



MEETING MINUTES
EXECUTIVE COMMITTEE MEETING
AMERICAN PUBLIC WORKS ASSOCIATION
ARIZONA CHAPTER

February 17, 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
- 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
- Rod Penniman – Program Committee
- Dick Yano / State Conference Committee
- Jeanne Sapon / Awards Committee
- Ed Williams / Sustainability Committee
- Sandy Neibel / Communications Committee
- Angel Cobb & Miguel Aceves / Diversity Committee

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 February 17th, 2016 meeting**
 - i. No amendments offered
 - ii. Moved to approve – Loretta Flick
Seconded – Donna Sullivan-Hancock
 - **approved unanimously**
 - b. Loretta noted that national had not received an executed copy of the “Chapter Fiscal Year Agreement” form. The Board had approved implementing Option B last year & John Hauskins had sent national an email to that effect. She signed the actual document & sent it on to national – copy attached.
4. **Treasurer's Report (Rob Kidder)**
 - a. **Banking:**
 - i. **Chase:** Rob needs to get chapter debit card; planned for Friday.
 - ii. **Wells Fargo:** Officers (except Hauskins) signed Wells Fargo's “Non-Corporate Agreement” form. Greg will get to Wells Fargo. Rod K needs to complete their “Associated Person Agreement” form & return to Greg who will forward to the bank. Once complete the account will be updated for the 2016 officers - except John H. Needs to be repeated annually to remain current.
 - b. **Financial Report:**
 - i. Actual vs Budget: *Item 890 Bank Fees* is already 5x more than budgeted. Recent changes in processing of credit card transactions by banks has resulted in additional transaction processing fees from national for event registration fees. Also - *Square* charges a fee when used to accept payment locally. Amanda noted the AZ-AGC is also seeing significant increases in banking fees; she noted our fees, to-date at least – don't seem unreasonable.
 - ii. Committee Actual vs Budget Reports: Sheila noted that the report provided in the monthly Financial Report was a summary. She can provide detailed reports for any committee showing actual vs budget for both income & expense line items if/when requested.
 - iii. Statewide Conference: Going forward Sheila will provide detailed income/expense reports for annual Statewide Conference similar to reports provided monthly for 2015 Congress.
 - iv. 2016 EXPO: Discussed funding for attendance at 2016 EXPO. Budget contains full subsidy for attendance by president (only). Loretta asked that consideration be given to providing funds to help subsidize one or two other officers/board members. David F noted that the 2015 Congress committee subsidized committee members at events @ 100% travel & ½ of double occupancy room. Food was responsibility of attendees. In was noted that the budget does have a *contingency* line items that could be accessed, with board approval, to help subsidize costs. Loretta will give further consideration of candidates to attend 2016 EXPO & report back.
 - v. 2015 Congress: Ray asked if national had received payment from City of Phoenix. David indicated that they had and that the “final” invoice from national had been reduced to reflect that payment.

- vi. Leadership Training: David noted that the board should budget for sending people to leadership training at both national & regional opportunities.
- vii. A/R Report:
 - A/R outstanding significantly lower.
 - Cardno's check is on the way.
 - SRP check had been buried in a larger payment from national & therefore wasn't initially credited but has been now.
- viii. Financial report Accepted for Record: Moved by David & seconded by Amanda, approved unanimously.

c. 2016 Audit & 2015 Year-End Financial Report

- i. **Audit Report to National**: New rules by national, see attached, no longer require chapters to submit the *Audit Checklist* with the year-end financial report. Audits of the records **are** required. The board indicated a desire that the audit committee continue to use the *Audit Checklist* as a guide for conducting the internal audit.
- ii. **Committee Chair**
Traditionally the immediate Past President chairs the committee but John H has a person emergency and can't serve as chair. After discussion Ray Dovalina agreed to chair committee.
- iii. **Timelines**
 - 2015 Year-End Financial Report is due by March 15th. Reviewed by Finance Committee.
 - Audit is due within 90 days of the end of the fiscal year (by March 31st).
 - Concerns raise by the audit committee along w/ recommended corrective steps to national within 30 of the end of the audit (April 30th).
- iv. **Location**: David offered Stanley's office as a meeting place.

5. Committee Chairs Meeting (Loretta Flick)

- a. Loretta wants to review w/ the committee chairs their duties & responsibilities. In lieu of a joint meeting of all chairs Loretta asked that the board members meet with the chairs of the committees they liaison with and review the committee chair responsibilities as noted in the Chapter Manual (copy attached - page 11/18).
- b. Loretta will send an email, as president, to the chairs with a copy of the chairs' responsibilities. She will note that the committees' board liaison will reach out to the chairs to meet and review the chair responsibilities and to offer any assistance to the chairs that the board can reasonably provide.
- c. Once the email is sent the liaisons should reach out to their respective chairs.
- d. Items of particular concern:
 - i. Being sure committees communicate w/the chapter administrator;
 - ii. Committees to file reports/minutes of committees actions/meetings;
 - iii. ALL events, including committee meetings, need to be posted to the Chapter's website so that they are properly covered by insurance as well as keeping all members up to date on opportunities to participate in chapter activities. (Sheila verified this requirement w/ national.)

6. **By-Law Changes (Due to Change in Fiscal Year)**
 - a. By-laws need to be updated due to change in fiscal & administrative years mandated by national.
 - b. Loretta doesn't think updates to chapter manual require changes to by-laws.
 - c. Changes to by-laws require vote of membership. Was agreed to place before members at an upcoming monthly membership meeting for a voice vote. David noted changes should be in place prior to nominating committee starting search of next year – June-ish.
 - d. President Flick directed that Secretary Smith take point in preparing information for members (newsletter & meeting presentation) to explain what changes are required and why and to prepare a draft update for board action prior to membership action.

7. **Top 10 Nomination (Loretta Flick)**
 - a. Bill Mattingly was nominated by the board in November meeting. Robin was taking point in preparing application package but due to a personal matter is on light duty and can't cover all items as anticipated. Loretta asked that board members help fill the gap to ensure the application, which is due February, is submitted timely,
 - b. Need letters of recommendation by, by February 24th. Loretta F will work with Robin to get broad variety of recommenders and otherwise help get the application submitted.

8. **PACE Award (Ray Dovalina / Loretta Flick)**
 - a. **Application Due June 1st, 2016 w/ Draft Due March:** Ray Dovalina will assume point.
 - i. Ray is compiling info required
 - ii. Need data for achievements per checklist.
 - 2015 Congress activities.
 - Community service activities.
 - b. **Draft Due March**

9. **Branch & Committee Reports**
 - a. **Branches**
 - i. **Northern:** Copy attached
 - ii. **Southern:** Sheila received notice of their upcoming membership meeting.
 - b. **Committees**
 - i. **Statewide Conference:** Loretta will act as liaison for committee until Robin is back on her feet.
 - ii. **Communications (Liaison Smith/Flick):**
 - Articles are due the 20th of month (10 days prior to publish date)
 - To be published at end of each month
 - iii. **Membership (Liaison Sullivan-Hancock) / Chair Kevin Murphy**
 - NMO is next Wednesday. He suggested we sponsor lunch for potential new members and young professionals. This could be advertised in the newsletter. Maybe we can subsidize memberships or lunches.
 - Loretta would like to see the membership committee promote the half price membership for first time members.
 - There is money in the budget to help w/ new member lunches.

iv. Events (Liaison Tytler)

- March 16th – joint mixer w/ AGC
- April 10th – Spring potluck at Scottsdale RR Park. Encouraged board members to participate.

v. Nominating: Loretta will act as chair the absence of John H.

10. Luncheon Announcements:

- a. 2016 Statewide Conference (Call for abstracts & presentations; register for rooms; website)
- b. Agency Updates: Mesa, Tempe, Phoenix
- c. Family Picnic – April 10th; Scottsdale RR Park
- d. AGC “Parking Lot Mixer” – March 16th
- e. Southern Branch Golf Outing – before Roads & Streets Conference; see website

11. New Business: None

- a. Scholarship applications available – encourage participation
- b. National President injured himself & therefore his schedule for attending chapter meetings is in flux (see attached).
- c. Engineer’s Week is next week. Awards dinner February 25th at 6pm – Tempe Center of the Arts
- d. Life Membership – Scott Dooley: Loretta received package. Scott has not responded to Greg’s email; need to follow up to see where/when/how to present packet to him. (Sthn Branch does interact that much w/ the folks from Sierra Vista.)

12. Adjourn:

Moved – David Fabiano

Seconded – Amanda McGennis

11:25 am

Approved w/o Amendment:

Moved: Loretta Flick

Seconded: Donna Sullivan-Hancock

Gregory B Smith – Secretary

03/16/16