



Meeting Minutes
Board of Directors Meeting
Phoenix Country Club
10:00 am October 19, 2016

1. Roll Call: Determination of Quorum (6 members of the Board of Directors constitute a quorum)

Directors:

, including Chapter Officers:

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| <ul style="list-style-type: none"> • Loretta Flick/CARDNO, President • Ray Dovalina/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 • Al Field/Al Fields & Associates (Appointed to complete Andy Goh's term) • Kristin Tytler/City of Surprise, Director | <ul style="list-style-type: none"> • Amanda McGennis/AZAGC, Director • Nancy Cole/Pima County, Director • David Fabiano, Chapter Delegate • Robin Bain/City of Peoria, Alternate Chapter Delegate |
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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 (Loretta Flick) 10:08 am
3. Executive Session (Convened: 10:11 am; Adjourned: 10:47 am)
 - a. Renewal/Extension of Administrator Contract: Personnel & Contract matters discussed in executive session, Phoenix Country Club Board Room.
4. Secretary Report (Greg Smith)
 - a. **Review & Approve**
 - Minutes presented. Chris noted that she hadn't presented Awards Committee report and name should be stricken.
 - Approve as amended:

Moved:	Ray Dovalina
Seconded:	Donna Sullivan-Hancock

Approved unanimously
5. Treasurer's Report (Rob Kidder)
 - a. Chapter Financial Report
 - Rob reviewed: account balances; Inc/Exp by Committee & I/E Class; Conference I/E (netted \$53k+/- which was \$10k more than estimated)

- b. Annual Budget update
 - Rob discussed FY2017 budget requirements w/ APWA/National. They affirmed that we are to present a 6 month budget for FY2107 (Jan/June 2017) then a 12 month for subsequent FY's.
 - Rob will provide further information at Friday's strategic planning meeting.
 - Loretta again noted request that \$10,000 be added to annual budgets (\$5,000 for FY2017) to support costs for travel/R&B/training to APWA leadership training &/or PWX by board members.

- 6. Top Ten Nominations for 2017 - (Loretta)
 - 3 nominations received:
 - David Fabiano (Consultant/Gilbert)
 - Beth Huning (Mesa)
 - Bill Mattingly (Peoria – Retired)
 - After discussion it was agreed that Loretta would notify the candidates that they were being considered as a nominee for the Top Ten award from Arizona. She will provide a brief outline of the award criteria and ask them to provide a brief bio touching on their accomplishments relative to the criteria. The board will select nominee at November meeting.
 - Submittal is due to national March 1st, 2017 & is a requirement for the chapter to be eligible for the PACE Award.

- 7. Archive Process – Ideas for getting started (Tabled to subsequent meeting.)

- 8. Awards Request (see separate attachment)
 - a. Other Awards
 - Chris presented recommendation of committee to precede with awards noted in attachment as “chapter” awards. Other awards noted by national could be submitted by individuals/firms/agencies directly to national.
 - Motion for approval:
 - Motioned: Amanda McGennis
 - Second: Donna Sullivan-Hancock
 - Approved unanimously

- 9. Branch and Committee Reports
 - a. **Communications** (Sandy Niebel)
 - Will begin outreach to other committees for any notices, articles they would like to add to newsletter.
 - Have flyers on tables about “liking” APWA/AZ on Facebook. Will have a table at the back to provide assistance. Will continue w/ other social media formats.

 - b. **PWI (Public Works Institute)** (Al Fields)
 - Session 1 just completed. Held at City of Tempe; 30 attendees.
 - Session 2 scheduled for April.

 - c. **Diversity** (Angel Cobb)
 - Completed *Freshmen Exploratory Night* at ASU to expose students to potential careers in public works.
 - Will be holding joint meeting w/ Events & YP committees.
 - Good interest in YP at ASU Exploratory Night
 - Planning a presentation at ASU for senior civil engineering students to expose students to potential careers in public works. November 18th.
 - Looking for judges for *Future City* completion in January 2017.

- d. **Programs** (Rod Penniman)
- November program a joint meeting w/ ASCE w/ an update on the South Mountain Freeway project.
 - Committee will review results of the recent member survey and work to align future programs accordingly.
- 10 Luncheon Announcements
1. Call for Board Nominations from the floor
 2. Holiday Event / Board Swearing Ceremony -Dec 7th, 3-6 pm Aunt Chiladas
 - Due to schedule conflicts w/ incoming board members need to reschedule to either December 5th or 12th. Loretta will confirm date w/ restaurant.
 3. Keep Phoenix Beautiful Day at Papago Park – Nov 5th
 4. Fall Mixer at Ocotillo – bring your dogs and donations for the Maricopa County Animal Care & Control – November 10th
 6. Joint Luncheon Meeting ASCE - November 16th
 7. Other Announcements
 - Government Affairs regarding voting in state/local/national elections in November.
11. Adjourn
- Moved: Rob Kidder
Second: Ray Dovalina
Approved: 11:30 am

Approved (11/16/16):

Moved: Amanda McGinnis

Seconded: Al Fields

Gregory B Smith – Secretary

MM/DD/YY