



**Board of Directors Meeting Minutes
Phoenix Country Club
10:00 am March 15, 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

Alt Delegate Jennifer Adams

Chris Turner-Noteware

Donna Sullivan-Hancock

Amanda McGennis

Nancy Cole

Al Field

Steve Orosz

2. Call to order (Loretta Flick)

- Meeting called to order at 10:30 a.m.

3. Secretary's Report (Rob Kidder)

Review and approval of previous meeting minutes

- Approve minutes – Motion to approve AI, seconded by Amanda, all in favor.
- Comment on PACE calendar year- PACE goes from January to December (no change in FY) June 1 is submittal date.

4. Treasurer's Report (Kristin Tytler)

a. Chapter Financial Report

- Amanda motion to accept financials, David f seconded, all in favor.

b. Budget Update

- 001 President: add \$10,000 to full budget for Board member conferences. Only exception is that the president elect has the entire amount paid for (board member have a portion). Directors would be able to use it after treasurer, secretary, president elect. \$2500 is for President travel (10), code \$10,000 for board travel.

Kristin will clean up sub accounts

- Treasurer- add back board contingency (look at last years)
Speaker gift- add budget for this (in favor 6/2). We a can also use the coins from the Expo to give away (we could also make a new one- possible use thick orange line campaign for First responders.

c. Finance Committee Investment Update(Greg)

Greg will discuss this next month.

5. Price Reduction for YP Luncheon (Loretta)

- This will be tabled to next month.

6. Chapter Archive Processes (Loretta)

- Loretta asked Sheila to research some archiving ideas and present next month for consideration. We are currently storing times in Dropbox.

7. Chapter Manual (Al Field & Chris Turner-Noteware)

- Sheila emailed the information the Chris- Chris will review before the next meeting. Loretta reviewed and the only thing needed for updates is the fiscal year information.

8. Public Works Invites to Conference (Greg)

a. PW Directors & City Engineers List

- Loretta pulled information for municipal contacts. She passed this out at the meeting and will also email it out. The Board will divide and conquer contacting and giving a personal invitation to the conference (specifically on Friday).

b. City Managers

- Loretta will see if she can pull a list from the League site.

c. Field Services

9. PACE Award (Loretta)

- Loretta asked everyone to email contributions for the PACE write up. The draft will be ready by May.

Chapter Awards

- 30 awards submitted. A list of recommendations has been sent to the Board. Need Board action. David moved to approve, Rob seconded, all approved.
- At this point, we typically send out letters to the winners (and non-winners) requesting how many people will be coming. Should this letter be sent? Until the award is issued, it shouldn't be announced. National lets people know in advance. Loretta would like to include in the letter to keep the promotion quiet until the award is issued.

10. Other Items as Appropriate

Committee Reports

Education: PWI is next month. Wendy has done a great job managing this. Loretta will announce this at the luncheon (April 24-26).

Dick is trying to get a dirt roads workshop going. There is not a date yet- maybe in the summer. The workshop is planned for operations staff and the workshop will be up north. Al Field is working on getting a right-of-way workshop together. Wendy is looking for more instructors. Is there room for scholarships? A click listen and learn is upcoming for public works promotion.

Loretta said AAED is interested in partnering with PWI on a one day draining. Loretta will get with Dick Yano on further details.

YP: Corey is putting an event together with the City of Phoenix. Hoping on getting about 20 people for the event. This is the first of several meetings for YP's. Lunch will be provided. This is an initiative of National's to get more YP's involved. The event is limited to YP's. Corey will announce at the luncheon. People must register online (first 15 people).

Conference: we are at 28 booths (goal is 60-70). We are at about 30 for sponsorships. Interviews with key note speakers on Thursday. Format: Thursday will be 4 tracks (about 30 different abstracts). Municipal Friday (will end around noon). 5 minute City spotlight with "speed dating" type event with staff members. Conference theme is Leadership and Infrastructure. Loretta will mention the conference and the need for exhibitors. Fun night: luau (indoor/outdoor area) with games, music, photobooth, etc

Events and Community Outreach: picnic was great! Over 60 people. Cardno sponsored ice cream truck. Trace consulting sponsored the train tickets. Minard Ames joint mixer is coming up next (Loretta will announce at lunch). May 11th spring mixer at Pedalhous (possible joint mixer).

Diversity: senior presentation is coming up.

Membership: Loretta would like to discuss a membership drive with Kevin.