



**Board of Directors Meeting
Phoenix Country Club
10:00 am February 15, 2017**

MEETING MINUTES

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

President Loretta Flick	Chris Turner-Noteware
President Elect Greg Smith	Donna Sullivan-Hancock
Secretary Rob Kidder	Amanda McGennis
Treasurer Kristin Tytler	Nancy Cole
Delegate David Fabiano	Al Field
Alt Delegate Jennifer Adams	Steve Orosz

2. Call to order (Loretta Flick)
 - Call to order at 10:00 am
 - Jennifer Adams introduced herself to the Board as the new delegate (replacing Robin Bain)

3. Secretary Report (Rob Kidder)
 - a. Review and approval of previous meeting minutes
 - Approve minutes-Motion to approve Al, seconded by Amanda, all in favor

4. Treasurer's Report (Kristin Tytler)
 - a. Chapter Financial Report
 - Draft budget will be coming soon. Need to meet with finance committee. Kristin to reach out to the committees to let them know that this budget cycle ends in June.
 - Speaker gifts: was this ever budgeted for? We don't think so. Look at getting this into the budget next year. Amanda stated she doesn't think that is a good use of budget since a lot of speakers can't accept gifts
 - Sheila sent all info to National for reporting and taxes
 - Accounts payable: 90 days and over, Kristin will follow up with the people and Al will help
 - Greg moves to accept financial report, Al Field seconded
 - a. Reimbursement
 - Fraud issue- everyone needs a reimbursement form - with invoice and receipt. Also get policy sent to our for Board reference.

5. Top Ten Nomination – Update (Loretta)
 - Dave has lots of information to give to Loretta- he has letters of recommendation coming back to Loretta. March 1st is the deadline. How can we help get it done? What does Dave need to do? He said timeline stuff is all there and it just needs to be put together and get more "flesh" on it. Loretta would like to have a final draft by 2-22-17.

6. Pace Assignments (Loretta)

- Can't submit pace unless top 10 is submitted
- Due date is 6-1-17
- What is the dates? Calendar year? We will find out.
- We assigned liaisons. Ideally, every quarter, the Board Liaison would check in with their committee and report on what's been done.
- Kristin will email pace word template and pace checklist - send reminder to chairs and liaisons

7. Public Works Invites to Conference (Greg)

- Loretta previously got a list of PW directors and City engineers. She will be doing this again to assign to people to reach out to. Loretta will give everyone a draft of what to say. We should send out around March.
- Greg would like APWA to be the umbrella Public Works organization and to include all elements of the public works industry.
 - a. Water & Transportation
 - b. City Managers
 - c. Field Services
 - d. Facilities
- We need contact information for water resources as well if they are separate. What about airports? City managers? Field services and operations? Facilities? If you know contacts, send them to Greg. Field staff and directors? Yes, but need contact info.
- What about private utilities like Epcor, APS and SRP? Greg would like to make including field services as part of our culture. What about PWI people?
- Chris said many cities are limited on budgets and who can go and most of the decisions are made through the supervisory chain of the organization,

8. Chapter Manual Update

- Manual and bylaws: bylaws are all up to date.
- Al and Chris had gotten a lot done- Chapter Manual is almost complete but need to update fiscal year info. Can we get an update by March? Draft? Chris will look back to see what she has and so will Al – will provide an estimated update date by the next meeting.

9. Other

- Programs Committee – Rod Penniman
 - March – John Trujillo – Inviting SWANA and other recycling Groups
 - May – Rebekah Morris
 - April – East Valley Cities CIP (?) (three cities roundtable)
 - June – West Valley Cities CIP (?)
- John Trujillo is retiring in April and is interested in doing a past president's committee and will be helping with outreach.
- Events Committee – Kristen Peck
 - March 12th – Annual Family Picnic 11AM-2PM, RSVP on Website
 - March 22nd – Joint Mixer with AGC & other organizations, 4:00-6:00PM
- Diversity Committee – Angel Cobb
 - January 28th – Future Cities – Power of Public Spaces
 - April – Senior Design Presentation

Will do outreach between May and July
Will submit abstract for APWA Conference on Generational Gaps (more responsibility to younger employees)

- Education Committee – Dick Yano
 - April 24th-26th – PWI Module 2 – Wendy Springborn looking for speakers
 - April – Workshop on Dirt Roads in Flagstaff

- Communications Committee – Sandy Niebel
 - Struggling to get newsletter out due to character limitations on e-mail blast. Loretta is going to get additional information from National. May try to just give link to newsletter instead of having a lot of various links – will try this next month.

- Announcements
 - Conference Exhibitors – Book booth by Feb. 28th for savings
 - Submit Abstracts by Feb. 24th
 - Picnic March 12th
 - AGC Joint Mixer March 22nd

Chris moved to adjourn
Jennifer seconded
Meeting adjourned at 11AM