

**Texas Chapter, APWA
Executive Committee Meeting**

October 30, 2008

Item I Call to Order

President Gillett called the meeting to order at 9:30 a.m. The meeting was held at Schilo's Restaurant as part of the TML Annual Conference. The following officers and guests were present:

Executive Committee:

Steve Gillett	Nancy Beward
Inas Aweidah	J. C. Wood, Jr.
Tim Tumulty	Trent Slovak
Ronnie Bates	Tom Wendorf
Matt Singleton	Jim Amick
Bobby Balli	Carlos Sanchez
Susan Causey (ex-officio)	

Guests:

Marsha Reed	Bobby Attebery
Kristina Ramirez	Sharon Valiante
Jim Foster	Lee Dorger
Richard Ridings	Greg Wine
Tammy Fonce	John German
Lori Dullnig-Warlen	Larry Peirce
Jason Watts	Jeff Ground

Item II Introductions

President Steve Gillett asked for introductions.

Item III Minutes

The minutes from the 6/11/08 Board meeting were read and approved.

Item IV Old Business

A. Legislative report to Governor

Richard Ridings

Richard Ridings submitted an outline of issues to be included in a letter being drafted for the Governor identifying key issues related to public works activities and infrastructure needs. The letter will also be sent to the TML for review. TPWA must contact the TML regarding information in the letter to ensure it does not conflict with direction of TML activities. Steve Gillett asked that the letter be sent as soon as possible as the legislative items for consideration during the upcoming session will be identified early. Mr. Ridings will discuss the TPWA issues with both the legislature and lobbyist. Overall, Mr. Riding stated that the Governor is pleased with the TPWA issues that are brought forward. Matt Singleton committed to running the letter through the TML.

Mr. Ridings stated that national funding for transportation issues will be an issue with the 2009 session and we should have multiple solutions in our tool kit. There was a recent article in the APWA reporter that was very informative.

B. Revenue Distribution Committee

Nancy Beward

At the previous meeting, the Board requested a matrix be provided by the Revenue Distribution Committee showing the impact of the various options being considered. This matrix was distributed and discussed.

After review and discussion, Jim Amick proposed a motion stating that 50% of total proceeds from Annual Conference be shared with Branches. Greg Wine (non-voting member) seconded the motion. **The motion did not pass.**

After further discussion, **Inas Aweidah made a motion that was seconded by Jim Amick. The motion read: 50% of funds generated by an Annual Conference—after the Chapter receives the “guaranteed minimum” amount and after all conference expenses are paid—will be shared with the sponsoring Branch. If an active sponsoring Branch is not associated with the conference location, the Chapter will receive all funds. After discussion, an amendment was added to the motion. The amendment to the motion: The Chapter Board will set the guaranteed minimum annually. With agreement from the motion author a vote was taken. The amended motion passed.**

An example of this is as follows:

Annual Conference remaining funds after all expenses are paid	- \$75,000
Chapter guaranteed minimum	- \$40,000
Remaining Funds	- \$35,000
Chapter 50%	- \$17,000
Active Branch 50%	- \$17,000

The Revenue Sharing Committee recommended that this would not apply to the El Paso Annual Conference.

C. SOP Committee Report

Tim Tumulty

Tim Tumulty reported that the SOP committee has completed generating an SOP for the Annual Conference and the Short Course. The Annual Conference SOP was distributed to Board members prior to the meeting. Jim Amick submitted revisions. Tim noted that the document was a starting point and recommended the SOP be adopted with revisions proposed by Mr. Amick. Mr. Tumulty stated that the SOP is meant to be a living document to be changed as necessary to reflect Conference and Chapter needs.

Matt Singleton made a motion that the Board approve the Annual Conference SOP with revisions. Steve Gillett seconded the motion. After discussion, the Board passed the motion and approved the Annual Conference SOP.

The Board acknowledged that planning for the El Paso Conference was already being done and while the Committee may use the SOP for assistance, they were not required to follow the SOP.

Mr. Tumulty also distributed the SOP for the Short Course to Board members. He stated that the Short Course SOP was written to reflect a dominant role by the Chapter with support being provided by the local committee. Again, this SOP was designed to be a living document and would require changes as necessary. Mr. Tumulty asked the Board to review the document and discussion will be held in the future. The Short Course SOP document will not be used for the Short Course to be held in San Antonio.

D. Election of 2009 Officers

Inas Aweidah

Inas Aweidah identified the list of officers who were on the ballot and the votes for each of the positions. A total of 114 ballots were received. The following people were elected:

President – J.C. Woods
President Elect – Nancy Beward
Treasurer—Tim Tumulty

Vice President—Ronnie Bates
Secretary—Bobby Balli
Trustee—Sharon Valiante

Item V President-Elect

A. Awards

Jimmy Foster

Jimmy Foster reported that fifty-three plaques were presented at the Awards Ceremony at the Annual Banquet. He stated that he received a good diversity of projects this year for consideration. Mr. Foster reminded everyone that awards received at the Chapter level are eligible to be submitted for consideration at the national level. The awards should be reviewed and package for national consideration as it is not an automatic process. He also stated that at the national level, award packages are very impressive and time and care should be taken to submit a professional looking package.

B. Scholarship

Jeff Ground

Jeff Ground announced that TPWA awarded 6 academic scholarships for \$1,000 each and 1 professional development scholarship for \$500. There is currently \$2,697.93 in the scholarship fund.

The Scholarship Committee would like to be able to provide \$5,000 worth of scholarships in May. Mr. Ground requested the Board consider providing \$10,000 in the scholarship fund.

A motion was made by Inas Aweidah and seconded by J. C. Wood to approve transferring \$10,000. in to the TPWA Scholarship Fund. The motion passed.

The Board discussed the option of promoting TPWA scholarships by providing a brief bio of winners in the Participant. Inas Aweidah recommended that the scholarship recipients should be offered the option of doing this, as some parents may not want to participate.

Item VI Vice President

J. C. Wood

A. Chapter Dinner

J.C. Woods thanked all the sponsors of the Chapter Dinner that was held in New Orleans. Due to the sponsorships, the Chapter was able to lower the costs for over 100 attendees including the invited Oklahoma Chapter.

B. Branch Reports

Written only

Written branch reports were provided in the meeting handouts.

C. Education Committee

Bobby Balli

Bobby Balli reminded everyone that the Short Course will be held in San Antonio and is being hosted by the South Central Texas Branch. Wade Benton is assisting Mr. Balli in identifying the technical sessions for the Short Course. He also noted that there was a current vacancy in the Leadership/Management Technical Chair.

D. Technical Committee Reports

Written

None submitted.

E. 2008 Annual Conference

Greg Wine

Greg Wine thanked everyone for attending the 2008 Annual Conference in Galveston. He stated that the Conference cleared \$45,000 and provided a check to Steve Gillette for the Chapter as a result. This amount includes the \$5,000. seed money provided by the Chapter. The Southeast Branch was presented a plaque for hosting the event. Mr. Wine acknowledged the work of Sharon Valiante as the Conference Chair.

F. 2009 Annual Conference

Tammy Fonce

Tammy Fonce, representing the 2009 Annual Conference Planning Committee, stated that the Committee is in the final stages of negotiating with the El Paso Convention Center. She stated the need for the TPWA website to be set up but understands that the Short Course takes precedence and the TPWA website will feature the Annual Conference once the Short Course is over February 10th. The number of exhibitor spaces should be identified shortly and then letters will need to be sent out to potential sponsors. Steve Gillett told Ms. Fonce that two Board members passed out exhibitor information to potential vendors who were present at the TML conference. She also noted that the Committee is working to identify the golf course for the Conference.

J.C. Wood presented the Board with a copy of letter he prepared inviting the New Mexico Chapter to the Texas Chapter Annual Conference in El Paso. With Board approval, the letter will be sent.

Ms. Fonce concluded by stating how important it was that the Education Committee get involved early with the Conference Planning Committee to provide exceptional sessions for the El Paso conference.

G. 2009 Short Course

Lori Dullnig-Warlen

Lori Dullnig-Warlen provided a brief overview of the upcoming 2009 Short Course. The event will be held at the El Tropicano Hotel. The keynote speaker had not been finalized but the Committee had identified two options and asked for TPWA Board direction. The two choices: 1. Drum Café at a cost of \$3,000 or 2. Jon Stigliano, a professional basketball referee who is an inspirational speaker at a cost of \$1,000. **Tom Wendorf made a motion and Nancy Beward seconded the motion that the Board contract with the professional coach. The motion passed.**

Ms. Dullnig-Warlen stated that there would be six education tracks. It was noted that an Emergency Management track was not be a stand alone track due to limited breakout rooms available at the El Tropicano. She stated that Emergency Management topics would be integrated in to the existing six tracks. Also a Hawaiian shirt day was being planned. Ms. Dullnig-Warlen stated that rooms were available for \$85/night.

Item VII Secretary

Nancy Beward

A. Site Selection Committee

Nancy Beward

Nancy Beward reported that four locations were considered for the 2010 and 2011 Short Course. The Site Selection Committee recommended Nacogdoches in 2010 with the contingency that enough space is available in Nacogdoches. The other location considered was Tyler. Ms. Beward will evaluate the Nacogdoches and Tyler facilities in the next few weeks. She requested Board approval of the Nacogdoches site. If Nacogdoches was not suitable and the Tyler facility would accommodate the Short Course, she requested Board approval of Tyler for the 2010 Short Course. The Site Selection Committee also recommended the 2011 Short Course be held in Waco, Texas

Matt Singleton made a motion that the Short Course Site Selection recommendations be accepted. The motion passed.

B. Membership

Kristina Ramirez

C. Participant Editorial Committee

Nancy Beward

The next Participant magazine will go to the publisher on December 20. Submissions are due at Headquarters on December 15th.

D. Web Site/Electronic Ballot

Nancy Beward

Nancy Beward stated that Mark Hochstein was checking in to providing electronic balloting for the Chapter. The Board suggested Mr. Hochstein contact APWA to see if there was possibility of mirroring the Chapter online balloting with the current APWA online balloting.

E. Headquarters Report

Written

Attached

Item VIII Treasurer

Ronnie Bates

A. Financial report

Written report attached. Ronnie reminded the Branches that the Branch Treasurer's budget is due December 15, 2008 to APWA. Ronnie requested the budgets be sent to him as soon as possible. Branch financial reports are due by December 3rd.

Item IX Trustee

Bobby Balli

Bobby Balli thanked those who manned the TPWA booth at the TML Annual Conference Exposition.

Item X APWA Delegate

Tim Tumulty

Tim Tumulty provided a written APWA HOD report. Report attached.

Item XI TML

Matt Singleton

Steve Gillett reported that Marsha Reed agreed to serve as TML Representative to fill the position vacated by Matt Singleton. **Inas Aweidah made a motion seconded by Richard Ridings that Marsha Reed be appointed by the TPWA Board of Directors to fill the TML position vacancy. The motion passed.**

Item XII New Business

A. TPWA Workday

J. C. Wood, Jr.

The Annual Workday is planned for January 9. The location is to be determined. Mr. Wood announced that the Workday would include a five-year goal setting session.

B. Board Appointments

Steve Gillett

Mr. Gillett will prepare an application to be used for Board vacancies and Committee appointments. He will present this application at the Workday for Board review.

Item XIII Other

A. Funding support request

Susan Causey asked for Board support of the Susan G. Komen 3-Day Breast Cancer Walk. **Inas Aweidah made a motion; Jimmy Foster seconded the motion to approve a \$500. contribution to the Susan G. Komen Foundation. The motion passed.**

B. APWA's Acknowledgement of Service

In-coming President, J. C. Wood, Jr. presented Steve Gillette with an APWA certificate of appreciation for his dedicated service as an APWA Chapter President.

Adjourn

The meeting was adjourned at 11:45 a.m.