

**TEXAS CHAPTER APWA  
EXECUTIVE COMMITTEE MEETING  
February 7, 2011  
Killeen Convention Center**

**Item 1 – Call to Order**

President Ronnie Bates called the meeting to order at 6:20 p.m. Secretary Sharon Valiante called the roll.

**Executive Committee Members Present**

Nancy Beward	Heather Keister
Ronnie Bates	Bobby Balli
Tim Tumulty	John Espinoza
Sharon Valiante	Carlos Sanchez
Kristina Ramirez	Tom Wendorf
Jason Watts	Marsha Reed
John Nowak	Larry Peirce
Ex Officio	Susan Causey

**Item 2 – Introduction of Guests**

J. C. Wood	Patricia Redfearn
Robert Canterbury	Mark Pavageaux
Lori Dullnig-Warlen	John German
Linda Huff	Richard Ridings
Mike Keenum	Wade Benton
Jim Foster	

**Item 3 – Approval of Minutes**

President Bates called the Board's attention to the minutes from the October 29<sup>th</sup> meeting. **Motion was made and approved unanimously to accept minutes with correction noted.**

**Item 4 – Old Business**

A. Recap of 2011 Workday

At the February 2011 Workday, President Bates established the Social Media Committee to be chaired by Jason Watts. President Bates asked each Branch to provide a representative to this Committee which will make recommendations for

the TPWA Facebook page, web site and make additional recommendations for the use of social media.

B. Status of Annual Conference Sites 2014/2015

Tim Tumulty made a motion that a new RFP be sent out for the 2014/2015 Annual Conference with Site Selection Committee recommendations to be presented to the Board at the June 2011 Board meeting. Sharon Valiante seconded the motion. **The motion to send out a new RFP for both the 2014 and 2015 TPWA Annual Conference with committee recommendations to be presented at the June Board meeting passed unanimously.**

C. Chapter/Branch Leadership website button

Chapter Administrator Susan Causey announced the placement of Chapter/Branch leader information on the web site. The Board requested that the current Annual and Short Course SOP's be added to the leadership section of the web site.

D. Public Works Institute

Nancy Beward reported that APWA has developed a complete four module curriculum for a Public Works Institute. This certificate program is currently being offered by other Chapters throughout the country. Nancy Beward asked the Board for support of a committee made up of past presidents who will come back to the June Board with recommendations including RFP and Public Works Institute plan of action. **Bobby Balli made a motion to establish and support a Committee chaired by Ms. Beward to prepare Public Works Institute recommendations to be presented at the Board meeting in June. The motion was seconded and passed.**

**Item 5 – President Elect – Bobby Balli**

A. Scholarship

Scholarship Chair Jeff Ground emailed the Scholarship written report to Board members. No new applications have been submitted and President-elect Balli encouraged individuals to seek applicants. Susan Causey reported that deadline for submission is May 31.

B. History Committee

Richard Ridings has acquired equipment which can be utilized to record oral interviews and histories. Mr. Ridings will be hosting a number of past presidents

in the first of many video recorded oral histories in the near future. Bobby Balli added that historical photographs are being digitized and all will be able to view through a link that will be placed on the TPWA web site.

#### C. Chapter Dinner

Bobby Balli stated that plans are underway for the 2011 Chapter dinner which will be held in conjunction with the APWA National Congress. The dinner will be held Tuesday, September 20 in Denver. Mr. Balli stated that the goal is to encourage a larger attendance while keeping the cost the same for guests. At the June Board meeting, Mr. Balli will present parameters for Chapter dinner registration. The registration process will address the challenge of individuals making reservations, dinners being ordered, and then not attending. Tom Wendorf will present the concerns to other invited Chapters at the regional meeting. Larry Peirce asked that solicitation of sponsorship be sent out sooner than later. Carlos Sanchez recommended Golden, Colorado as a location for the dinner. Bobby Balli asked the Board to email recommendations to him prior to the June Board meeting.

### **Item 6 – Vice President – Tim Tumulty**

#### A. 2011 Short Course

Kristina Ramirez reported attendance registration at 305 at the time of the Board meeting. The Shilo Hotel sold out with 120 rooms per night and Ms. Ramirez reported that the Central Texas Scholarship Fundraiser was a success. Ms. Ramirez presented Mr. Tumulty with a gift in recognition of his contribution as Chairman of the event. Mr. Tumulty expressed appreciation to Kristina Ramirez and Wade Benton and the Central Texas group for working tirelessly to make the Short Course happen.

#### B. 2011 Annual Conference

Robert Canterbury passed out a status report and reported that all contracts have been executed and there are no penalties involved in the hotel contracts. The hotels contracted for the Annual Conference are the Embassy Suites, Casa del Palmas, and Holiday Inn Express. On-line registration target date is March 25<sup>th</sup>. The Rio Grande Valley Branch will be selling tickets for the motorcycle throughout the Short Course. The family event, children's program, and keynote speakers have been arranged. Kristina Ramirez reported that Branches are allowed to sell motorcycle tickets.

#### C. 2012 Short Course

Tim Tumulty introduced Mike Keenum, South Plains Branch representative working on the Short Course. Mr. Keenum and South Plains President Heather Keister passed out post cards announcing the Short Course. **Bobby Balli made a motion that the Lubbock theme be approved for the 2012 Short Course. Carlos Sanchez seconded the motion and the motion passed.** Mike Keenum is working to get the hotel contract complete with the beautiful new Overton Hotel.

#### D. Education Committee

Tim Tumulty asked those gathered to give 2010 Education Chair Wade Benton a round of applause for his outstanding contribution to the Texas Chapter. Mr. Benton has served as Education Chair for four years. Mark Pavageaux and Linda Huff will serve as Education Co-chairs beginning with the 2011 Annual Conference and introduced themselves to the group. The Education Committee will hold a transition meeting during the Short Course.

#### E. Technical Committee Reports—Written

President Bates reported that after researching the reporting system for the Technical Committee Chairs, the Technical Committee Chairs report directly to the Vice President.

#### F. Branch Reports—Written

President Bates will research reporting structure for Branch Presidents and report back to the Board.

### Item 7 – Secretary – Sharon Valiante

#### A. Membership Committee

A written report is provided in Board packet. Ms. Valiante stressed the important membership issues that Texas remains the largest Chapter. She also called attention to the ½ price membership (\$70.) promotion of APWA. The challenge is in retaining those members once the first year of membership is complete. Ms. Valiante encouraged Branch representatives present to address this concern at the Branch level. Tim Tumulty recommended that APWA Lifetime members be acknowledged and recognized during the Annual Conference and Short Course. Sharon Valiante shared that the Southeast Branch acknowledges membership after ten years and encourages other Branches to do the same. The Board requested that the Lifetime members be listed on the TPWA web site.

## B. Participant Editorial Committee

### 1. Contract with Weatherhead

Chapter Administrator Susan Causey announced that the first Participant Magazine will be available on the web site one week after the Participant is placed in the mail. Discussion was held regarding discontinuing paper copy of Participant. Headquarters reported that the Participant is produced and mailed at no cost to the Texas Chapter.

## C. Site Selection Committee

Sharon Valiante reemphasized that the 2012 Short Course will be held in Lubbock and 2012 Annual Conference to be held in Mesquite. Ms. Valiante announced that she will be hosting a Site Selection Committee meeting at McAllen prior to the Board meeting and will be corresponding electronically with committee members prior to the Board meeting.

## D. Social Committee Report

Jason Watts reported that three Branches currently have representatives on the newly created Social Media Committee and is seeking representatives from each Branch. A survey is being done to assess what social media is currently being utilized by each Branch and as a result the committee will address the social media needs of our association. The Committee will make a more extensive report at the McAllen meeting.

## E. Headquarters Report—Written

TPWA Chapter Administrator read the action items listed at conclusion of activity recap. The action items call for the attention of the Board. The three action items read called attention to the Chapter/Branch leadership button on the web site, notification that the June 1<sup>st</sup> PACE application will be prepared by Headquarters, and Board members were asked to note that National Public Works Week is May 15-20.

President Bates reminded Branch Representatives that during numerous reports, information is being requested from Branches and asks that Branch Representatives take the requests and information back to Branches.

## **Item 8 – Treasurer – Kristina Ramirez**

### A. Submission of 2011 Budgets

All Branches have submitted 2011 Budgets and Treasurer Kristina Ramirez thanked Branches for submissions.

### B. Year-end Financial Report

Financial report is included in the Board packet. Kristina Ramirez reported that at year end the Texas Chapter has a balance in cash and investments of \$182,031.89. **Tim Tumulty made a motion and Sharon Valiante seconded the motion to accept the Treasurer's report. The motion passed.**

### C. Branch submissions due date Year end

Treasurer Ramirez reminded the Board that Branch year-end financial reports are due at Headquarters on April 1<sup>st</sup>.

### D. Investment of Chapter funds

Kristina Ramirez will bring recommendations regarding investment of TPWA funds to the June Board meeting.

## **Item 9 – Trustee – Carlos Sanchez**

Mr. Sanchez will address issue in new business.

## **Item 10 - Past President – Nancy Beward**

### A. Chapter Leadership Application deadline

Deadline for submission of leadership application is May 1. Nancy Beward encouraged individuals to utilize the form and consider self-nomination and asked that this information be shared with the Branches. Sharon Valiante expressed concern that the leadership application process is in direct conflict with the nomination from the floor process and asked that the conflict be addressed. President Bates thanked Ms. Valiante for bringing the issue before the Board and asked Ms. Beward to study the process to make recommendations how this issue will be addressed.

Ms. Reed asked to take the opportunity to express concern that the Nominating Committee or Board address the attendance commitment of the individual and supporting organization being considered for the Trustee position. It was noted that

there is an increase in Board members attending Board meeting only and a lessened support of the TPWA events. President Bates supported the comments and reminded Board members of the volunteer commitment to the Board.

## B. Awards

Linda Huff applauded the contribution of new award chair Joe duMenil.

### 1. Field Service Awards

Linda Huff reported that Field Service Awards will be presented on Tuesday at lunch. Discussion is being held regarding the future registration forms for both the Short Course and the Annual Conference to include a separate registration for the Awards luncheon and Awards Banquet. Nancy Beward asked President Bates to provide information about the Field Service Awards to the Short Course participants. Linda Huff asked the Board for recommendations for additional types/categories of Field Service awards.

### 2. APWA National Awards

National awards will become the focus of the Awards Committee at the conclusion of the Short Course.

### 3. Texas Chapter Awards—no report

### 4. PACE Application

Susan Causey stated that the Chapter has qualified to apply for the PACE and this will be the fifteenth PACE award for the Texas Chapter.

## **Item 11 – APWA HOD Delegate - Tom Wendorf**

HOD Delegate Tom Wendorf and HOD Alternate Larry Peirce will attend the HOD meeting in New Mexico April 15 and 16.

## **Item 12 - TML Representative - Marsha Reed**

Marsha Reed expressed appreciation to the Board for financially supporting her travel to TML meeting and participation in the TML Conference Planning Committee. Ms. Reed will be visiting with Carla Vining regarding the current status/benefit of being a TML Affiliate. Concerns were expressed regarding lack of attendance (including Board members) at recent TPWA Affiliates Day programs. Ms. Reed will be making a report at the June meeting. President Bates has asked that this on-going issue be resolved at the June meeting.

## Item 13 – New Business

### A. Public Works Week at the Capitol

Texas Chapter Day at the Capitol will be held Tuesday, May 17<sup>th</sup>. President Bates reminded the Board that all are invited to attend. Tom Wendorf stated that the Day at the Capitol was started by the Southeast Branch in the 1990's. Tom Wendorf will work with Jason Watts to make use of social media to get word out about Day at the Capitol and the creation of RSVP list. Ms. Beward asked Mr. Wendorf to arrange to have name badges available at the event. Bobby Balli has volunteered to appear as PW Paws during the event. Headquarters will prepare nametags if an RSVP list is provided to Headquarters.

### B. Leadership Training in Kansas City

Ronnie Bates and Bobby Balli will be attending the APWA Leadership Training. Susan Causey asked the gentlemen to submit receipts for reimbursement of expenses.

### C. Chapter By-law Review Committee

President Bates announced that Carlos Sanchez, as Trustee, will serve as Chair of the By-law Review Committee. Marsha Reed recommended a small committee be formed. Nancy Beward, John German, J. C. Wood and Kristina Ramirez will serve on this committee.

President Bates asked that Board attendance policy be addressed by the By-law Review Committee. President Bates asked the Board to submit any by-law concerns to Mr. Sanchez. Carlos Sanchez will send out a mass email seeking input on by-law revision. Mr. Bates asked for a draft of by-law revisions to be presented at the June meeting.

### D. Technical Committees (Scanner/other)

President Bates is establishing a committee to research technology to be utilized by the Chapter. President Bates asked for a volunteer to Chair and a representative from each Branch. This Committee will be named the Technology Committee. President Bates will send an email out to the Board and each Branch President seeking involvement in this committee.



E. TPWA One-day training sessions

President Bates would like to see two free (or low cost) Texas Chapter one-day training events to be held by December. President Bates also asked the Branches to pursue additional one-day training programs to be financially supported by the Chapter.

John Nowak announced that the South Central will be making proposal for Chapter support of a one day training program at the June meeting. Discussion was held regarding the particulars.

Discussion was held.

F. Other

Mr. Nowak, President of the South Central Branch, asked that approval of the South Central Branch by-laws be placed on the agenda for the June meeting.

**Item 14- Adjourn**