

MEETING MINUTES
EXECUTIVE COMMITTEE MEETING
AMERICAN PUBLIC WORKS ASSOCIATION
ARIZONA CHAPTER

June 18, 2014
Phoenix Country Club

I. CALL TO ORDER

The meeting was called to order by President Mattingly at 10:05 a.m.

II. ROLL CALL: DETERMINATION OF QUORUM

10 Board members present at roll call. President Mattingly introduced Brian Van Norman from APWA National staff.

ATTENDEES, including Chapter Officers:

- David Fabiano/Stanley Consultants, Alt. Delegate, Co-chair Congress 2015
- Loretta Flick/Allwyn Environmental, Treasurer
- Rob Kidder/City of Mesa, Director
- William Mattingly/City of Peoria, President
- Greg Smith/Town of Gilbert, Director
- Jennifer Adams/Tempe, Past President
- Rebecca Timmer/Dibble Engineering, Director
- Melissa Serven/Stantec, Director
- Al Field, AUCC
- Sue McDermott, Secretary, Co-chair Congress 2015
- Andy Goh/City of Tempe, Director
- Maher Hazine, Delegate
- John Hauskins, MCDOT, President Elect
- Brian Van Norman, APWA Director of Chapter Relations
- Sheila Hamilton, Chapter Administrator

III. REVIEW AND ADOPT MEETING MINUTES (Sue McDermott)

Minutes from the May 21, 2014 meeting were reviewed. Treasurer Flick questioned the report regarding the Financial Report and the discussion regarding the Finance Committee. Past President Adams nominated Jerry Copeland to the committee. Treasurer Flick will provide President Mattingly a plan of action to be discussed at the next meeting. A motion was made by Past President Adams to approve the minutes, with a second by President Elect Hauskins. The minutes were unanimously approved.

IV. CHAPTER FINANCIAL REPORT (Loretta Flick)

Director Smith questioned the process for receivables. Chapter Administrator Hamilton reported that she sends emails and hard copies of invoices to the appropriate parties.

V. LUNCHEON ANNOUNCEMENTS (Bill Mattingly)

Past President Adams – upcoming Sustainability Committee meeting.

Director Smith – Town of Gilbert on-call RFQ

Treasurer Flick – call for interest in Finance Committee

President Elect Hauskins – MCDOT received 6 awards out of 7 from National Assoc. of Counties

Past President Adams – introduce guest, Brian Van Norman

State Conference Chair Bain – upcoming conference

CURRENT BUSINESS

VI. RESIGNATION OF CHAPTER SECRETARY (Bill Mattingly)

A. President Mattingly acknowledged Secretary McDermott's resignation as she has accepted a position in Port Arthur, TX.

B. Executive Board Appointment to fill vacancy for Secretary (action item).

President Mattingly provided copies of the by-laws which indicate that the only requirement to be an officer is to be a current APWA member. Past President Adams nominated Treasurer Flick. Delegate Hazine nominated Director Dovalina. The Board members discussed succession issues, time commitments, and Article XIII, Section 1 of the by-laws regarding election of officers.

President Mattingly requested a vote by show of hands. Results: 8 votes for Treasurer Flick, 3 votes for Director Dovalina. Treasurer Flick is Chapter Secretary.

C. Executive Board Appointment to fill vacancy for Director and/or other Officer.

President Elect Hauskins nominated Director Dovalina for Chapter Treasurer to replace new Secretary Flick. As no other nominations were brought forward, President Mattingly appointed Director Dovalina as the Chapter Treasurer.

Appointment of Director Dovalina to Treasurer opened a 2-year Director position. Director Smith nominated Director Kidder to move into the 2-year position, Board approved unanimously. Appointment of Director Kidder to 2-year position vacated a 1-year Director position. Past President Adams nominated Amanda McGennis. Secretary McDermott nominated Al Field. President Mattingly called for a vote by show of hands. Al Field is appointed to fill the position of Director until the end of 2014.

VII. AMEND PROCLAMATION FOR BANKS TO REFLECT NEW OFFICERS (for action)

Delegate Hazine made a motion to amend the proclamation, second by Treasurer Flick. Motion passed unanimously. Treasurer Flick will amend the document for signature at the next Board meeting.

VIII. APPOINT CO-CHAIR FOR 2015 STEERING COMMITTEE (action and info)

- A. Recognition of Sue McDermott's Resignation – President Mattingly acknowledged Co-Chair McDermott's resignation.
- B. Recommendation for Co-chair – Co-chair Fabiano reported that he and Co-chair McDermott spoke with Dick McKinley, PWD for City of Surprise. Mr. McKinley is interested in stepping into the position and understands the time commitment. President Mattingly approved the appointment of Mr. McKinley as Congress 2015 Co-chair.
- C. 2015 Congress Committee update – Director Goh has volunteered to be co-chair for the Opening Ceremony sub-committee to take the place of former co-chair McDermott.

IX. AMEND PROCLAMATION FOR BANKS TO REFLECT NEW OFFICERS

See item VII.

OTHER BUSINESS (for information only, no action taken)

X. CHAPTER AUDIT (Jennifer Adams)

Past President Adams handed out the revised Audit Report with a list of outstanding receipts over \$500. A discussion amongst the Board members ensued regarding the need for receipts prior to reimbursement. Secretary McDermott (past Treasurer) indicated that she received receipts for all of the checks that were disbursed and provided them to the past Chapter Administrator per the Chapter's reimbursement policy that was approved in May of 2013. Delegate Hazine, Secretary McDermott and Director Timmer indicated that they will provide receipts that they are in possession of.

XI. CHAPTER MANUAL REVIEW AND UPDATE (Sue McDermott and Rebecca Timmer)

Secretary McDermott reported that she and Director Timmer will be meeting on June 21, 2014 to go over suggested revisions to the Chapter Manual. Director Timmer will report at the July meeting.

XII. DISPOSITION/PROCUREMENT OF CHAPTER LAPTOP

- A. President Mattingly discussed the current chapter laptop that is out of date.
- B. Delegate Hazine discussed the Chapter's need for a laptop and indicated that some of the funds to purchase can be recovered out of the excess Public Works Institute budget.
- C. General consensus was that the laptop should be replaced. Treasurer Flick said the laptop should be backed up monthly. Brian Van Norman suggested that the Chapter should create an operating policy. President Mattingly suggested that due to time constraints, this item be tabled until the next meeting. President Elect Hauskins and Delegate Hazine will provide information for Board consideration.

XIII. REVIEW OF APWA RESOURCES AND FINANCIAL PRACTICES (Brian Van Norman)

Brian Van Norman gave an overview of “A Year in the Life of a Chapter”. He provided information on award deadlines, webinars, membership, Leadership training, and financial statement deadlines. He provided the Board members with copies of APWA resources.

COMMITTEE/BRANCH REPORTS

VII. Northern Branch Report

Due to time constraints, no report was provided.

VIII. Southern Branch Report

Due to time constraints, no report was provided.

IX. Other Committees

No reports

X. NEXT MEETING

Wednesday, July 16, 2014, 10:00a.m., Phoenix Country Club

XI. ADJOURNMENT

Motion for adjournment by President Mattingly, second by Secretary McDermott. Motion passed unanimously. Meeting was adjourned at 11:33 AM.

Approved on : July 16, 2014