective way. Using Zoom or Teams or Skype does help a little bit, at least you can see the people you are communicating with and even see their face, but even that is challenging in different ways. The need and importance of effective communication hasn't

decreased with this virus crisis, if anything it has only grown to be more important than ever and at the same time our ability to effectively communicate with others has never been more challenging!

You keep hearing that we need to prepare for and accept the "new normal", so these challenges and obstacles to effective communication will likely be around to some degree for quite some time. Realize that the importance of effective communication has never been greater while at the same time has never been more difficult and try to find creative and effective ways to overcome those challenges and succeed!

I sincerely hope that you and your loved ones are healthy and well and surviving this crisis OK!

Find out all the answers to the questions you see MASMS members post during the month.

**Go to
www.masms.org
and select the
QUICKLINK
labeled
Questions.
and Answers
from MASMS
Members**



2909 South Broadway Rochester, MN 55904

Max Bahr: 507-319-3322 | mbahr@hillercarpet.com | hillercarpet.com/commercial

Dave Bahr: 507-254-6858 | dbahr@hillercarpet.com | hillercarpet.com/commercial

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2020 MASMS Conference Schedule

Wednesday September 30, 2020

Wapicada Golf Course Sauk Rapids, MN

10:00 am Scholarship Golf Event

Holiday Inn Lobby & Conference Center

5:00 -8:00 pm Conference Registration

7:30 pm Business Member Appreciation Mixer

Thursday October 1, 2020

Thursday Morning | Breakfast | Kickoff | Keynote

6:30 am Registration, *Conference Lobby*

6:30 am Hot Breakfast, *Poolside*

7:00 am 1st Time Attendee Meeting, *St. Cloud Room*

7:50 am Presentation of the Flag, *Heritage Room*



8:00 am **KEYNOTE SPEAKER**, *Heritage Room*
Mark J. Lindquist | "Your Passion!"

8:50 am Lobbyist Sam Walseth

9:00 am MASMS Benefits/Conference App



Thursday Morning | Educational Sessions

9:30 am — 10:20 am Session

(Pick 1 session from the 8 offered.)

ROOM

Heritage **Facility Condition Assessments**

(AFE/General Credit Hours)

Mike Remington, Inspec

St. Bens **Cleaning Elevated Surfaces**

(AFE/General Credit Hours)

Jeff Birks, Elevated Surface Cleaning

Huskies **Athletic Field Maintenance**

(AFE/General Credit Hours)

Roger Weinbrenner & Ben Boeding,
Minnesota Sod Company

Johnnies **Do not make developing**

your crisis plan a crisis!

(AFE/Health & Safety Credit Hours)

Amy Satterfield, IEA
Dan Miller, Farmington Schools

St. Cloud **Coordinating School Fire & Life
Safety with Security**

(AFE/Health & Safety Credit Hours)

Forrest Williams, State Fire Marshal

Vikings **Noxious Weeds in Native Areas**

(AFE/General Credit Hours)

Julia Bohnen, Dept of Fish &
Wildlife Conservation, U of M

Riverbats **The MASMS Voice in
State Legislative Advocacy**

(AFE/General Credit Hours)

Sam Walseth, MASMS Lobbyist

Twins **Troubleshooting HVAC Prob-
lems**

(AFE/General Credit Hours)

Doug Straus, G & R Controls

10 Minute Break & Networking

10:30 am — 11:20 am Sessions

(Pick 1 session from the 8 offered.)

ROOM

Heritage **8 Steps to Ignite Your Passion**

(AFE/General Credit Hours)

Mark J. Lindquist

St. Bens **Autonomous (Robotic) Cleaning**

(AFE/General Credit Hours)

Kate Galloway/Dave Hamel, Nilfisk

Huskies **Synthetic Turf Field Repair &
Maintenance**

(AFE/General Credit Hours)

Roger Weinbrenner & Ben Boeding,
Minnesota Sod Company

Johnnies **Long-Term Facilities Maintenance
Program Review**

(AFE/Health & Safety Credit Hours)

Sarah Miller, MN Dept of Education

St. Cloud **Public Education Facilities &
Building Codes**

(AFE/General Credit Hours)

Greg Metz & Chad Payment,
MN Dept of Labor & Industry

Vikings **Streamline Purchasing, Learn to
Navigate Cooperative Contracts**

(AFE/General Credit Hours)

Melissa Mattson, Lake Cty Service Coop

Riverbats **Carpet Care & Maintenance**

(AFE/General Credit Hours)

Stacy Dobbs, Mannington

Twins **Maintain Safe Play Environments**

(AFE/Health & Safety Credit Hours)

Stacy Strand, Flagship Recreation

10 Minute Break & Networking

11:30 am — 12:20 pm Sessions

(Pick 1 session from the 7 offered!)

ROOM

Heritage **VENDOR MEETING** [Business](#)

[Members Should Attend](#) Followed by Box
Lunch at Noon

St. Bens **Hand Dryers vs. Paper Towels**

(AFE/General Credit Hours)

Chad Stevens, Building Material Supply

Huskies **Requirements for Employer
Electrical Licensing/Registering**

(AFE/Health & Safety Credit Hours)

Steve Dudley & Sheldon Monson,
Mn Dept of Labor & Industry

Johnnies **Long-Term Facilities Maintenance
Program Review**

(AFE/Health & Safety Credit Hours)

Sarah Miller,
MN Dept of Education

St. Cloud **Taking Control of Your Controls**

(AFE/General Credit Hours)

Don Horkey & Jonathan Mesik,
DLR Group

Vikings **Winter Operations: The How, What &
Where of Snow & Ice Control**

(AFE/General Credit Hours)

Matt Freiderich, US Salt

Riverbats **Painting 101**

(AFE/General Credit Hours)

Mark Breeggeman,
Eastern Carver County Schools

Twins **Chemicals: How bad can they be.
Where do we find them in schools.**

(AFE/Health & Safety Credit Hours)

Michelle Gwin & Nick Dryden,
Retrofit Company

Thursday Afternoon | Events

12:00 pm Vendor Lunch

12:30 pm Educational Member Lunch & Meeting, *Poolside*

1:15—5:00 pm Trade Show *Atrium & Kidzone Areas*

Drawings for twelve \$500 Grants for a B & G project! You are automatically in the drawing if you registered for the conference. **Must be present to win!**

On the Trade Show Floor ~ Scholarship Fund Raiser

Some of the exhibitors will have prizes in their booths. Purchase \$1.00 tickets at the ticket table located near the trade show floor. Deposit your ticket(s) into the bags at the booths, of the items you want to win! All funds raised will go to the MASMS Scholarship fund! Drawings will be at 4:00 PM.

Thursday Evening | Events

5:30 pm President's Reception, *Poolside*

6:30 pm Banquet & Awards, *Banquet Hall*

8:30 pm Networking & Entertainment

2020 MASMS Conference Schedule

Friday October 2, 2020

Friday Morning | Bright and Early at Poolside!

- 6:30 am Buffet Breakfast
- 7:00 am Retired Member & Past President Breakfast Informal Gathering
- 8:00 am Friday Morning Keynote Speaker | Holly Hoffman
"Your Winner Within"



Friday Morning | Educational Sessions

9:10 am — 10:00 am Session (Pick 1 session from the 8 offered.)

- | ROOM | Session |
|-----------|---|
| Heritage | Virtual Database Technology
(AFE/General Credit Hours)
John Dalman, Hillyard |
| St. Bens | Leading In Smaller Districts
(AFE/General Credit Hours)
Joe Arthurs, Retired Hibbing Schools |
| Huskies | Energy Saving Ventilation Kitchen Hood Controls
(AFE/General Credit Hours)
Jake Lehmann, UHL |
| Johnnies | Partner Alliance for Safer Schools (PASS) K12 Safety and Security Guidelines
(AFE/Health & Safety Credit Hours)
Mark Williams, PASS |
| St. Cloud | What to Expect with an OSHA Inspection
(AFE/Health & Safety Credit Hours)
Bianca Virnig, Metro ECSU |
| Vikings | Improve Student Performance & Health with Daylighting
(AFE/General Credit Hours)
Pat O'Neal, Designer Specialty Products/Solar Midwest |
| Riverbats | Can Technology Really Help Us? 3 Things to Consider
(AFE/General Credit Hours)
Andrew Eagan, Inspector WNS |
| Twins | PERA
(AFE/General Credit Hours)
Sarah Fischer, Minnesota PERA |

10:15 am — 11:05 am Sessions (Pick 1 session from the 7 offered.)

- | ROOM | Session |
|-----------|---|
| Heritage | Fresh Outside Air Delivery
(AFE/Health & Safety Credit Hours)
Einar Forbom, Midwest Mechanical Solutions |
| St. Bens | Project Communication is Key: We cannot talk enough.
(AFE/General Credit Hours)
Kyle Fisher, Eden Prairie Schools
Troy Miller, LHB Corporation |
| Huskies | Long-Term Facilities Maintenance
(AFE/Health & Safety Credit Hours)
Scott Hogen, Mankato Schools
Mike Boland, ISD 622 |
| Johnnies | Open Topics
(AFE/Health & Safety Credit Hours) Daniel Tranter, MN Dept of Health |
| St. Cloud | Breaking Barriers to Nature Play
(AFE/General Credit Hours)
Jody Yungers, City of Brooklyn Park
Karen Harrison, DNR
Chris Smith, League of MN Cities
Val Rae Boe, ISD#916 |
| Vikings | Bringing Solar to Minnesota Schools
(AFE/General Credit Hours)
Ilan Klages-Mundt & Brian Keenan, IPS Solar |
| Twins | PERA
(AFE/General Credit Hours)
Sarah Fischer, Minnesota PERA |

11:15 am — Noon Roundtable Discussion

Poolside (AFE/Health & Safety Credit Hours)

Topic: COVID

- Responses
- What We Learned
- What We Did Well

Noon

Lunch and networking

MASMS is proud to have the opportunity to bring together so many dedicated, hard working building and ground leaders and staff, and business partners.

This conference brings you the unique opportunity to interact with the men and women who have dedicated their professional lives to the care of Minnesota Educational facilities and all who use them.

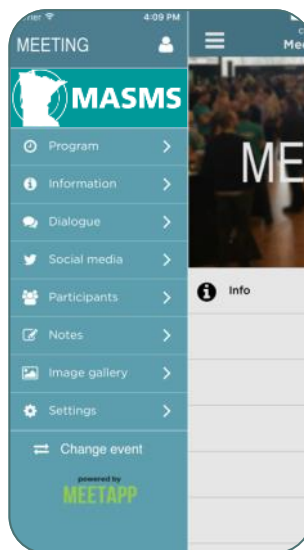
We hope you attend this conference. MASMS truly enjoys the opportunity of bringing it to you!

New this year at the MASMS Conference
This year will be utilizing a Conference App!

From your smart phone you will be able to:

- Check Schedules and Agendas
- Find Exhibitor Information & Booth Locations
- Review Educational Session Information
- Review Speaker Information
- Complete Evaluations
- Exchange Information

Information on how to download the app will be out in July. At that time you can start reviewing the educational sessions and start planning on which ones you plan to attend at the conference!



The "Tool Box" for Educational Facility Management Professionals

On-line Training Opportunities

MASMS realizes that opportunities over the past few months to receive credits for the MASMS certification program have been cancelled. You now can find information for on-line courses that you can take on-line, and receive credit for the MASMS Certification program.

Login at www.masms.org and select the "On Line Training Opportunities" button on the left side of this window.

If you choose to take any of the on-line classes (listed on this site or others that you find), **you must email the MASMS office to receive credit for the class.**

Contact the MASMS office with questions (320) 685-4585 or ruth@masms.org

Visit the MASMS On-Line Store

Order your items and pick them up at the conference!

Shirts | Hats | Vests

Go to web site:
<https://masms2020.itemorder.com>

Order and pay for your MASMS items at our new on-line store. Items will be delivered to you at the MASMS Conference.

Store opens on May 15th
Closes September 4th

For every item purchased at the MASMS On-Line Store, \$5 will be donated to the MASMS Scholarship Fund!



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MASMS Award Nomination

Each year, MASMS recognizes outstanding members who are dedicated leaders within the area of facilities, grounds and health and safety operations for Minnesota K-12 and higher education schools. We encourage you to consider nominating yourself or a colleague for recognition.

The following awards are presented at the MASMS Annual Conference in October.

Educational Facility Management Professional of the Year | MASMS yearly awards this highest honor to a MASMS member who exhibits professionalism, leadership, service and commitment to their career and life. This person is a leader committed to excellence in the operation and care of educational facilities and is an exemplary representative of MASMS.

Outstanding Contributor Award | Educational Member | This recognizes an educational member's outstanding dedication to MASMS and their commitment to educational facilities management.

Fred King Outstanding Contributor Award | Business Member | This recognizes a business member's outstanding dedication to MASMS and their commitment to educational facilities management.

To nominate yourself or a colleague:

1. Indicate the award type (one of the 3 above).
2. List the name, job title, school/business, email and phone number of the person you are nominating.
3. Give a brief explanation of why this person should be considered for the award.
4. List the name of the person making the nomination, their email and phone number.
5. Email or mail the information to the MASMS office at 600 4th Street No, Cold Spring MN 56320 or ruth@masms.org

If you have any questions about the nomination process or leadership roles, please contact Kevin Hildebrandt, Nominating Committee Chair, at Kevin.Hildebrandt@is-grp.com.

MASMS is Accepting Nominations for the 2020-2021 State Vice President Position

Members of the MASMS Executive Board provide leadership, have a shared vision, a sense of mission and are responsible for the health and growth of MASMS. This position is a four (4) year commitment that rotates through the following positions:

Year One Vice President	Year Two President Elect
Year Three President	Year Four Past President

Nominees must be employed by a school district and be a current active MASMS educational member.

Considerations include:

- Commitment to MASMS
- Leadership Ability
- Appreciation for the Respective Roles on the Board
- Ability and Willingness to Serve (disclosed their intent to their employer to serve on the MASMS Executive Board as well as understand the time commitment necessary to fulfill this role).

Complete duties of each position within this commitment are outlined on the nomination form.

Vice President | Shall be responsible for planning the educational programs at the State professional growth seminars.

President Elect | Shall Chair the State Conference Committee; be an ex officio member of all standing and special committees.

The President | Shall be the Executive Officer of the State Association; preside over meetings of the State Association; prepare the agenda for the State business meetings; sign all necessary documents and other instruments of the Association authorized by the Executive Council.

Past President | Shall provide support and leadership as requested.

Note: All positions have the support of the Executive Administrator who helps secure locations, speakers, plans details of events and any other support requested and/or required.

Nomination and Election Timeline

- Nomination forms will be emailed to membership and posted on the MASMS website no later than June 1st of each year.
- Completed forms are due back to the MASMS office no later than August 15th of each year.
- Nominations will not be accepted at the Annual MASMS Conference.
- Ballots will be distributed at the Annual MASMS Conference.
- Voting will be completed at the annual business meeting at the Annual MASMS Conference.
- Job duties start at the close of the Annual MASMS Conference.

Nomination Process

To nominate yourself or another MASMS member please complete and follow the instructions on the nomination form.

[Click here for the nomination form](#); or go to www.masms.org and select membership information under "quick links".

UPCOMING MASMS EVENTS

9/30/20	MASMS Fall Scholarship Golf Event
10/1/20	MASMS Fall Conference
10/2/20	MASMS Fall Conference
10/21/20	MASMS Southern Chapter Meeting
10/28/20	MASMS Northwest Chapter Meeting
11/10/20	MASMS Metro Chapter Meeting
11/18/20	MASMS West Chapter Meeting
11/19/20	MASMS Northern Chapter Meeting
12/8/20	MASMS Metro Chapter Meeting
12/16/20	MASMS Southern Chapter Meeting
12/17/20	MASMS Northern Chapter Meeting
12/23/20	MASMS Northwest Chapter Meeting

MASMS EXECUTIVE BOARD

PRESIDENT | JIM LEUER, ROCKFORD SCHOOLS
PRESIDENT ELECT | COLIN GREEN, WASECA SCHOOLS
VICE PRESIDENT | CHRIS WIRZ, ST. FRANCIS SCHOOLS
PAST PRESIDENT | DON HANSON, OSSEO SCHOOLS
SECRETARY | KAIN SMITH, FARIBAULT SCHOOLS
TREASURER | KEVIN HILDEBRANDT, ISG
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 EARL WOLLEAT, BRAINERD SCHOOLS RETIRED
SOUTHERN CHAPTER DIRECTOR
 KEVIN JOHNSON, RED WING SCHOOLS
METRO CHAPTER DIRECTOR
 CHRIS WIRZ, ST. FRANCIS SCHOOLS
NW CHAPTER DIRECTOR
 REED MCFARLANE, LAKE OF THE WOODS, RETIRED
WEST CHAPTER DIRECTOR
 DOUG SLININGER, ADA-BORUP SCHOOLS

Chapter Officers Information

Chapter Officers are an important part of MASMS. Monthly chapter meetings are a staple of MASMS, providing educational and networking opportunities on a regular and continuing basis. Without chapter officers, chapter meetings would not happen! Thank you to all who volunteer each year at the chapter level.

With chapter meetings not taking place this spring, chapter officer elections were not held. Chapter elections for 2020 will take place at the first chapter meeting in the fall.

President: Presides over chapter meetings, prepares agendas and helps select educational programs for chapter meetings and custodial days.

Vice President: Assists in selecting educational programs, presides over chapter meetings in the absence of the president.

Secretary: Keeps minutes of all the chapter meetings.

Director: Is the liaison between the Chapter and the Executive Board bringing information and concerns to and from the chapter.

Vendor Rep: Is the liaison between the vendor members and the Chapter Officers.

Chapter positions to be filled for 2020:

President | Metro Chapter
 Secretary | North, Northwest and West Chapters
 Vice President | Southern Chapter
 Director | North, Northwest and West Chapters

Consider volunteering as a chapter officer. Contact your current chapter officers to offer your skills and knowledge. Also, new ideas for educational sessions and topics are always welcome. Please share your ideas with your chapter!

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