



## **Board of Directors Meeting Minutes (REVISED)**

**10:00 a.m. ~ September 20, 2017**

Roll Call: Determination of Quorum

(6 members of the Board of Directors constitute a quorum)

### **Directors:** (\*denotes attendance)

President - Loretta Flick \*  
President Elect - Greg Smith \*  
Secretary - Rob Kidder \*  
Treasurer - Kristin Tytler \*  
Delegate - David Fabiano \*  
Alternate Delegate - Jennifer Adams \*  
Donna Sullivan-Hancock \*  
Amanda McGennis \*  
Nancy Cole \*  
Al Field \*  
Wendy Springborn \*  
Steve Orosz

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

Meeting called to order at 10:05 a.m.

### **2. Board Vote for New Board Member, Sandy Niebel, to replace Chris Turner-Noteware:**

This term ends June 2019; Greg motioned to vote Sandy Niebel onto the board to replace Chris, Steve seconded. Motion carried.

### **3. Administrator's Report:**

1. Coupon codes for the website: she can only do a percentage – if we are teaming with another association, they can handle registration. If you have a guest for a regular email, ask Sheila for the code to put in when registering.
2. Sponsorship packages: sponsorships are for calendar year. We will keep it this way for now. Send any comments on the package to Sheila. The package is emailed to membership. Sheila recommended the two \$425's be modified to make them different for tracking purposes. Donna motioned we revised the annual corporate sponsor from \$425 to \$475 and include the logo in the monthly meeting. Amanda seconded. Motion carried.
3. Strategic Planning Meeting: Feb 22-23 Prescott Conference report. No contract yet because we haven't voted on it. Sheila needs a budget or we just book a room there and have meetings at the library. Discussion regarding what costs will be covered for food and boarding. Jennifer made a motion to see who needs a room and pay for those and have the meeting and pay for the food in Prescott. Funds will come from "Other Officer Travel". Rob seconded. Motion carried.

#### **4. Secretary's Report (Rob Kidder):**

Review and approval of previous month's meeting minutes.

Al suggested some minor wording changes/clarifications.

Al moved to accept minutes as modified, Greg seconded, motion carried.

#### **5. Treasurer's Report (Kristin Tytler):**

A majority of the Finance Committee met last week.

Aside from the year end and state conference updates, they discussed:

- 2017 travel reimbursements – still waiting on a couple of receipts
- Accounts receivable: Christy is cross checking to see if anyone still needs to pay for statewide.
- Chapter manual: the committee will work on Treasurer/finance related guidelines/rules in one document and create a finance committee packet that can be handed to the new Treasurer each year. We will pull National information and update as well. Some of this information may be added to the Chapter Manual in the future.

##### **a. Chapter Financial Report – Year End Report**

As of June 30, 2017, the Chapter had \$289,444.09 in assets.

##### **b. State Conference Financial Update**

Revenue for the Statewide conference was \$70,116.37 (last year we were at \$59,111.93). We do not have any outstanding fees/invoices remaining. This year, the Committee spent \$1,455.77 less than 2016 and spent \$30,757.70 less than the budgeted amount. We will refine the budget amounts in next year's proposed budget.

Loretta suggested we give another look at the January meeting we will have a 6 month update.

Al motioned to accept financial statement, Amanda seconded. Accepted.

#### **6. Administrator's Contract (Greg):**

Greg gave an update on the Administrator's review – the recommendation is that we extend the contract 1.5 years – to bring the contract in line with our fiscal year. This will be brought to a vote next month. This contract would then be extended through June of 2020. Amanda wanted to make sure there is a non-performance clause. If there isn't one, we will add that. Motion to modify existing contract through June 2020 with a yearly review and add severability clause if it does not exist. Al seconded. Motion carried. Formal contract amendment will be brought to the board in October or November.

#### **7. Chapter Manual (AL):**

Al moved to adopt the chapter manual as presented. Greg seconded. Motion carried.

## **8. AZ Chapter UPROW Committee (Al Field):**

Al would like to start an UPROW committee. Motion to establish an UPROW committee with a net zero budget by David. Jennifer seconded. Motion carried.

## **9. Public Works Education to Public Schools (Greg):**

Greg would like to begin a program for school outreach. Chapter could subsidize acquisition of the Public Works books available from APWA (maybe \$500). Diversity committee is interested in doing this type of outreach. Motion to spend \$500 in. Education materials for this effort. Greg motioned to allow spending of \$500 maximum, Jen seconded. Motion carried.

## **10. Chapter Administrator Update (discussed earlier)**

## **11. Branch and Committee Reports**

**Events:** Mixer tomorrow with YP; Saint Vincent de Paul Homework help October 25<sup>th</sup>

**Statewide:** working on setting dates next year. October 9<sup>th</sup> will be the next committee meeting. This will be a kickoff for next year and an opportunity to provide feedback from last year's event, they are planning on adding golf to the next conference.

**YP:** July 27<sup>th</sup> meeting in Tempe went well. 9 people attended. Next one may be in Gilbert (maybe October). We need to make sure we have budget for these meetings.

**Diversity:** Positive feedback from conference session hosted by the committee.

## **12. Other Items as Appropriate:**

Member survey – email any questions or topics to Loretta.  
Loretta's focus over the next 6 months will be the Membership committee.  
Need a PACE subcommittee  
Top 10 – Loretta would like to keep Beth as a nominee this year. All in favor/motion carried  
PWI is Nov 6-8: Wendy needs instructors – she has a list of topics  
Holiday party – Loretta met with the events committee. The committee will resume responsibility of this event this year. Need to find a place. 4-7 would be a good time.  
Phoenix Convention Bureau reached out regarding PWX and if we were planning on doing another one.

## **13. Luncheon Announcements:**

Events/Mixers  
Projects

## **14. Adjourn:**

Meeting adjourned at 11:32. Motioned by David seconded by Al.