

**Texas Chapter, APWA
Executive Committee Meeting**

June 11, 2008

Item I Call to Order

President Gillett called the meeting to order at 3:00 p.m. The meeting was held at Moody Gardens in Galveston as part of the Southeast Branch hosted Annual Conference. The following officers and guests were present:

Executive Committee:

Steve Gillett	Nancy Beward
Inas Aweidah	J. C. Wood, Jr.
Jim Foster	Tim Tumulty
Ronnie Bates	Tom Wendorf
Matt Singleton	Jim Amick
Bobby Balli	Carlos Sanchez
Dean Bayer	Susan Causey

Guests:

Kristina Ramirez	Sharon Valiante
Richard Ridings	Elvira Alonzo
Eloy Rosales	Richard Martinez
Mark Pavageaux	Paul Causey
Jason Watts	Eric Dargan
Daniel Ramirez	Alan Greer
Richard Boston	Larry Pierce

Item II Introductions

President Steve Gillett asked for introductions.

Item III Minutes

The minutes from the 2/10/08 Board meeting were read and approved.

Item IV Old Business

A. Legislative report to Governor

Richard Ridings

Richard Ridings reported that the outline for the report to the Governor has been prepared citing four key issues: 1) Sustainability—to cover education on the costs to provide and maintain infrastructure 2) Infrastructure—to cover the critical impact to the economy 3) Water—to cover the crucial need for both potable water supply and wastewater treatment 4) Transportation—provide multi-model systems and to define the issues here that will impact public works.

Mr. Ridings reported that the next step is to identify bills that impact public works. The Committee will draft a letter by the end of the month (August) for the Governor stating positions on the upcoming legislation. Information will be gathered from the TML Legislative Policies Committee. A position paper is to be sent out to the Committee for comments and then sent to TPWA Technical Committees and the TPWA Board for comments. The position paper will not require TPWA Board action. TPWA should take a

proactive approach to the legislative issues that have an impact to TPWA members and it is advantageous if more than one person gave testimony at the session on our position. Matt Singleton reminded the group that the By-laws prohibit any TML Affiliate from taking a position that is counter to TML.

Steve Gillett presented Richard Ridings with a TML document Legislative Policies on Utilities and Public Works to be utilized by the Committee.

B. Revenue Distribution Committee

Nancy Beward

Nancy Beward reported that the Committee has defined two revenue sharing opportunities: 1) Revenue from 2007 Congress and 2) future opportunities. Options for distributing funds 1) Reimburse Branches for dollars contributed to Congress (totaling \$13,000.) 2) Future opportunities: Ms. Beward acknowledged that SOP is being developed and the policies would have an impact on revenue sharing. The Committee unanimously recommended to the Board: a) Short Course excess funds to go to the Chapter b) Annual Conference revenue—After guaranteed minimum goes back to the Chapter, then 50%/50% split with the host Branch. If no Branch involvement, then all proceeds go to the Chapter.

A motion was made and approved to reimburse each Branch the contribution made to the 2007 Congress. The motion was made by Bobby Balli and seconded by Matt Singleton.

A second motion was made and approved to table discussion on future revenue sharing until a revenue sharing model is prepared (including financial information about non-branch areas) and the SOP's are completed.

C. SOP Committee Report

Tim Tumulty

Tim Tumulty reported that the SOP Committee will meet and report at the October Board meeting.

D. History Report

Tom Wendorf

Tom Wendorf will seek proposal from the University of Texas—San Antonio after he and Susan Causey identify the volume of information. The Board requested a budget and timetable for the project and Tom estimated he would have a report prepared for Board review in October. Once approved UTSA would then assign students to work on the project.

Item V President-Elect

Jimmy Foster

Steve Gillett announced that Jim Foster has been nominated as Region 7 APWA Director. The Board congratulated Mr. Foster.

A. Awards

Jimmy Foster

Jimmy Foster reported that fifty-three plaques will be presented at the Awards Ceremony at the Annual Banquet. He stated that he received a good diversity of projects this year for consideration.

B. Scholarship

Jeff Ground

Jeff Ground submitted four \$1000.00 scholarship applications for Board approval. **A motion passed to provide Board approved scholarships for Richard Mendoza, Ann Smyth, Kelsi Litman and Geneva Garrett.** Mr. Ground asked for some changes to the criteria be considered: 1) Applicant must be endorsed by a current TPWA member 2) Applicant must have at least a 2.5 GPA 3) No more than one scholarship every 12 months 4) check to go directly to the student with submission of current school fee receipt.

In response to Mr. Ground's request a motion was made and approved to add the recommendations to the scholarship criteria.

Item VI Vice President

J. C. Wood

A. Chapter Dinner

J. C. Wood presented a handout (attached) regarding Chapter dinner to be held at 2008 Congress.

B. 2008 Annual Conference

Sharon Valiante

Sharon Valiante reported that there were sixty-seven golfers at the Annual Conference golf tournament. Ms. Valiante invited all to the Carter Burgess Reception which will be held poolside at 6:00 p.m. The Conference educational program will host seven education tracks and Family Night will be held at Palm Beach on Thursday night.

C. Education

Bobby Balli

Bobby Balli reported that there will be seven tracks with 56 diverse educational sessions during the Annual Conference.

D. Branch Reports

Written

Two Branch reports are included in Board packet.

E. 2009 Annual Conference

Richard Ridings

Richard Ridings reported that El Paso is looking good and is excited to host the 2009 Annual Conference and requested that the Board approve \$5000.00 seed money for the Conference. Ronnie Bates reminded the 2009 Committee that a separate bank account listing Texas Chapter Treasurer as a signer is a requirement of APWA. **Matt Singleton made a motion and Bobby Balli seconded the motion to fund the El Paso Planning group. The motion passed and a check for \$5000.00 was issued.**

F. 2009 Short Course

Dean Bayer

South Central Branch President Dean Bayer reported that the 2009 Short Course would be held at the El Tropicano Hotel located on the River walk in San Antonio, February 10-12. The Committee is looking at offering other demonstration projects that can be incorporated with training similar to the projects done at the 2007 Congress. The Committee will not have the traditional Scholarship Bowling Tournament and will replace with a Casino Night.

Item VII Secretary

Nancy Beward

A. Site Selection Committee

Nancy Beward

Nancy Beward reported that the Site Selection Committee met and the Committee recommends the Board select the sites of 2010 and 2011 Annual Conference:

2010	Gaylord Texan	Grapevine	North Central Branch Hosts
2011	McAllen		Rio Grande Valley Branch Hosts

Jimmy Foster made a motion and J.C. Wood seconded that these two sites be selected for the future Annual Conferences. The motion passed.

Ms. Beward recommends that the site selection process be incorporated in to the SOP for both Short Course and Annual Conference. Currently the local Chamber of Commerce—Convention and Visitor Bureaus--generate the majority of proposals. Ms. Beward encouraged Board members to remind the Branches that site proposals are to be Branch driven and Branches are to encourage cities in the area to submit proposals. Ms. Beward also recommends that the site-selection process be expanded to include three years of Short Course and Annual Conference locations. No Board action taken.

B. Membership

Jimmy Foster reported that Texas Chapter has 1588 members—an increase of 101 members since June 2007. He stated concern over 98 delinquencies from 23 agencies from which the largest numbers come from Tarrant County, Travis County and Beaumont.

C. Participant Editorial Committee

Nancy Beward

Nancy Beward reported that she will work on the Participant and needs Branches to help.

D. Web Site Report

Written

Susan submitted a written report (attached).

E. Headquarters Report

Written

Susan Causey submitted a written Headquarters report (attached). The items of Board interest listed in the Headquarters report:

- 1) All TPWA Contracts must be signed by a current Executive Board member
- 2) All contracts to be made with APWA, Texas Chapter
- 3) Web master Mark Hochstein to leave the City of Sugarland
- 4) Mid-year financial report due at Headquarters from all Branches on July 15th.

Item VIII Treasurer

Ronnie Bates

A. Mid Year Financial Statement

Ronnie Bates reminded Board and Branch leaders that mid-year financial reports are due July 15th at Headquarters.

B. Financial report

Written report attached.

Item IX Trustee

Bobby Balli

TPWA will have a booth at TML Conference.

Item X APWA Delegate

Tim Tumulty

Tim Tumulty presented a written report (attached).

Item XI TML

Matt Singleton

Matt Singleton announced that the TML/TPWA Affiliates Day Program and Board meeting will be held at Schilo's Restaurant in San Antonio.

Item XII New Business

A. Nominating Committee

Inas Aweidah

The Nominating Committee introduced the 2009 Slate of Officers for Board Approval: J. C. Wood President, Nancy Beward President-Elect, Ronnie Bates Vice President, Bobby Balli Secretary, Tim Tumulty Treasurer, Sharon Valiante Trustee, Marsha Reed TML Representative. **A motion was made and the Board approved the proposed slate of officers.** Inas Aweidah will present the slate of officers and ask for nominations from the floor at the Annual meeting to be held at the Annual Conference.

A discussion was held on the current process for people to get on the Board. It was stated that a written process does not exist however identifying potential future Board members start with volunteering for various committees. Steve Gillett stated that he plans on implementing some form of application process for the Trustee (new Board member) position and Committee Chairs prior to next year's nominating process.

Due to Jimmy Foster acceptance as the Region 7 APWA Director, the Texas Chapter House of Delegates position is now open. By-laws require selection by the Executive Committee. Filling the position will not occur until the October board meeting or perhaps after the first of the year. Steve Gillett will research an application process similar to APWA for the House of Delegate position.

B. Annual Meeting Agenda

Steve Gillett

President Gillett asked Board members to be prepared to make reports to the general membership at the Annual Meeting.

C. Young Professionals at Congress

Jimmy Foster

Jim Foster asked the Texas Chapter to support the APWA effort to encourage Young Professionals at Congress.

D. Annual Headquarters Performance Review

Inas Aweidah

The Annual Headquarters Performance Review Committee, Chaired by Inas Aweidah, recommended a 4% pay increase for Causey Consulting. A discussion was held regarding Headquarter duties and tasks and performance. **The motion to increase pay passed.**

E. PACE Application

Susan Causey

The 2008 Annual PACE application prepared annually by Headquarters was presented to Inas Aweidah. The PACE application consists of over 400 pages reflecting the accomplishments of the Chapter and Branches and is presented to the President of the Chapter. This document reflects the previous calendar year and currently serves as the sole historical document of the Chapter.

F. 2008 Congress

Tom Wendorf

Tom Wendorf reported that he has received a call from national APWA seeking assistance for the strapped 2008 Congress. He requested that the Board consider making a donation to the New Orleans Chapter to aid the group.

Ronnie Bates made a motion to donate \$27,000.00 (all proceeds from 2007 Congress) to New Orleans. J. C. Wood seconded the motion and the motion passed.

Tom Wendorf will call Teri Newhouse, Finance Director of APWA, to share the news.

Item 13

The meeting adjourned.