



## Board of Directors Meeting Minutes Phoenix Country Club

10:00 am ~ May 17, 2017

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 Tyler \*  
Delegate David Fabiano \*  
Alternate Delegate Jennifer Adams \*  
Chris Turner-Noteware \*  
Donna Sullivan-Hancock \*  
Amanda McGennis \*  
Nancy Cole  
Steve Orosz  
Al Field \*  
Wendy Springborn \*

### 1. Call to order (Loretta Flick)

Called to order at 10:02 am.

### 2. Secretary Report (Rob Kidder)

a. Review and approval of previous meeting month's minutes.

Al motioned to approve; Kristin seconded, all in favor.

### 2. Treasurer's Report (Kristin Tytler)

a. Chapter Financial Report

Chris motioned to approve; Jennifer seconded; all in favor.

b. Budget Update:

Motion to approve proposed FY 17/18 budget, Jennifer motioned, Donna seconded, all in favor.

c. Board Discretionary Endowment Fund:

Greg reviewed BDEF proposal (distributed to Board for review).

- Any funds over \$100,000, we would budget for the next fiscal year as a board.
- Principle balance not to exceed \$125,000 (cap).

- Board will re-evaluate at \$125,000, after that, any income received will be distributed at board discretion.

AI motioned and Amanda seconded, all in favor.

- Discussed cashing out Chase account & transfer to Wells Fargo account.

d. Approval for Payment -draft of new AZ APWA Coin:

Board reviewed proof and gave comments (will change “response” font to black.

#### **4. Chapter Manual (AI Field & Chris Turner-Noteware)**

Loretta will send to AI for review then will give to Board.

#### **5. PACE Award (Loretta)**

Loretta handed out current draft to four board members for review/comment. Please have completed by 5/24, award due 6/1.

- Discussion in best practices and membership.
- Loretta mentioned the importance of having a membership drive.
- She also reminded everyone to send flyers & event info in the upcoming year for the PACE award.
- Who are the National committee members? Most of the rosters are on-line. Loretta will get a hold of Brian to confirm.

#### **6. Chapter Archive Processes**

No report from Sheila. Chapter Administrator quarterly review, send any comments to Greg.

#### **7. State Conference**

a. Update:

- Adding Ray Dovalina on Panel; Loretta gave overview of “Municipal Friday”.

b. Board Members Request for funds:

Email requests to Loretta.

c. PW Invites to Conference:

Conference committee would like to approve scholarships for PW Professionals (applications on lunch tables).

**8. Branch and Committee Reports**

- a. Programs: Rod discussed programs for June & July. No August lunch.
- b. Education: June 12<sup>th</sup> PWI, short on presenters, 23 registered.
- c. Diversity: Angel reviewed student outreach events planned through August.
- d. YP: Happy hour last Thursday, good turnout. Planning on event in June in Tempe (Jennifer Adams).
- e. Events: Mixer had a good turn-out.
- f. Newsletter: working w/GCU on article. Encourages committees to submit articles for the newsletter.

9. Other Items as Appropriate

None.

10. Luncheon Announcements.

11. Adjourn

Motion to adjourn by Jennifer, seconded by AI, all in favor. 11:10 pm.