



**MEETING MINUTES
EXECUTIVE COMMITTEE MEETING
AMERICAN PUBLIC WORKS ASSOCIATION
ARIZONA CHAPTER**

January 15, 2014
Phoenix Country Club

I. CALL TO ORDER

The meeting was called to order at 10:10 a.m.

II. ROLL CALL: DETERMINATION OF QUORUM

10 Board members present at roll call, 1 director via telephone.

ATTENDEES, including Chapter Officers:

- Maher Hazine/City of Peoria, Delegate
- David Fabiano/Stanley Consultants, Alt. Delegate, Co-chair Congress 2015
- Rebecca Timmer/Dibble Engineering, Director
- Miguel Aceves/CDM Smith, Chair Diversity Committee
- Loretta Flick/CivilTec Engineering, Director
- Chris Hamilton/City of Avondale, Chair YP
- Rob Kidder/City of Mesa, Director
- John Hauskins/Maricopa County DOT, President Elect
- Bill Mattingly/City of Peoria, President
- Andy Goh/City of Tempe, Director
- Greg Smith/City of Casa Grande, Director
- Jeremy Dye, Treasurer
- Jennifer Adams, Past President
- Al Field, AUCC
- Sue McDermott, Secretary
- Ray Dovalina, Director (phone-in)
- Sheila Hamilton, Chapter Administrator

III. INSTALLATION OF OFFICERS

David Fabiano administered the oath of office to the 2014 Executive Committee (listed above). Jennifer passed the gavel to Bill.

IV. REVIEW AND ADOPT MEETING MINUTES (John Hauskins)

Minutes from the November 20, 2013 meeting were reviewed and revised to 1) make Jennifer a Region 7 candidate, and 2) the motion was passed 7 to 3. **There were 3 abstentions, which per Robert's Rules of Order are affirmative votes when the majority of votes are yes.** Motion for approval by Loretta Flick, second by Maher Hazine. Passed unanimously.

V. CHAPTER FINANCIAL REPORT (Sue McDermott)

Sue went over the financial report. The Chapter is transitioning to QuickBooks. The Finance Committee is currently balancing the budget as we are currently showing revenue. Sue will balance the form that is due to National today and forward it to Laurence Rhodes.

VI. LUNCHEON ANNOUNCEMENTS

Bill asked that everyone provide announcements to Sheila in advance so that they can be put on a power point presentation that will scroll during the luncheon meeting. Loretta asked to announce the last call for 2014 sponsorships. Rebecca asked Sheila to reach out to all of the committee chairs. John requested that all announcements be included in the minutes or newsletter. Kelly reported that the Membership Committee wants to recognize new members, Sheila created a slide for this meeting and Kelly will ask for any new members to stand up and be recognized. Miguel reported that the Diversity Committee is looking for new members, Sheila requested an article for the next newsletter. Rebecca requested that an announcement be made regarding the deadline for the next newsletter. David will introduce the board members.

CURRENT BUSINESS

VII. APWA REGIONAL DIRECTOR SELECTION PROCESS

A. Peter King and Cindy Long (via teleconference)

Peter King, Executive Director and Cindy Long, Assistant to the Executive Director, joined the meeting via teleconference to discuss the procedure for nomination of Regional Directors. He discussed the make-up of the national nominating committee. The deadline for nominations is April 1st and there several ways nomination can occur: self-nominate, nominated by chapter or a member, or by the regional nominating committee. The Chapter can endorse nominees but that is not necessary. It is not a campaign for office. Interviews are held. The regional nominating committee's deadline to make their nomination to the national committee is May 19th. It will go out for member voting on June 27th and voting closes on July 27th. The Directors are introduced at Congress in August.

B. Discussion and possible additional nominations

David described how nominations have occurred in the past – there are 4 chapters in Region 7, the nomination has typically come out of the House of Delegates spring meeting. Typically the delegate or alternate are on the nominating committee. Jennifer explained that that practice is no longer in place. Bill asked if the board wants to bring forward additional nominations. Maher is interested in being nominated but thinks it should be opened up to the entire chapter. Jeremy feels that there should be a call for nominations. Ray supports Jennifer but is open to Jeremy's suggestion. Rebecca asked if National sends out any information. Bill will include information in the February newsletter. David explained how nominations have occurred in the past amongst the 4 chapters in our region. Greg was concerned with employer endorsement which is a part of the application.

C. Appointment of Chapter Representative to select Regional Director

Bill will select a representative.

VIII. PROGRAM COMMITTEE SUPPORT

There is a concern with the decline in support of the committee as Sheila has not been receiving any information. Bill will contact the committee chair to discuss. John

acknowledged the very successful holiday party. Jennifer is going to contact the National President, Ed Gottko, to see if he'll attend the March meeting.

IX. PROCLAMATION FOR BANKS

Jeremy read the Proclamation for Banks that establishes who will be listed on the bank accounts. Motion for approval by Maher Hazine, second by Jennifer Adams. The motion passed unanimously.

X. CREDIT CARD TRANSACTIONS

Sue reported on the Square credit card reader. The device is free. There is a 2.75% charge per transaction. Based on Sheila's research, we pay National an average of 3.1% when charges are run through their on-line system. Sue recommended acquiring the Square so that it will be easier for members to charge at events. Motion for approval by Jennifer Adams, second by Rebecca Timmer. The motion passed unanimously.

XI. REVIEW AND UPDATE CHAPTER MANUAL

Bill explained that the manual has not been updated in several years and is outdated. He would like to include the new financial policies that the Chapter adopted last year, review expenditure authority and delegate selection. Rebecca requested that the bylaws be reviewed as well. Bill asked for volunteers. Sue, Rebecca, and Jeremy will review and update the manual and bylaws and bring back to the board for approval in the next several months.

XII. CHAPTER ADMINISTRATOR CONTRACT

The President Elect is responsible for administering the contract with the chapter administrator. John will take a look at the contract now to evaluate and determine whether to renew or do a solicitation for next year. John will meet with Sheila to determine an evaluation process.

XIII. BOARD OF DIRECTORS ROLES AND RESPONSIBILITIES

Bill provided the new directors with copies of the roles and responsibilities.

XIV. OTHER BUSINESS

None.

XV. COMMITTEE/BRANCH REPORTS

A. Northern Branch Report

Rebeca - Working on Leadership positions

B. Southern Branch Report

Jeremy – Working on Leadership positions.

C. Other Committees

Membership Committee – Kelly reminded everyone about the guest luncheon program, 2 guests per month, contact Sheila. A survey will be going out to all members by the beginning of next week.

XVI. NEXT BOARD MEETING

Wednesday, February 19, 2014, 10:00 AM – Phoenix Country Club

XVII. ADJOURNMENT

Motion for adjournment by Maher Hazine, second by Jennifer Adams. Motion passed unanimously. Meeting was adjourned at 11:34 AM.