

**Texas Chapter, APWA
Executive Committee Meeting**

June 10, 2009

Item I Call to Order

President Wood called the meeting to order at 2:00 p.m. The meeting was held at the Camino Real Hotel in El Paso as part of the annual TPWA Conference. The following officers and guests were present:

Executive Committee:

J. C. Wood, Jr.	Nancy Beward
Steve Gillett	Kristina Ramirez
Marsha Reed	Katherine Mears
Ronnie Bates	Tim Tumulty
Tom Wendorf	Penny Morin
Sharon Valiante	Richard Martinez
Bobby Balli	Jeff Ground
Ron Harper	Carlos Sanchez
Paul Knippel	
Susan Causey (ex-officio)	

Guests:

Daryl Cole	Lori Dullnig-Warlen
Julie Baldwin-Mura	Naomi Hines
Jeff Hogan	Linda Huff
Tammy Fonce	Kim Arnold
Richard Bristol	Alan Greer
Wade Benton	Mike Keenum
Jim Foster	John Espinoza
Jim Amick	Traci Enlow
Mark Pavagraux	Jason Watts
Bill Verkest	Bobby Atteberry
Richard Ridings	Terry Kastleman

Item II Introductions

President J. C. Wood asked for introductions.

Item III Minutes

The minutes from the 2/8/09 Board meeting were read and approved.

Item IV Old Business

A. TPWA BBQ

Katherine Mears

Katherine Mears reported that the Barbeque held during Public Works Week served over 420 Legislators, legislative staff, and guests. Representative Wayne Smith read the Public Works Week Proclamation on the floor of the House and invited all members to join TPWA on the lawn for lunch. Members of the Texas Chapter joined Governor Perry for a meet and greet in the afternoon. It was determined that the event was most successful and the Board expressed desire to continue the event.

B. Strategic Plan

J. C. Wood

Mr. Wood reported that significant progress is being made on the goals established at the January Workday in the areas of Membership and Public Relations. He reminded the Branches they play a significant role in obtaining the established goals.

C. North Central Branch Training

Jeff Ground

Keeping with the educational mission of the Texas Chapter, the North Central Branch planned, coordinated and delivered a one-day educational event on May 12, which met one of the Texas Chapter five-year goals. The Branch goal for the event was to provide local-low cost educational programming. To this end, registration was kept at \$20. Topics covered in the one-day training were: Emergency Management, Management and Leadership, Engineering and Technology. Seventy-six attended the event. Expenses totaled \$5682. North Central Branch President Jeff Ground asked the Texas Chapter Board for a \$2000 sponsorship to help defray expenses. He asked that the monies come from the Texas Chapter Special Projects Funds. Treasurer Tim Tumulty reported that the Texas Chapter has \$12,000. allotted for special projects in the 2009 budget. President Wood said this event was a good test case to meet the objective of hosting one-day trainings across the State. Nancy Beward encouraged other Branches to follow the example set by the North Central Branch.

Jeff Ground made a motion that the Texas Chapter fund a sponsorship of the one-day training in the amount of \$2000. Nancy Beward seconded the motion and the motion passed.

Tim Tumulty stated that the SOP Committee has addressed one-day trainings and will come back together to present a draft SOP to the Board for one-day training programs. Mr. Wood asked that the Committee to address handling one-day trainings in “underserved” areas of the State.

Item V President-Elect

A. Scholarship

Jeff Ground

Scholarship Chair Jeff Ground stated that the Scholarship applications have been updated and revised on the web site to reflect update in the scholarship rules requiring letter of support by a TPWA member for an applicant who is not a member. Thirteen scholarship applications were received. Of those thirteen, nine academic scholarships and one professional development scholarships have been presented totaling \$9500. Academic scholarship application deadline has been established at May 31st. **Jeff Ground made recommendation that \$4495. in scholarships be funded in 2009. Kristina Ramirez seconded the motion and the motion passed.**

B. Public Relations

Kim Arnold

Kim Arnold reported that the Public Relations Committee is working to meet the objective established at the Strategic Planning session to create a comprehensive message promoting public works. It was determined that an outside consultant would be required to facilitate the accomplishment of this task. The Committee is in the process of identifying the work tasks required of a consultant. The goal of the group is to have completed tasks defined by November in order for the consultant to begin next January. James Winward, Pat Riley, Rolanda Mata, Linda Huff, Naomi Hines, all contributed to the success of this project.

Item VI Vice President

Ronnie Bates

A. 2009 Annual Conference

Daryl Cole welcomed the group to El Paso. He expressed his appreciation to Planning Committee members Al Schubert, who worked on the education program, Julie Baldwin who was instrumental to Conference success, Richard Bristol who handled all of the financials and Tammy Fonce. Al Schubert talked about the educational programming for the Annual Conference. He expressed appreciation for the assistance of Wade Benton and the Technical Committee Chairs. Prior to the beginning of the Annual Conference, Mr. Cole reported that 250 delegates have registered, 70 exhibit booths have been set up, and there are 24 sponsors. City of El Paso has contributed a \$40,000. sponsorship.

Mr. Steve Gillett, Chair of the Site-Selection Committee who selected El Paso as the site of the 2009 Conference, restated his belief in the success of El Paso and with delight and humor left the Board with these words: "I told you so."

B. 2010 Short Course

Nancy Beward

The 2010 Short Course will be held in Tyler in February. As there is no Branch in Tyler this Short Course will present challenges but Ms. Beward expressed her enthusiasm for going to another underserved area of the State to present training.

C. 2010 Annual Conference

Matt Singleton

Written and attached. As Chair of the 2010 Annual Conference, Matt Singleton prepared a flyer announcing the 2010 Annual Conference. The flyer was submitted to the Board in the packet. Matt will host a booth in the El Paso Convention Center and meet with this year's exhibitors—encouraging them to join TPWA in Grapevine in June 2010.

D. Branch Reports

Written only

Written branch reports were provided in the meeting handouts.

E. Education Committee

Wade Benton

Wade Benton praised the major group effort, which began with conference call meeting in March. Forty-two educational programs will be presented during the Annual Conference. Mr. Benton thanked Lori Dullnig-Warlen, John Espinoza, Carl Bowker, Allan Greer, Larry Peirce, and James Ballowe for all of the assistance required to put together this extensive program.

F. Technical Committees

No written reports submitted.

G. Chapter Dinner

Ronnie Bates

Ronnie Bates announced that information regarding the Chapter Dinner would be sent at a later date. The Dinner will be held on September 15th in conjunction with the APWA Congress in Columbus, Ohio.

H. Consideration of Revenue Sharing 2008 Annual Conference

**J. C. Wood
Sharon Valiante**

The Southeast Branch asked the Texas Chapter Board for consideration of revenue sharing of the proceeds from the 2008 Annual Conference.

President J. C. Wood began the discussion by setting the goal of open and accurate communications to help Board members have clear understanding of how distribution of 2008 Annual Conference proceeds have been made. Mr. Wood asked Sharon Valiante to walk the Board through the process used by the Southeast Branch to distribute 2008 Conference revenue.

Sharon Valiante asked that the discussion be held with the Board members only. Guests were asked to leave the meeting. The Board determined that any vote would take place in open forum.

With only the Executive Committee present, Treasurer Tumulty stated that during the annual year-end financial reporting period, it was noted that the Southeast Branch had retained \$26,000. in Annual Conference proceeds. The Board asked the Southeast Branch for clarification why distribution of Annual Conference proceeds was done differently from the past conferences.

Sharon Valiante stated that early in Branch planning for the 2008 Annual Conference, the Southeast Branch determined they would not host a significant annual money making event (golf tournament) in order to focus fundraising effort on the Annual Conference. Ms. Valiante affirmed that the Branch has, in the past, used proceeds from the cancelled Southeast Branch event to fund scholarships and educational programming. She stated that the loss of income would be devastating to the Southeast Branch scholarship program. A Branch Board decision was made to compensate the Branch for lost income in the amount of \$26,000. In response to question, Ms. Valiante stated that the cancelled golf tournament sometimes does raise \$26,000.

Ms. Valiante reminded the Board that at the time of the 2008 Annual Conference, there was no SOP or written policy to define how Annual Conference proceeds are to be distributed. The Southeast Branch Board was unaware that all Conference proceeds have traditionally been passed to the Chapter.

Ms. Valiante acknowledged the lost revenue was not presented as a line item in the required 2008 Annual Conference budget and the Branch did not make a request of the TPWA Board of Directors that the Southeast Branch be compensated for lost revenue.

A discussion followed and no action was taken.

The guests were asked to rejoin the meeting.

To resolve the situation, Katherine Mears presented the recommendation proposed by the Southeast Branch Board. Ms. Mears made a motion that the Annual Conference SOP be made retroactive to cover the 2008 Conference. After discussion and the need for further clarification, the motion was revised to read: Once the

\$40,000. contracted minimum and \$5000. seed money is paid to the Chapter; the remaining proceeds of the 2008 Conference are to be split 50/50 as the SOP defines. Ron Harper seconded the revised motion. The motion carried.

Item VII Secretary

Bobby Balli

A. Membership

Kristina Ramirez

Kristina Ramirez presented an extensive written report which recapped the status of membership. (Attached) Ms. Ramirez introduced Terry Kassleman as new member of the Membership Committee. The Membership Committee—with representation from all Branches—will be working with the Branches to ensure accomplishment of the Texas Chapter goal of 10% growth. To obtain the goal of membership health, the Membership Committee has been tasked with sending out a survey to identify the needs of the membership. A copy of the survey is attached.

Mr. Wood applauded the extensive efforts of the Membership Committee and thanked Kristina Ramirez and Terry Kassleman.

Mr. Ground asked for a map of the Branch geographical areas. It was noted that this map is posted on the website.

Kristina stated that Jason Watts has identified the zip codes of all cities within the Central Texas Branch and other Branches are asked to do the same.

B. Participant Editorial Committee

Bobby Balli

Mr. Balli reported that the publisher of the Participant (ACP) has gone out of business. Mr. John Weatherhead, formerly of ACP, has made proposal to produce the remaining two issues (on current contract). Causey Consulting has made proposal to produce the Participant with Lamb Graphics beginning in January.

Bobby Balli made a motion that Weatherhead Publishing publish the two remaining 2009 issues. The motion passed.

The Editorial Review Board will meet and review proposals for the future of the Participant and present recommendations at the October 22 Board meeting.

C. Web Site Report

Nancy Beward

No report.

D. Headquarter Report

Susan Causey

Susan Causey read an email from Past President Del Essary who is now the Mayor of Hardwick, Texas

Written Headquarters report is attached.

Item VIII Treasurer

Tim Tumulty

Current financial report attached.

Mr. Tumulty reported that the semi-annual financial report is due July 15th. To assist Treasurers with the increased financial reporting, Mr. Tumulty proposes conducting a work session for Treasurers in October. The training will be held in conjunction with the TML Conference at the request of Branch Treasurers.

Item IX Trustee

Sharon Valiante

Ms. Valiante announced that plans are being made for the TML Booth. Luggage tags have been ordered and will be given out at the booth. (attached)

Item X Past President

Steve Gillett

A. Awards

Katherine Mears

Ms. Mears thanked the group for the large number of award submissions. The eighteen awards are to be presented on Friday evening.

Ms. Mears presented a recommendation made by Mark Hines. Mr. Hines has made recommendation for the addition of four field level awards to be given annually at the Public Works Short Course. The awards to be considered are: Field Excellence Award, Operations Excellence Award, Equipment Operator of the Year Award, and In-House Project of the Year Award. Kristina Ramirez recommended the addition of a Public Works Administrator award and Linda Huff recommended the addition of an award for Sustainability. Ms. Mears will come back to the October Board meeting with a more developed plan for Board consideration.

During the award nomination process, Ms. Mears reported that she received many questions where water/waste water awards fit in to the existing program. As all water projects go to Environment she asked permission to add clarification to the Environment Award description.

B. PACE Application

Susan Causey

Susan Causey has submitted the PACE application electronically. Recipients will be notified prior to Congress and the PACE will be presented on Monday of Congress in Columbus.

C. Nominating Committee

Steve Gillett

Mr. Gillett compiled a Nominating Committee to review applications and make recommendation of slate of 2010 Board of Directors. The Committee received four applications for consideration for position of Trustee. Mr. Gillett read the recommendation of the Nominating Committee: Nancy Beward, President; Ronnie Bates, President-elect; Bobby Balli, Vice-President; Tim Tumulty, Treasurer, Tom Wendorf, HOD Delegate; Ron Harper, HOD Alternate; Marsha Reed, TML Representative and Kristina Ramirez, Trustee.

Ron Harper moved to accept the recommendation of the Nominating Committee. Jeff Ground seconded. The motion to accept the recommendation of the nominating committee passed.

Mr. Bates asked the Board to address the disparity of officer roles in the near future. Mr. Gillett suggested the solution would be to reassign many tasks to the President-elect position.

D. Chapter Administrator Contract

Steve Gillett

The Chapter Administrator contract expired. Mr. Gillett met with the Contract Review Committee, and the Committee asked the Board to approve a six-month extension of the current contract with two revisions: removal of fundraising terminology and a 5% increase in salary. The contract will extend through December 31. The Committee will

meet with Susan Causey to discuss further revision and present new contract to the Board at the October meeting.

Ron Harper recommended the continuance of the contract with revisions. Marsha Reed seconded. The motion passed.

The SOP Committee is asked to make wording changes on the Short Course SOP to reflect the change in Administrator tasks.

Item XI APWA Delegate

Tom Wendorf

Tom Wendorf provided a written APWA HOD report. Report attached.

Item XII TML

Marsha Reed

Marsha Reed will be attending the TML Board meeting in El Paso. The TML Affiliates Day program (including breakfast) will be held October 22 at the Fort Worth Club. Ms. Reed asked the Board members to submit topic for educational program. A Board meeting will be held in conjunction with this meeting.

Item XIII New Business

A. APWA Report

Jim Foster

Mr. Foster reported that APWA is predicting a 2% decline in membership in 2009 and a potential of a smaller Congress. Mr. Foster encouraged all to register for the Columbus event.

Adjourn

Before adjourning, President Wood acknowledged Mr. Bill Verkest who has been named an APWA Top Ten leader of 2009. The Board congratulated Mr. Verkest.

The meeting was adjourned.