

**MEETING MINUTES**  
**EXECUTIVE COMMITTEE MEETING**  
**AMERICAN PUBLIC WORKS ASSOCIATION**  
**ARIZONA CHAPTER**

January 20, 2016  
Phoenix Country Club – Ballroom

**1. ROLL CALL: DETERMINATION OF QUORUM**

Sufficient number of Board Members present at roll call.

**ATTENDEES, including Chapter Officers:**

- Loretta Flick/CARDNO, President
- Ray Dovalina/City of Phoenix, President Elect
- Greg Smith/G. Smith Consulting, Secretary
- Rob Kidder/City of Mesa, Treasurer
- ~~John Hauskins, Immediate Past-President (Absent)~~
- Donna Sullivan-Hancock/City of Tempe, Director
- Chris Turner-Noteware/City of Phoenix, Director
- ~~Andy Goh/City of Tempe, Director (Absent)~~
- Kristin Tytler/City of Surprise, Director
- Amanda McGennis/AZAGC, Director
- ~~Nancy Cole/Pima County, Director~~
- David Fabiano, Chapter Delegate
- Robin Bain/City of Peoria, Alternate Chapter Delegate
- Sheila Hamilton, Chapter Administrator
- ~~Bill Mattingly/City of Peoria, Past-President~~
- Rod Penniman/Olsson Assoc, Program Committee
- ~~Maher Hazine, National Director Region VII~~

**2. CALL TO ORDER**

The meeting was called to order by President Flick at 10:05 a.m.

**3. Secretary's Report (Greg Smith)**

**a. Review & Approve minutes December 11<sup>th</sup>, 2015 meeting**

- i. Loretta asked that the phrase “and alternate delegate” be added to the description of duties for CHAPTER DELEGATE on page 4 and “may be a contract position” be added to the CHAPTER ADMINISTRATOR duties on page 5.
- ii. Rob Kidder moved to approve the amended meeting minutes Chris Turner-Noteware 2<sup>nd</sup> the motion

**iii. Motion approved unanimously**

- b. Loretta will act as board liaison to the new Activities Committee.

**4. Treasurer’s Report (Rob Kidder)**

**a. Banking:**

- i. Chase:** Rob Kidder has completed set up of his signatory paperwork with Chase. Rob also needs to get chapter debit card. (**Action Item**)
- ii. Wells Fargo:** Still need to get Rob as signatory to Wells Fargo account. (**Action Item**)

**b. Impact of APWA National’s Required Fiscal Year Change:**

- i. Changes to Chapter’s Fiscal Year:** By board action at the November 2015 meeting, APWA/AZ will convert to national’s fiscal year via national’s Option B (see attached info from national). This option allows the chapter to have a “calendar year” for finance & administrative purposes through 2016. In 2017 a 6 month budget must be prepared for the period of January thru June 2017 (FY17). A second, 12 month, budget for the period July 2017 thru June 2018 (FY18) needs to be prepared. From this point forward the chapter will continue budgeting on a fiscal year period of July thru the following June.
- ii. Changes to Chapter’s Administrative Year:** G Smith noted that per chapter by-laws fiscal year & administrative year should be co-incidental. Therefore due change in fiscal year the administrative year should be changed as well. GS provided exhibit outlining options for officers and for board members (see attached exhibit).

**1. Officers:** Two options presented -

- a. Option 1 - Half-year Terms:** Officers elected in fall 2016 would serve a 6-month term and new elections would be held in spring 2017 for new officers to serve a “normal” 12-month term.
- b. Option 2 - One and One-half Year Terms:** Officers elected in fall 2016 would serve an 18-month term. New elections would be held in spring 2018 for new officers to serve a “normal” 12-month term.

After discussion the board’s consensus was that the option of 1-1/2 year terms starting in winter 2017 is the preferred option (Option 2).

**2. Board Members:** Two options presented -

- a. Option 1 - Extend terms of all board members by 6-months.**
- b. Option 2 - Shorten terms of all board members by 6-months**  
Either option will get the board members term coincidental with the new fiscal year.
- c. Option 3 :** Chris Turner-Noteware presented a third option of having those board directors elected to new terms this year (fall 2016) would be elected to 2-1/2 year terms running from January 2017 thru June 2020. Directors who would be serving their second year in 2017 would have their terms extended 6 months to June 2019. This will eliminate the need for elections in spring 2017.

After discussion the consensus of the board was to implement the third option.

- iii. Changes to Administrative & Fiscal Years for Branches:** G Smith noted that per instructions from national the branches will need to change their fiscal & administrative years to conform to the chapter's, which will conform to national's. President Flick will coordinate with Northern branch and work w/ Director Cole to coordinate with Southern Branch to get them to update their fiscal & administrative period to a July to June period.
- iv. Implementation:** After discussion it was the consensus of the board to proceed with Option 1 for the officers and Option 3 for the board members in a two-step process.
  - 1. Modify Lengths of Terms at March Membership Meeting:** Present a proposal to the members to implement a one-time change to the terms of the officers and board members per the options approved above. Ask for approval of the members present to approve this departure from the requirements of the chapter's by-laws.
  - 2. By-Law Update on Fall Ballot:** Update by-laws to reflect the new fiscal and administrative years to run from July thru the following June. Also make any other updates to the by-laws per prior discussions during Chapter Manual update efforts. Present the updated by-laws for approval be the members on the fall 2016 ballot.
- c. A/R Update:** Rob K clarified process for coordinating w/ Chapter Administrator on collecting past due amounts. Will provide an update at next meeting.
- d. Audit Committee:** Due to Past President Hauskins' unavailability due to a pressing family matter it will be necessary to find someone else to chair the Audit Committee. Neither Greg Smith (2015 Treasurer) nor Rob Kidder (2016 Treasurer) can act as chair. Bill Mattingly said he would participate on committee but not chair.

**Treasurer's Report was accepted for record.**

**5. APWA National Report (Maher Hazine)**

- a. National Director Report:** Delegate Fabiano presented a written (email) update from Director Hazine dealing with the elections for national officers, directors, and committee chairs (see attached email).
- b. Region VII Director:** Maher indicated he planned to run again for the office.
- c. Regional & National Nominating Committee:** National is calling for chapters to provide delegates to regional nominating committees. Chapter president may appoint representative. Alternate Chapter Delegate Robin Bain is to represent APWA/AZ to Regional VII. Chapter Delegate David Fabiano will be presented to national as a candidate for the national nominating committee from Region VII.
- d. Council of Chapter Meeting (February):** President Flick asked about whether there would be a session or more for non-delegate chapter leaders at the meeting. There had been prior indication that there may be some at this year's meeting. Delegate Fabiano is to check w/ national staff for clarification.

**6. Top 10 Nomination (Robin Bain)**

- a. Bill Mattingly was nominated by the board in November meeting. Robin is taking point in preparing application package, which is due February.
  - b. Need letters of recommendation. Loretta F & David F will work with Robin to get broad variety of recommenders.
- 7. PACE Award (Ray Dovalina / Loretta Flick)**
- a. **Application Due June 1<sup>st</sup>, 2016 w/ Draft Due March:** Due to a family emergency John H will have limited availability to prepare application (Past President's responsibility). Therefore Ray Dovalina will assume point. President Flick asked that balance of board provide as much assistance as possible.
    - i. Look into using as much of 2015 Congress activities as possible to support application.
    - ii. Community service activities should be noted in newsletter articles/announcements.
  - b. **Draft Due March**
- 8. Branch & Committee Reports**
- a. **Branches**
    - i. **Northern:** None
    - ii. **Southern:** Sheila received notice of their upcoming membership meeting.
  - b. **Committees**
    - i. **Programs (Chair Penniman):** Programs fairly well set thru May/June. Have a number of joint sessions w/ other professional groups. Good start to year.
    - ii. **Awards (Liaison Tuner-Noteware)**
      - 1. Nominations due end of January
      - 2. Judging 1<sup>st</sup> week of February
      - 3. Awards presented at Statewide Conference
    - iii. **Membership (Liaison Sullivan-Hancock)**
      - 1. Concern about surcharge of \$15 if registering less than 5 days before event. Noted that chapter gets charged 25% surcharge if PhxCC has to setup additional tables. Concerned about impact on new members. Loretta will discuss w/ Sheila about why \$15 penalty versus \$6+/- (25%).
    - iv. **Events (Liaison Tytler)**
      - 1. March 16<sup>th</sup> – joint mixer w/ AGC
      - 2. April 10<sup>th</sup> – Spring potluck at Scottsdale RR Park. Encouraged board members to participate.
    - v. **Government Affairs (Liaison Dovalina)**
      - 1. Moving day & time. Will provide update.
    - vi. **Communications (Liaison Smith):** Meeting this past Monday.
  - c. **Committee/Branch Minutes:** Secretary Smith asked that liaisons ask committees/branches send copies of minutes to chapter administrator as part of chapter's reports/archives.
- 9. Luncheon Announcements:**

- a. 2016 Statewide Conference (Call for abstracts & presentations; register for rooms; website)
  - b. Agency Updates: Mesa, Tempe, Phoenix
  - c. Call for committee participation
- 10. New Business: None**
- 11. Adjourn:**  
**Moved - Chris Tuner-Noteware**  
**Seconded – Kristin Tytler**  
**11:20am**

**Approved on: Amended & Approved 02/17/16 *G Smith* - Secretary**