



**Board of Directors Meeting Minutes
Phoenix Country Club
10:00 am ~ July 19, 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 Tytler*
Delegate David Fabiano
Alternate Delegate Jennifer Adams
(Loretta & Steve via conference call)

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

1. Call to order (Loretta Flick).

Meeting called to order at 10:02 a.m.

2. Secretary Report (Rob Kidder).

Review and approval of previous meeting minutes.

Al moved to approve, Amanda seconded, motion carried.

3. Treasurer's Report (Kristin Tytler).

a. Finance Committee

A majority of the finance committee met last week (minutes have been attached in today's meeting packet).

The overall format of our proposed budget has changed slightly in an effort to make it easier to read (current budget attached in today's meeting packet).

Carryover expenses/revenues was discussed and how we handle each fiscal year, especially in regards to the state conference. How we handle carryover should be a Board decision. Sheila asked National how they handle it, and for the most part, they log expenses as the transaction transpires (it stays within the calendar year it was spent/gained).

Sheila is compiling the budget reporting package due to National in two weeks.

The provided financial report from Sheila wraps up FY17. Overall actual expenses were lower compared to budget. There are some items that may skew the overall picture (statewide conference and income tax expense that needs to be refunded). The aging summary has not changed from the last meeting. We are going to track to see if any register for the conference this year. Greg suggested that Karen, Tom, and Stew be removed from the list and we will call the companies of the rest. All agreed.

b. Budgetary Guidelines

This was not discussed. (A list of budgetary guidelines found from various sources has been compiled (this has been attached to today's meeting packet). The Finance Committee suggests adding this information into the Chapter Manual if it is not there.)

c. Corporate Banking Resolution

Terry Newhouse's name needs to be replaced with Scott Grayson on the Corporate Banking Resolution. Refer to the Corporate Banking Resolution FAQ provided by Loretta. There are forms that need to be filled out and taken to the bank – Loretta and Greg will coordinate (needs to be taken care of at Chase and Wells Fargo).

d. Wells Fargo Investment

The investments have been made through Wells Fargo. The Finance Committee plans to revisit the accounts in 12 months to determine if the investment strategy needs to be revisited.

Motion to accept treasurer's report by Chris, seconded by Amanda, motion carried.

4. Board Meeting Changes (Loretta)

Loretta suggested making the Board meeting by conference call. Amanda stated the main meeting should be in person no have the option of conferencing in available. Moving forward, Sheila will make sure the conference all option is available.

Chris announced she has accepted a position with the City of Dallas. This will be her last official Board Meeting. Someone will need to take her place on the Board. Greg suggested Sandy be the next person in line – Loretta will reach out to her to see if she will accept. We will vote on this at the conference, electronically, or at the September meeting. Loretta is not sure a vote is needed.

5. Strategic Planning Meeting (Greg)

Greg spoke with Brian Van Norman and he offered to come out I Feb/March to assist with Strategic Planning. Greg would like to focus on a 5 year strategic plan.

Thursday/Friday is preferable (half day Thursday, full day Friday)

Options:

Feb 15th and 16th (19th is President's Day).

Feb 22nd and 23rd (preferred)

March 8 and 9th

Greg presented the National Strategic Goals.

6. Chapter Manual (AI)

No Change. Final version will be sent out to everyone (by AI)

7. APWA Student Scholarships (Greg)

Got reports back from evaluation committee. Three were selected for a \$1,500 scholarship each. Rob motioned, Chris seconded, motion carried. The winners will be invited to the conference awards luncheon or regular luncheon to be awarded the checks (not required).

8. Administrators Report (Sheila)

a. PWX Chapter Dinner

Sheila received an email from Texas inviting us to join them for their Chapter dinner. We will accept their entertainment.

b. 2018 PCC contract

Sheila attached the new pricing. PCC will be speaking at the September luncheon and will provide a few tickets to the golf tournament.

Pricing did go up from our previous contract. We would have to increase the luncheon cost to \$30 to break even. Sheila suggested increasing the \$40 late/non-member fee to \$45. This will start in January.

Motion to sign the contract, increase the monthly luncheon fee to \$30 and increase the late/non-member fee to \$45. AI motioned, Jennifer seconded. Amanda stated \$45 is not large enough as incentive to become a member or register early. She suggested raising to \$50 (and we can use that increased income to sponsor public agencies or other options. Steve thought we should keep the \$25 and increase the late/non-member only. Loretta doesn't want to lose money every month.

Motion to sign/execute the contract, increase the monthly luncheon fee to \$30 and increase the late/non-member fee to \$50 to take effect 2018. AI motioned, Jennifer seconded. All in favor aside from Steve. Motion carried.

c. Archiving

Tabled to next meeting.

d. Holiday Party

Tabled to next meeting.

9. State Conference Update

Only 8 booths left. 18 different municipalities joining for Municipal Friday. Each agency will have their own table (highlight this at the luncheon)

Public Agency Scholarships: need to do a last announcement at the luncheon encouraging public agency attendance. 48 scholarships have been given so far. We will have to look at funding to see what budgets will pay for these scholarships.

10. Branch and Committee Reports

- a. Education Committee: Public Works Institute Attendees Membership
- b. Emerging Leaders Academy – Wendy wants to make a luncheon announcement.
- c. Diversity Committee – just completed a couple summer programs. Greg has some suggestions for future outreach events
- d. Events and Outreach – October 25th Saint Vincent de Paul and a mixer will be in September
- e. YP – event coming up in Tempe
- f. Awards Committee- Chris will be looking for a chair replacement
- g. Programs Committee – Rob is stepping down as chair. Loretta is working on the September luncheon. We are booked up for this year but need someone to start planning next year.
- h. Membership Committee – Steve was wondering if there were any meetings coming up (something is scheduled for next week).

11. Other Items as Appropriate

Challenge Coins are in – they will be given to the guest speakers today.

12. Luncheon Announcements

Aztec is sponsor today

13. Adjourn

Motion to adjourn at 11:22 by Jennifer, seconded by Amanda, motion carried.