



**Board of Directors Meeting Minutes
Phoenix Country Club
10:00 am January 18, 2017**

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

Directors:

President Loretta Flick
President Elect Greg Smith
Secretary Rob Kidder
Treasurer Kristin Tytler
Delegate David Fabiano

Chris Turner-Noteware
Donna Sullivan-Hancock
Amanda McGennis
Nancy Cole
Al Field
Steve Orosz

2. Call to order (Loretta Flick)
 - a. Call to order at 10:10am
3. Secretary Report (Rob Kidder)
 - a. Review and approval of previous meeting minutes
 - i. Executive Board Meeting Minutes: Al moved to approve, David seconded, Board approved.
 - ii. Regular Board Meeting Minutes: Kristin moved to approve, Al seconded, Board approved.
4. Treasurer's Report (Kristin Tytler)
 - a. Chapter Financial Report
 - i. Rob met with Kristin in December to hand over the checkbook and go to the bank. Kristin is now a signatory for Chase.
 - ii. Wells Fargo account: Greg said Wells Fargo will accept faxes/email requests. Kristin will work with Greg.
 - iii. Credit card: Kristin will work on getting a credit card
 - iv. Accounts receivable seems high. Many are for last year's conference. Kristin will reach out to a few of them and let Loretta know which ones were called. Loretta will work on calling the others.
 - v. Greg brought up having a finance committee and preparing a strategic financial plan and present recommendations to the Board. We should discuss where we can place funds to get better returns. National says 10-35% should be liquid reserve.
 - vi. Greg motioned to approve, Amanda seconded, all in favor
 - b. Annual Budget - Final Board Approval
 - i. Kristin presented the budget from November's meeting. Approve?
 - ii. Events needs \$200 more. Greg stated the contingency budget looks low.
 - iii. Kristin is going to work on the next (FY18) budget now. She will get feedback from the Committees at the Committee Chair Kick-off meeting.
 - iv. Motion to use contingency money for the additional money needed for the Events committee (\$200). Amanda motioned, Greg Seconded.
 - v. Motion to approve FY17 budget as presented and amended by David, Al seconded, Board Approved

5. Alternate Delegate Nomination (Loretta)
 - a. Jennifer Adams is interested in replacing Robin Bain as the Alternate Delegate. Amanda nominated Jennifer Adams for 18 months, Greg Seconded, with a 6 to 2 vote.
6. Monthly Meeting Price Reduction for PW Employees
 - a. Greg led a discussion regarding reducing monthly luncheon fees. David stated his issue is more with time management of staff than cost. Amanda stated most of the burden of costs is already covered by the consultant side – she suggested we use contingency money to cover those costs. Loretta stated she views one of the issues is the programs – many public works employees may be more interested in continuing education. Nancy brought up a previous board conversation regarding having various tables with public works representatives who are invited by the board to be there.
 - b. Kristin suggested the public works board members go back to their coworkers/staff to see what topics they are interested.
 - c. Loretta brought up several topics including John Trujillo to discuss solid waste, panel discussions, and leadership training. Amanda brought up emission bank credits and turning over Fleets.
 - d. Greg mentioned are biggest attendee numbers come from joint meetings.
 - e. The topic will be tabled until Kevin is in attendance.
7. Committee Chairs / Board Liaison Update
 - *Kick off Meeting (Kristin)
 - a. Loretta presented the committee list and the board assigned Liaisons.
 - i. Al Field will be the Education Liaison
 - ii. Greg will be the Liaison for the Audit committee. The chair will be David.
 - iii. Rob will be the Communications Liaison
 - iv. Loretta will be the Board Liaison for Conference
 - v. Jennifer will be Liaison for Diversity
 - vi. Rob will be chair for Finance
 - vii. Amanda will be chair for Government Affairs
 - viii. Steve will be membership Liaison for northern branch
 - ix. Rob Kidder will be liaison for PYP.
 - x. Greg will be sustainability liaison
8. APWA Leadership Meeting, February 16-17, Kansas City
 - a. Most people have the same flight – they will leave immediately after the board meeting.
9. Top Ten Nomination for 2017 – Due March 1st
 - a. Dave is working on submitting some information. Amanda and Greg will assist with gathering and proofing information.
10. Branch and Committee Reports
 - a. Northern Branch holiday mixer is tonight.
 - b. Annual Family Picnic is in March
11. Luncheon Announcements
 - * Introduce 2017 Board Members
 - * Statewide Conference – Website Preview
12. Other
13. Adjourn
 - a. Move to adjourn by Al Field, seconded by Dave Fabiano seconded. Adjourned at 11:20.