



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

September 21, 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 Devalina/City of Phoenix, President Elect~~
- Greg Smith/G. Smith Consulting, Secretary
- Rob Kidder/City of Mesa, Treasurer
- Donna Sullivan-Hancock/City of Tempe, Director
- ~~Chris Turner Noteware/City of Phoenix, Director~~
- ~~Andy Goh/City of Tempe, Director (Resigned from Board)~~
- Al Field/Al Fields & Associates (Appointed to complete Andy Goh's term)
- 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

Committee Chairs/Representatives

- ~~Activities/Program Committee: Rod Penniman~~
- Communications Committee: Sandy Niebel
- ~~Diversity: Angel Cobb~~
- ~~Education: Wendy Springborn~~
- ~~Membership Committee: Kevin Murphy~~
- ~~Sustainability: Ed Williams~~

Members/Guests

- ~~Sheila Hamilton (Chapter Administrator)~~

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 presented.

- Approve as submitted:  
Moved: Amanda McGennis  
Seconded: David Fabiano  
**Approved unanimously**

#### 4. **Treasurer's Report (Rob Kidder)**

##### a. **Financial Report:**

- Rob reviewed: account balances; Inc/Exp by Committee & I/E Class; Conference I/E (netted \$53k+/- which was \$10k more than estimated)
- Annual Budget:
  - Budgets required for FY2017 (6 months) & FY2018 (12 month)
  - Rob K to verify w/ national whether budgets for 6 & 12 month periods separately or combined as 18 month budget.
    - **Budgets for FY17 & FY18**
      - i. *Arizona opted for Option B w/ FY16 equal to CY16 FY17 Jan/June '17 and FY18 July '17 thru June '18. Budgeting this year will prep 2 budgets: FY17 (6 month) & FY18 (12 month) (July 2016 minutes).*
  - Loretta recommended that new line item (@ \$10K/YR) be added to President's budget to cover expenses by board members for APWA related conferences &/or leadership training.
  - Committee Budgets
    - Board liaisons to reach out to committee chairs about need to submit budget requests by October.
    - Rob/Sheila will send YTD report on committee I/E for reference.
- Finance Report approved as presented:  
Motion: David Fabiano  
Second: Al Field  
**Approved unanimously**

#### 5. **APWA National Accreditation Renewals / Training**

- Surprise is working towards obtaining accreditation & wanted to know if Board would consider acting as sponsor for 1 day session by rep from national. She said Surprise (which was been working on accreditation for past couple of years) would consider being a co-sponsor. Estimated cost \$700 plus air & hotel.
- Robin suggested seeing if Maher Hazine would be willing to lead session as he has lead accreditation renewals for Peoria.
- Surprise is getting feedback from Peoria & Chandler.
- A number of Arizona PW orgs have received accreditation.

#### 6. **Public Works Institute / PSMJ Strategic Partnership**

- a. Loretta & Robin will meet w/ Micheal Edgewood of PSMJ Oct 5<sup>th</sup> & will update Board at next meeting. (See attached email exchange between Robin, Loretta, and Micheal)
- b. Wendy is still looking for volunteers.

7. **Strategic Planning Meeting**
  - a. 2016 Session in Prescott Valley (see hand out from Loretta)
  - b. Loretta will work w/ Ray next week to firm up agenda.
  
8. **Board Nomination Slate for FY2017/FY2018**
  - a. Loretta present slate from Nominating Committee (see attached)
  - b. Recommended slate to be presented at October meeting. Open for nominations from floor.
  - c. eBallot to be sent to members after meeting.
  - d. Ballot to include approval updated By-laws
    - Motion to Accept Slate: David Fabiano
    - Seconded: Al Field
    - Approved Unanimously
  - e. Delegate / Alternate Delegate
    - Appointed by Board:
    - Proposed bylaws set term as 3 years (same as model Bylaws), versus current 2 years (traditionally 3 terms (6 years) max)
  
9. **Call for Top Ten Nominations for 2017**
  - a. Top Ten Nominations
    - Submittals due March 1<sup>st</sup>.
    - Part of PACE award criteria
  - b. Other Awards
    - Loretta handed out PWX awards program and asked the Board read through to see if we want to participate in nominations in the future.
  
10. **Holiday Event**
  - a. December 7<sup>th</sup> 3-6 PM @ Aunt Chiladas Dreamy Draw
  - b. Incoming officers/board sworn in
  
11. **Branch & Committee Reports**
  - a. **Branches**
    - **Northern:** None
    - **Southern:** None
  - b. **Committees**
    - **Statewide Conference (Robin Bain):**
      - (see update in Treasurer's report)
    - **Government Affairs (Amanda McGennis)**
      - Amanda asked if we can put legislative information on the tables at the next luncheon and do a small game to see who knows their district and the representatives. Amanda thinks she will need 5-7 minutes max
      - Would like to get the word out to vote and the invite representatives to a future luncheon.

- **Awards: (~~Chris Turner-Noteware~~)**
  - Needs volunteers
  - Top Ten Nominations
  
- **Programs/Activities (~~Rod Penniman~~)**
  - October: Joint meeting w/ SMPS: Proposals from the Client POV
  - November: Joint w/ ASCE (South Mountain Freeway)
  
- **Communications (Sandy Niebel):**
  - Working on social media. Have 170+ “likes/followers (?)” on APWA/AZ Facebook Page. Sandy will provide a quick instructional session on “how” to access Facebook (for Social Media challenged) at next month’s meeting.
  - Committee updating newsletter format per board feedback
  
- **Sustainability (~~Ed Williams~~)** (No report)
  
- **Diversity (~~Angel Cobb~~)**
  - (See above.)
  
- **Events-** (Kristin Tytler)
  - Mixer November 11<sup>th</sup> (see flyer)
  
- **History-** (Al Fields)
  - Al said the History committee will start up again
  
- **Education** (See PWI above)
  
- **Delegate** (No report)

**12. Luncheon Announcements:**

Loretta noted items for presentation. (Kristin will close session for Loretta)

**13. New Business:** None

**14. Adjourn:**

**Moved** – Kristin Tytler  
**Seconded** – Donna Sullivan  
**11:24 am**

**Approved (10/20/16):**

**Moved:** Ray Dovalina  
**Seconded:** Donna Sullivan-Hancock

*Gregory B Smith* – Secretary

10/20/16