A meeting of the Board of Directors of the American Public Works Association (APWA) was held on August 25, recessed and continued August 31, 2016 in Minneapolis, Minnesota.

Board Members present:
President Brian Usher
President-elect Ron Calkins
Past President Larry Stevens
Shahn Ahmad
Rich Berning
Tommy Brown
Kathleen Davis
Maher Hazine
Mary Joyce Ivers
Cora Jackson-Fossett
David Lawry
Jill Marilley
Bo Mills
Bill Spearman
Rick Stinson
Harry Weed
Chuck Williams

Newly-Elected Board Members present:
Stan Brown
Doug Layton
Brian Keith Pugh

Staff present:
Andrea Eales
Scott Grayson
Teresa Hon
Anne Jackson
Teri Newhouse

Guest: Beth Kalinowski, MBA, SPHR, Director of Account Management, Certification, PSI Services LLC

1. Welcome and Call to Order
President Brian Usher called the meeting to order at 10:08am CDT on Friday, August 25, 2016.

2. Consent Agenda
With the approval of the agenda all items that follow were approved by consent.
   a) Approval of June 6-8, 2016 Board of Directors’ Minutes with corrections, adding Shahn Ahmad’s name to indicate he was present at the June Board meeting.
   b) Approval of the Board Elections Report.
   c) Report on 2016-2017 Committee Chair, member and External Appointments.
   d) Approval of the replacement of Jim McGonagle with Kevin Schlangen to serve out his term ending August 27, 2017.

3. Executive Reports
   A. Report of the President
President Brian Usher provided an update on chapter visits that he has made subsequent to the June meeting. President Usher visited North Carolina, along with Keith Pugh and Bo Mills. South Carolina was the location of his second chapter visit.

**B. Report of the President-elect**

President-elect Ron Calkins commented on the progress he has seen since hiring a new Executive Director. Calkins has made 15 chapter visits since June. It is exciting to see the chapters cater to the culture of their chapter. He noted that he is very excited about the Advocacy Outreach program in DC.

**C. Report of the Past President**

Past President Larry Stevens reported on his travel to Kansas City for the new Board Member Orientation. Stevens also thanked everyone for their contributions while he was on the board.

**D. Report of the Executive Director**

Executive Director Scott Grayson provided an update of the association in the first 100 days he has been on staff.

**E. Report of the Finance Committee Chair**

Jill Marilley, Finance Committee Chair, reported on the 4th quarter financials for the fiscal-year ending June 30, 2016. The association is in good financial shape. The 25% operating reserve goal is fully funded. The 10% non-operating reserve goal is funded at 40% and is on target to be fully funded in accordance with the schedule outlined in the reserve policy. The Finance Committee discussed and will continue to monitor mutual fund performance.

4. **ACTION ITEMS**

**A. Approval of 2019 PWX Site Selection**

The Board approved Seattle, Washington, as the site for the 2019 PWX.

Members indicated a desire to determine future locations and dates five years out. Working this far into the future would provide the opportunity to consider sites which are very popular and may not have availability unless we book several years in advance. Long-range planning would also allow chapters additional time for fundraising, lessening the impact to the chapter. A new MOU process makes it much smoother and clearly outlines expectations and responsibilities of both National and the Chapter.

Scott Grayson indicated that staff is currently working on future proposals and will have options for 2020 and 2021 locations by the June APWA Board meeting.

**B. Approval of 2018 & 2019 Snow Conference Site Selection**
The Board approved Indianapolis, Indiana, as the site for the 2018 Snow Conference and Salt Lake City, Utah, as the site for the 2019 Snow Conference.

C. Approval of Resolution Authorizing Secretary of Corporation (APWA) to certify the establishment of individual Chapter bank accounts

The APWA Board approved the resolution authorizing the Executive Director, who serves as the Secretary of the Corporation (APWA), to certify the establishment of individual Chapter bank accounts with a revision to resolution to make it gender neutral.

D. Receipt of FINAL 2015 Audit Report

The Board received the final 2015 Audit Report.

E. The Board approved amendments to the following position statements:

- Public Works and Mutual Aid Agreements Guidance Statement
- Public Works Professionals as First Responders Guidance Statement
- Role of Public Works in Health and Medical Crises Guidance Statement
- Timely Replacement of Fleet Assets Guidance Statement
- Public Works and Cyber Security Advocacy Statement
- Public Works and Interoperable Communications Advocacy Statement
- Public Works and the Stafford Act Advocacy Statement

F. Petition to Create the APWA Mississippi Chapter's Central Branch

The Board approved the establishment of the APWA Mississippi Chapter’s Central Branch.

5. EXECUTIVE DIRECTOR’S OBSERVATIONS & GOAL SETTING

The meeting went into executive session at 11:53 a.m. and reconvened in open session at 1:33 p.m.

6. DISCUSSION ITEMS & UPDATES

A. Top Ten Public Works Leader of the Year Award Criteria Discussion

The Board approved the Top Ten Public Works Leader of the Year Award amended criteria with the following edits:

- Remove the requirement for APWA membership
- Strike “active service as of NPWW”
- Maintain current process of nominations, not making the proposed change

B. APWA Software Development Services (SDS)
Scott Grayson played the technology video prepared by Marketing Department staff. The Board was pleased with the presentation and looks forward to the roll out of the items highlighted in the video.

C. CPWA Update and Discussion

Andrew Stevenson, new CPWA President, joined the meeting for a discussion regarding CPWA. Rick Stinson provided an overview and history of Canadian representation through elected Regional Director positions. Andrew represented the views of Canadian members as it relates to the request for representation on the Board of Directors. An agenda item will be included for the November Board Meeting.

D. ISI Update and Future

Scott Grayson recapped the discussion from the June board meeting with regards to APWA’s contributions to ISI. Since the June Board meeting Scott has met with ISI’s Director, Bill Bertera. Scott also met with the Executive Directors of ASCE and ACEC to discuss APWA’s support of ISI. Teri Newhouse and Scott Grayson provided a summary of the financial support APWA has been providing to ISI as well as Mr. Bertera request for future assistance.

The Board approved the motion to authorize Scott Grayson to transfer financial reporting to ISI by year end.

E. NLTAPA (LTAP/TTAP) Conference and MOU Signing

APWA and NLTAPA recently signed a Memorandum of Understanding. APWA’s representative has been a member of staff. Kathleen Davis has been involved in the MOU discussion. A member of her staff is the President of LTAP. In the future we could expand to a member serving in that capacity.

7. STRATEGIC DISCUSSION ITEMS

A. Government Relations & Communications Assessment

Andrea Eales, Director of Government Affairs, reported on the Advocacy Strategic Communications Analysis conducted by an outside party. A survey of members, congressional staff, other association/stakeholders and media was conducted to establish benchmarks. Members are interested in advocacy but are also uncomfortable advocating because of lack of experience. They want clear direction. Stakeholders want more engagement and consider APWA a great resource with knowledgeable members. The analysis contained a number of recommendations which will be addressed by staff.

B. Preparation for November Strategic Planning Meeting
Strategic Planning Committee Chair Chuck Williams indicated that one of the things the committee will talk about in the afternoon meeting is the work plan. Strategic planning in November is their first priority.

C. Rubin Brown Assessment & Report on APWA Finance Department Business Process

Incoming Finance Chair Rick Stinson reported that the Finance Committee met earlier in the morning to review their work plan for the coming year. Since the committee had access to the Rubin Brown Assessment and Report prior to the meeting the committee has begun to address the recommendations from the assessment. The report confirms issues staff had already identified but provides direction and recommendations. Scott Grayson has categorized the recommendations into three categories – 1) things we can do right away, 2) items which need to be budgeted for, and 3) critical items which must be done and discussed by the Board of Directors.

The Finance Committee will be bringing back recommendations to the board as part of this assessment.

D. PSI Assessment and Report on Donald C. Stone Program

Beth Kalinowski, MBA, SPHR, Director of Account Management, Certification with PSI Services LLC, presented a report on PSI’s findings regarding the Donald C. Stone Program. In addition to reviewing background information on the programs as well as details for processes provided by APWA staff, PSI conducted interviews with individuals and through focus groups.

The report identified positive and negative aspects to the program and provided three recommendations: 1) do nothing; 2) reboot the program and create a comprehensive continuing education program retaining the positive aspects of DCS; 3) discontinue all aspects of DCS.

The Board took no formal action but was unanimous in selecting option 2 to reboot the program and has directed staff to develop an action plan that will include a business, marketing, and implementation plan to be completed by the time of the November 17–19, 2016, Board and Strategic Planning Meeting.

The meeting was recessed Friday, August 26, 2016, at 4:56 p.m.

The Board reconvened on Wednesday, August 31, 2016, at 10:00 a.m.

President Brian Usher called the meeting to order. Past-President Larry Stevens administered the Oath of Office to all newly-elected and re-elected Board Members:
Ron Calkins, President
Bo Miles, President-Elect
Stan Brown, At-Large Director, Leadership & Management
Kathleen Davis, At-Large Director, Transportation
Maher Hazine, Region VII Director
David Lawry, At-Large Director, Engineering & Technology
Douglas Layton, Region IV Director
Jill Marilley, Region IX Director
Brian Keith Pugh, Region III Director
Bill Spearman, At-Large Director, Environmental Management

Also present:
Shahn Ahmad
Rich Berning
Mary Joyce Ivers
Staff present:
Scott Grayson
Teresa Hon

Also present: Rick Stinson
Rich Berning: Harry Weed
Mary Joyce Ivers: Chuck Williams

Guest: Andrew Stevenson, Incoming CPWA President

Past President Brian Usher passed the chairing duties to President Ron Calkins.

8. WRITTEN REPORTS – Scott Grayson explained that the purpose of providing written individual board member reports is to have an archival record of updates on chapter visits as well as a report on what’s happened in the regions/committees – what is the health and well-being of the region and current issues or concerns.

Bill Spearman provided background on the Engineering Joint Contractor Document Committee (EJCDC). It was agreed that as the owners of the infrastructure, APWA should have input and a strong position.

Dave Lawry reported that due to a scheduling conflict, he was unable to attend the entire Asset Management Task Force meeting held during PWX. The Task Force has established three initiatives 1) Create the “how” to achieve asset management road map, 2) Asset management framework and maturity assessment for local municipalities, 3) State of infrastructure tools. Mr. Lawry encourages board members to send him an email with suggestions as to expectations of the Task Force efforts at the conclusion of their work.

9. ONCE AROUND THE TABLE

Roadeo Task Force Committee

Bo Mills, with additional input from Jill Marilley and Mary Joyce Ivers, reported on the Roadeo Task Force Committee discussions and work to date. The Western Roadeo is already considered the national winter roadeo competition. The committee sees no need to become involved other than to provide support and promotion of the event. In conjunction with PWX, APWA could host an event with non-winter related activities which would include class time and access to the floor for operations and
maintenance professionals. Representatives from the next three PWX locations indicated space would be available and they could make this happen.

The Board approved a motion for APWA staff and the Roadeo Task Force to work with the 2017 PWX Planning Committee to explore the feasibility of holding a Roadeo as part of the Orlando PWX.

PWX Debrief

President Calkins asked members to provide an overview of their PWX experience in order to provide input to Meetings and Education staff. Overall members and those with whom they discussed the event were very pleased. The app was well-received. Scheduling the majority of business meetings prior to the start of PWX was a good plan.

10. OLD/NEW BUSINESS

Tommy Brown requested that the board look at a process for chapter to chapter disaster relief assistance in light of recent major events – flooding, fires, etc.

11. NEXT MEETING(S)

- November 17-20, 2016 Board and Strategic Planning Meeting (Kansas City, MO)
- February 17-19, 2017 Board Meeting (Kansas City, MO)
- June 23-24, 2017 Board Meeting (Ventura, CA)

The meeting adjourned on August 21, 2016, at 10:32 am.