



MEETING MINUTES
EXECUTIVE COMMITTEE MEETING
AMERICAN PUBLIC WORKS ASSOCIATION
ARIZONA CHAPTER

July 20, 2016
Phoenix Country Club – Ballroom

- 1. ROLL CALL: DETERMINATION OF QUORUM**
Sufficient number of Board Members present at roll call.

ATTENDEES, including Chapter Officers:

- Loretta Flick/CARDNO, President
- Ray Dovalina/City of Phoenix, President Elect
- Greg Smith/G. Smith Consulting, Secretary
- Rob Kidder/City of Mesa, Treasurer
- Donna Sullivan-Hancock/City of Tempe, Director
- Chris Turner-Noteware/City of Phoenix, Director
- ~~Andy Goh/City of Tempe, Director~~
- Kristin Tytler/City of Surprise, Director
- Amanda McGennis/AZAGC, Director
- ~~Nancy Cole/Pima County, Director~~
- ~~David Fabiano, Chapter Delegate~~
- Robin Bain/City of Peoria, Alternate Chapter Delegate

Committee Chairs/Representatives

- Activities/Program Committee: Rod Penniman
- Communications Committee: Sandy Niebel
- Diversity: Angel Cobb
- Education: Wendy Springborn
- ~~Membership Committee: Kevin Murphy~~
- ~~Sustainability: Ed Williams~~

Members/Guests

- Sheila Hamilton (Chapter Administrator)
- Melanie Skies (ASCE/AZ)

- 2. CALL TO ORDER**
- The meeting was called to order by President Flick at 10:06 a.m.
- 3. Secretary's Report (Greg Smith)**
- a. **Review & Approve**
- i. Minutes presented.
 - ii. Approve as submitted:
Moved: Ray Dovalina

Seconded – Kristin Tytler
Approved unanimously

4. Treasurer’s Report (Rob Kidder)

a. Financial Report:

- i. Rob reviewed account balances
- ii. -Budget by class: checking service fee is 3000% over budget. This is actually a credit card fee. Amanda said AGC s dealing with the same issue.
- iii. Finance Report approved as presented:

Motion: Amanda McGennis

Second: Chris Turner-Noteware

Approved unanimously

b. Chapter & Branch Financial Reports

- i. Due to National August 15th
- ii. Format of report
 - Board concurred that report format should be similar to that used in last year’s report: “Chapter/Central” + Northern + Southern = Chapter Total
 - Sheila Hamilton sent draft to Loretta, Ray, Greg, & Rob for review comment.
 - Rob/Sheila need to collect data from branches & compile.

c. Budgets for FY17 & FY18

- i. Arizona opted for Option B w/ FY16 equal to CY16 FY17 Jan/June ’17 and FY18 July ’17 thru June ’18.
- ii. Budgeting this year will prep 2 budgets: FY17 (6 month) & FY18 (12 month)

5. PACE Subcommittee Report

- a. **PACE 2016:** Loretta advised that Arizona had been award 2016 PACE Award, which will be presented at PWX 2016.
- b. **Subcommittee Update**
 - i. Kristin presented overview of PACE tracking spreadsheet to assist past-president & committee chairs that appropriate information is collected & filed. Will include BMP worksheet to.
 - ii. Tracking Worksheet based on latest info from National
 - iii. Kristin noted proposed file system set up & draft template for report compilation.
 - iv. Tracking sheet recommends responsible party(ies) for completion for various sections & BMPs.

6. Public Works Institute (PWI)

- a. Wendy Springborn provided update for Arizona’s PWI.
- b. Wendy provided handouts for Fall 2016 session. (Session 1 of 4). They are looking for instructors for selected topic (see Wendy).
- c. 2 sessions per year. Current session at Tempe Transportation Center; 3 days (M/T/W), 8 to 4:30.

7. Strategic Planning Meeting

- a. 2016 Session in Prescott Valley (see hand out from Loretta)
 - i. Loretta handed out an email from APWA regarding current and proposed changes to Best Practices. She asked that the board review. Comments are due a week from Friday.
 - ii. Greg suggested we review this at every strategic planning event (this should be a part of the agenda).
 - iii. Prescott Valley has offered to host the next Strategic Planning event. Loretta will work with Ray to see what he wants.

8. APWA Diversity Committee Presentation

- a. Not able to do PW summer institute, but did do two education outreach programs:
 - i. First: Friday July 15- talked to summer camps about transportation. Donated booklets, necklaces and other items.
 - ii. Second event at ASU STEM computer camp last Saturday. Angel gave an overview of the computer camp program (109 kids registered). APWA did a pattern activity with the children. Also did another activity where they built a tower and the kids learned about structures.
- b. Loretta asked Angel about funding- she submitted the reimbursement forms to Rob.
- c. Angel will send write-ups to Loretta.

9. Holiday Event

- a. This is the event at which we swear in incoming officers/board.
- b. Discussed where to hold event this year.
Everyone liked the University Club - they also liked the Deuce. Amanda suggested the Newton on Camelback and 5th. Sheila recalled the Newton was rather expensive. The Deuce may attract more people.
- c. We would like to keep the cost at \$25.

10. Branch & Committee Reports

a. Branches

- i. **Northern:** None
- ii. **Southern:** None

b. Committees

i. Statewide Conference (Robin Bain):

- Robin gave an update-
 - a. Resort is sold out. They have secured the Fairfield in as the secondary hotel. This will be put on the website soon.
 - b. 55 exhibitors less than they were hoping for.
 - c. Over 300 attendees right now (233 are not associated with exhibitors and about 100 that are exhibitors (comped)) - this is about average for attendance numbers.
 - d. \$97,000 in revenue.
 - e. Outcome of scholarship? We have 13 signed up. We need to come up with criteria for these selections.
 - f. Programs will be sent to the printer on Monday.

- A feature on the conference will be highlighted in the next newsletter
- ii. Awards: (Chris Turner-Noteware)**
 - Awards have been received
 - Presentation being prepared
- iii. Programs/Activities (Rod Penniman)**
 - Programs- programs for the balance of the year are lined up.
 - a. September: Sustainability
 - b. October: Joint meeting w/ SMPS
 - c. November: Joint w/ ASCE (South Mountain Freeway)
- iv. Communications (Sandy Niebel):**
 - Articles set through November
 - Updating social media guidelines. Struggling with getting a LinkedIn page- working through this now.
 - Sheila commended Sandy for doing an outstanding job as chair.
- v. Sustainability (Ed Williams) (No report)**
- vi. Diversity (Angel Cobb)**
 - (See above.)
- vii. Events- (Kristin Tytler)**
 - Looking to join w/ Peoria for their highway cleanup project; likely October.
- viii. Education (See PWI above)**
- ix. Nominating Committee**
 - Bill Mattingly & Jennifer Adams will serve. Still looking for a third.
 - 3 open board positions plus officers up for election.
 - Officers/Board will serve 1-1/2 year term per updated bylaws.
- x. Delegate (No report)**
- 11. Luncheon Announcements:**

Loretta noted items for presentation.
- 12. New Business: None**
 - a. ASCE Phoenix Chapter Movie Event (Melanie Skies)**
 - i. ASCE has developed a film to promote civil engineering. Targeting middle school aged students. Would bus them in to see movie.
 - ii. Will hold a premier @ the IMAX Theater at the Science Center.
 - iii. Release scheduled for February 2017 during Engineer’s Week.
 - iv. ASCE looking for sponsors (\$500+) & volunteers. (This would be a 2017 expense & should be considered during budget preparation.)

13. Adjourn:

Moved – Chris Turner-Noteware

Seconded – Rob Kidder

11:24 am

Approved :

Moved: Amanda McGennis

Seconded: David Fabiano

Approved

Gregory B Smith – Secretary

09/21/16