

MEETING^[1.1] MINUTES

EXECUTIVE COMMITTEE MEETING

AMERICAN PUBLIC WORKS ASSOCIATION

ARIZONA CHAPTER

July 16, 2014
Phoenix Country Club

1. CALL TO ORDER

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

2. ROLL CALL: DETERMINATION OF QUORUM

Seven Board members present at roll call.

ATTENDEES, including Chapter Officers:

- William Mattingly/City of Peoria, President
- Loretta Flick/Allwyn Environmental, Secretary
- Maher Hazine, Delegate
- Al Field/ AFA, Director
- Jennifer Adams/City of Tempe, Past President
- Robin Bain/ City of Peoria, Conference Chair, 2nd Delegate
- Rob Kidder/City of Mesa, Director
- Greg Smith/Town of Gilbert, Director
- Andy Goh/City of Tempe, Director
- Melissa Serven/Stantec, Director
- Rebecca Timmer/Dibble Engineering, Director
- Kelly Lenhart/ Dibble Engineering, Membership Chair
- John Hauskins, MCDOT, President Elect
- Sheila Hamilton, Chapter Administrator
- Ray Dovalina/ City of Phoenix, Treasurer

3. REVIEW AND ADOPT MEETING MINUTES (Loretta Flick)

Minutes from the June 18, 2014 meeting were reviewed. Director Greg Smith requested changes to reflect his new position with the Town of Gilbert. A motion to approve was made by President Elect Hauskins, second by Director Goh. Minutes were approved with this change noted.

4. CHAPTER FINANCIAL REPORT (Ray Dovalina)

Treasure Dovalina stated he met with Loretta and Sheila, regarding his role transition to Treasure. Dovalina stated he had questions regarding the amount of chapter funds that will be needed for Congress 2015 and what amount should be left in chapter account for operating expenses. Director Timmer stated the amount committed as per the MOU was approximately \$240k. Treasure Dovalina will review with David Fabiano, 2015 Congress Chair, regarding the specific total committed. Current financial report was reviewed. Audit Committee will be meeting on July 25th to complete the Mid-Year 2014 financial package due to National by August 15.

5. LUNCHEON ANNOUNCEMENTS (Bill Mattingly)

Director Kidder suggested we adopt a procedure regarding announcements where representatives from agencies can take a few minutes to briefly give an update regarding agency news and/or upcoming projects / RFPs. Most board members stated this would add value to members and worth the additional time. President Mattingly will add this to the program today. Other announcements today will include:

- President Mattingly – Networking events scheduled this month
- Robin Bain, State Conference Chair –Conference Update
- Wylie Bearup – 2015 Congress Sponsor Update

CURRENT BUSINESS

6. Renew Contract for Chapter Administrator (Bill Mattingly)

President Mattingly opened a discussion regarding the Chapter Administrator contract. The current contract expires the end of this year, however we need to decide early if we are to re-advertise, make changes to the current contract or extend the current contract for one year. This action is brought due to the additional duties by the Chapter Administrator that may be required for 2015 Congress. Board members agreed to extend the current contract for an additional year, however due to chapter hosting 2015 Congress, an amendment can be added to include additional responsibilities with an increase in fee. Motion by past president Adams to approve current contract for 2015 with option to consider amendment as needed, motion second by Director Field. Motion passed.

7. Procurement of New Chapter Laptop

President Mattingly stated our current Chapter Laptop is aging and asked for comments regarding purchasing new equipment. Delegate Maher also noted we need to replace our projector. Delegate Maher recommended using funds left from the Public Works Institute budget to help with the cost. Some members suggested a Notebook style, however with connectivity issues with accessories and software a laptop would be the better choice. Sheila stated that at this time the chapter has the necessary additional equipment committed for the upcoming conference so there is time review options and prices. Sheila will get suggestions from her IT person along with cost comparisons. No immediate action will be taken now, but will bring suggestions back to the board for considerations.

8. Resignation of Chapter Delegate

President Mattingly announced Delegate Maher will resign as Chapter Delegate and will move to Regional Delegate. David Fabiano is currently the alternate delegate with Robin Bain as the 2nd alternate. Maher discussed the changes that will be coming this year for the chapter delegate as stated by national. David Fabiano has notified President Mattingly that he is interested in accepting the position of Chapter Delegate. Jennifer also stated she was interested in the Chapter Delegate position. President Mattingly stated there is not a particular By-law regarding this procedure and would call for a voice vote.

- Nomination for Jennifer Adams was made by President Elect Hauskins, second by Secretary Flick. Jennifer received a total of 3 votes.
- Nomination for David Fabiano was made by Director Field, second by Director Timmer. David received a total of 6 votes.

Robin Bain stated she is interested in moving from 2nd Alternate to 1st Alternate to replace David Fabiano. Director Field nominated Robin for 1st Alternate, Director Smith second. Robin was voted by a majority. Past President Adams stated that the City of Peoria has held the Delegate Position for our chapter for several years and suggested the term should remain 1 year due to the importance. Alternate Delegate is a 1 year term (expiring 8/2015)

9. Nomination Committee – Proposed Candidate List

Past President Adams stated the nomination committee including herself, Dave Moody and Mark Courtney met last week to review the candidates to bring forward for consideration. Those candidate are as follows

- Amanda McGennis
- Jeanne Sapon
- Arno Leskinen

Delegate Maher commented on the possible conflict by having Amanda McGennis on the board as she is Vice President for the General Contractors. Additional slots will open as Directors Rebecca Timmer and Melissa Serven will not remain on the board in 2015. Director Greg Smith was asked if he would like to run for the Treasurer position. Greg said he needed to take time to consider as it will be a five year commitment. Motion was made by Jennifer Adams, second by John Hauskins to approve the slate of names for Director Positions and Greg Smith for Treasurer should he accept. Motion was approved unanimously. Action: President Mattingly will announce the nominations at the meeting today and call for any additional nominations at the September Monthly meeting.

OTHER BUSINESS (for information only, no action taken)

10. Strategic Planning and coordination with APWA Nation Staff regarding 2015 Congress

- Thursday, October 2, 2014 – 2pm to 5 pm for Congress Chapter Strategic Planning. Meeting will be at the Town of Gilbert
- Friday, October 3, 2014 – 9am to 2 pm for Chapter Strategic Planning & Financial Budget. Meeting will be at the Town of Gilbert/

- 11. Request for Volunteers for Program Committee.**
President Mattingly asked for referrals to join program committee. The following programs are slated for the rest of this year.
- **September 2014 – Sky Harbor Airport**
 - **October 2014 – Tempe Town Lake**
 - **November 2014 – Joint ASCE Meeting**
 - **December 2014 – Holiday (Combined with AZ APWA 60th Anniversary)**

Loretta will speak with Jeanne Sapon about her interest in planning the Holiday Event again this year.

- 12. Chapter Manual Review and Update.**
Director Timmer stated she and previous Secretary Sue McDermott have reviewed the Chapter Manual and By Laws. At this time there are no major changes requiring a 2/3 vote. There will be some policy and procedures updates made to the Chapter Manual as well as adding Robert Rules for procedures. (Delegate Maher noted that with proposed bylaw changes at the National Level this may require a change to our bylaws) In addition a chapter calendar listing major events & deadlines (such as Pace Award Nominations, Financial Reports) will be included in the Chapter Manual. Director Timmer will send out the draft when completed.

COMMITTEE/BRANCH REPORTS

Membership Committee – Kelly Lenhart, Chair

Kelly had a very brief time to update. She stated the membership numbers are up and an increase of 42 new members since April. Current total is **760**. Jennifer stated this number is down quite a bit from over the past 2 years. (was over 950)

NEXT MEETING

Wednesday, October 17, 2014, 10:00a.m., Phoenix Country Club

ADJOURNMENT

Motion for adjournment by President Mattingly, second by Secretary Flick- Motion passed unanimously. Meeting was adjourned at 11:30 AM.

Approved on : _____