APWA BOARD OF DIRECTORS MEETING
MINUTES - DRAFT

September 6 and 11, 2019
Seattle, Washington

The Board of Directors of the American Public Works Association (APWA) convened on September 6, 2019, at the Sheraton Grand, Seattle, Washington, recessed and continued September 11 in the Washington State Convention Center, Seattle, Washington.

Board members present:
President David Lawry
President-Elect Bill Spearman
Past President Bo Mills
Shahnawaz Ahmad
Rich Berning
Stan Brown
Kathleen Davis
David Fabiano

Dan Hartman
Mary Joyce Ivers
Charlie Jones
Doug Layton
Gary Losier
Keith Pugh
Lisa Rapp
Chuck Williams

Board members absent:
Jim Neal (Due to Hurricane Dorian)

Incoming board members present:
Vic Bianes
Joe Johnson

Dominick Longobardi
Sean O’Dell

Staff present:
Julie Bebermeyer
Tammy Bennett
David Dancy
Andrea Eales
Diana Forbes

Anne Jackson
Scott Grayson
Teresa Hon
Mary Knollmeyer
Becky Stein

Guest(s) Present: Joubin Pakpour, P.E., Pleasanton, CA

1. CALL TO ORDER

President David Lawry called the meeting to order at 8:33 a.m. PDT on Friday, September 6, 2019, and welcomed incoming board members.

2. APPROVAL OF THE AGENDA

Removal of items from the consent agenda was requested. The following items became action items.
2A2b. Approval of the International Affairs Committee Charter Amendments (became 4F)

2A2c. Approval of the Small Cities/Rural Communities Committee Charter Amendments (became 4G)

2A3. Approval of Awards Committee Recommended Revisions (became 4H)
   a. Community Involvement Award
   b. Commendation for Exemplary Service to Public Works Award
   c. Distinguished Service to Public Works Award
   d. Donald C. Stone Award for Excellence in Education
   e. Exceptional Performance Awards
   f. Harry S. Swearingen Award for Outstanding Chapter Achievement and Excellence in Chapter Service
   g. Management Innovation Award
   h. Myron Calkins Young Leader of the Year Award
   i. Technical Innovation Award

A. Consent Agenda

With the approval of the consent agenda, the APWA Board of Directors approved the following items:

1. June 7-8, 2019 Minutes of the APWA June Board Meeting.
2. Approval of Finance Committee Charter Amendments

3. EXECUTIVE REPORTS

A. Report of the President

President Lawry provided a written report and highlighted his chapter visits.

B. Report of the President-Elect

President-Elect Spearman provided a written report and highlighted the importance of board members being involved in the program when visiting chapters. He also discussed a pilot mentoring program for incoming board members.

C. Report of the Past President

Past President Mills provided a written report and thanked members for their support and dedication during his time on the board.

D. Report of the Executive Director

APWA Executive Director Scott Grayson provided a report to the Board of Directors of events and updates since the June board meeting. Highlights included:
   • APWA by the numbers
• Staff involvement in the American Society of Association Executives as speakers and participation in the Next Gen Association Summit
• Staff leadership retreat and succession planning
• Gallup Q12 study and staff survey
• Update on the Jennings Randolph Fund
• British Columbia Chapter (PWABC) Discussion of corporate dissolution
• 2019 APWA Annual Report

E. Report of the Finance Committee Chair

Finance Committee Chair Berning provided a written report and offered highlights:
• Berning thanked members for their work in reviewing RFPs and selecting DiMeo, APWA’s new financial advisors.
• APWA’s reserves are now fully funded. The next step in our investment strategy is to determine what amount of excess we want to spend and how it will benefit the membership.
• The Board received the June and July financial statements.

4. ACTION ITEMS

A. Approval of Recommendations for APWA Bylaws Update

The APWA Board unanimously approved the Bylaw amendments as presented but voted to retain the requirement of 5% of membership to call a special meeting of the members.

The updated bylaws require a 2/3 vote of the members who cast a vote. Actions will be taken to communicate information about the amendments and an electronic vote will be taken by December 31, 2019.

B. Approval of Surface Transportation Reauthorization Policy

The APWA Board approved the amended draft Policy Statement on Surface Transportation Reauthorization.

A change in wording, to use the term “Transportation Alternatives Programs” regarding exempted programs, was recommended and accepted by the board as part of the policy statement approval.

C. Approval of Recommendation for Site of 2024 PWX

The APWA Board approved Chicago, Illinois, as the site for the 2024 PWX.

D. Approval of Recommendation for Site of 2024 Snow Conference

The APWA Board approved Kansas City, Missouri, as the site for the 2024 Snow Conference.
E. Approval of Updated Travel Reimbursement for Volunteers and Staff

The APWA Board approved amendments to the APWA Volunteer and Staff Travel Policies.

Board members Doug Layton and David Fabiano asked to be recorded as opposing the motion.

F. International Affairs Committee

The APWA Board approved the amended International Affairs Committee Charter.

G. Small Cities/Rural Communities

The APWA Board approved the amended Small Cities/Rural Communities Committee Charter.

The Board asked the Small Cities/Rural Communities Committee to revisit the charter in the future to add language that would be more inclusive of all bodies of government that encompass small cities and rural communities.

H. Approval of Awards Committee Recommended Revisions

1. Community Involvement Award
2. Commendation for Exemplary Service to Public Works Award
3. Distinguished Service to Public Works Award
4. Donald C. Stone Award for Excellence in Education
5. Exceptional Performance Awards
6. Harry S. Swearingen Award for Outstanding Chapter Achievement and Excellence in Chapter Service
7. Management Innovation Award
8. Myron Calkins Young Leader of the Year Award
9. Technical Innovation Award

The APWA Board approved the proposed amendments to the Community Involvement; Commendation for Exemplary Service to Public Works; Distinguished Service to Public Works; Exceptional Performance; Management Innovation; Myron Calkins Young Leader of the Year; and Technical Innovation Awards, as well as the Donald C. Stone Award for Excellence in Education and Harry S. Swearingen Award for Outstanding Chapter Achievement and Excellence in Chapter Service.

Director Chuck Williams asked that APWA look at the relevance of all of the awards. The Strategic Planning Committee (SPC) was asked to add this to their discussion. The SPC will discuss APWA’s awards program from a strategic standpoint and then make a recommendation to potentially establish a task force to look at the APWA awards program in its entirety.
5. STRATEGIC DISCUSSION ITEMS

A. Foundation Business Plan Update

President-Elect Bill Spearman provided a progress update on development of the APWA Foundation and appointed Dominick Longobardi and Sean O’Dell to the Foundation Committee. Bill Spearman reported that he would remain as chair until the Foundation is established.

B. Incentive Compensation Plan Update

Director of Operations Julie Bebermeyer and Executive Director Scott Grayson provided an overview of the employee incentive compensation plan.

C. Strategic Planning Committee Report

Director Stan Brown indicated that the Strategic Planning Committee’s first priority will be discussion of the update to the APWA Strategic Plan. Based on input from the PWX survey, staff and other stakeholders, the committee will provide a report and recommendations for the December board meeting.

In addition to the strategic plan update, the work plan for the coming year will include IFME funding and international involvement, the awards programs, chapter and membership services plus remaining items from the committee’s 2018-2019 work plan. Once the Board approves a strategic plan update, the Committee will take another look at our committee structure.

D. International Affairs Strategy

President Lawry provided a written report and highlighted his experiences and discussions while attending IPWEA in Hobart, Tasmania (Australia). Lawry noted that APWA is very well respected in Australia. He feels there is a great deal of value for APWA participation internationally – if done correctly. President Bill Spearman noted that he will establish a task force to study international involvement.

E. APWA’s Relationship with LTAPs

Director of Education and Credentialing Becky Stein provided an overview of efforts undertaken in support of the NLTAPA agreement renewal signed last year. This includes, among other things:

- Designation of an official liaison between NLTAPA and APWA’s Professional Development Committee.
- APWA staff attendance at their winter and summer meetings.
- Sessions at NLTAPA – both a panel discussion and a breakout on the benefits of APWA membership.
- Reciprocal booth space at conferences.
Use of APWA’s Click, Listen and Learn library by member LTAPs.
An LTAP education session at PWX.
Chapter/LTAP relationships highlighted in a Reporter article.
Participation in strategic planning discussions centered around LTAPs, at the invitation of FHWA.
A directory of how chapters and members can contact LTAP centers.

6. INFORMATIONAL ITEMS & UPDATES

A. APWA Government Affairs Update

Director of Government Affairs Andrea Eales provided an update on U.S. Government affairs. Highlights included:

- The current federal government FY ends September 30, 2019 and a continuing resolution will need to be passed to keep the federal government funded until FY2020 appropriations are passed by Congress and signed into law by President Trump.
- Surface transportation reauthorization.
- There are now 45 members for the House Public Works & Infrastructure Caucus.
- Reauthorization of the Clean Water State Revolving Fund.
- The revised Waters of the U.S. (WOTUS) rule.
- Proposed resolutions which, if enacted, would designate October 28, 2019, as "Honoring the Nation's First Responders Day."
- The current NFIP extension.

The meeting recessed at 4:47 p.m. on Friday, September 6, 2019.

The Board reconvened on Wednesday, September 11, 2019. President Spearman called the meeting to order at 8:33 a.m.

Past-President Bo Mills administered the Oath of Office to all Board Members:

Bill Spearman, President
Mary Joyce Ivers, President-Elect
Dave Lawry, Past President
Shahnawaz Ahmad, Director, Region VIII
Vic Bianes, Director-at-Large, Fleet & Facilities
Stan Brown, Director-at-Large, Leadership & Management
Kathleen Davis, Director-at-Large, Transportation
David Fabiano, Director, Region VII
Joe Johnson, Director, Region VI
Doug Layton, Director, Region IV
Dominick Longobardi, Director, Region II
Gary Losier, Director, Region I
Dan Hartman, Director, Region IX
Jim Neal, Director-at-Large, Engineering & Technology
B. CPWA Government Affairs Update

Region I Director and CPWA Board Liaison Losier reported that:
- CPWA is reviewing the Canadian budget.
- Prime Minister Trudeau has called for election.
- There will be a new change in leadership at the CPWA with Patty Podorozny as the first CPWA President-Elect appointment by the APWA President-Elect.

C. Chapter Accounting Software Update

Executive Director Grayson provided additional updates. The process is back on track with a June 2020 target for completion. This system is making it easier for chapters and branches to report their financial data while allowing the APWA Finance staff to access all financial records of the chapters and branches.

D. Council of Chapters Update

President-Elect Spearman provided a written report and noted that over the last two years the Council of Chapters Steering Committee has become a high-functioning group with a chair and co-chair.

E. Education & Credentialing Update

Director of Education and Credentialing Becky Stein highlighted her written report and noted that:
- Public Works DIY WorksShop Kits have been launched.
- APWA has established a relationship with Vista to provide online training for operators.
- APWA has piloted two new certificate programs at PWX – fleet and facilities and grounds;
- PWX 2019 had over 150 educational sessions this year with standing room only.
- Development of a speaker’s bureau is underway.

F. Report on additional 2018-2019 Committee Member and External Appointments
The Board received a report on Past President Lawry’s vacancy appointments since the June board meeting.

G. Report on additional 2019-2020 Committee Member and External Appointments

The Board received a report on President Spearman’s appointments since the June board meeting. The nominations process will be commencing earlier this year. Board members are encouraged to identify candidates as early as possible.

H. DC Office Lease and Move Update

Executive Director Grayson noted that he signed the Washington, D.C. Office (25 Massachusetts Avenue, NW) lease this week.

7. WRITTEN REPORTS

A. Region I: The Board received a written report from Region I Director Gary Losier.

B. Region II: The Board received a written report from Region II Director Charlie Jones.

C. Region III: The Board received a written report from Region III Director Keith Pugh.

D. Region IV: The Board received a written report from Region IV Director Doug Layton.

E. Region V: The Board received a written report from Region V Director Rich Berning.

F. Region VI: The Board received a written report from Region VI Director Chuck Williams.

G. Region VII: The Board received a written report from Region VII Director David Fabiano.

H. Region VIII: The Board received a written report from Region VIII Director Shahnawaz Ahmad.

I. Region IX: The Board received an oral report from Region IX Director Dan Hartman.

J. Director-at-Large, Engineering and Technology: The Board received a written report from Engineering and Technology Director-at-Large Jim Neal.

K. Director-at-Large, Environmental Management: The Board received a written report from Environmental Management Director-at-Large Lisa Rapp.

L. Director-at-Large, Fleet and Facilities: The Board received a written report from Fleet and Facilities Director-at-Large Mary Joyce Ivers.

M. Director-at-Large, Leadership and Management: The Board received a written report from Leadership and Management Director-at-Large Stan Brown.
N. Director-at-Large, Transportation: The Board received a written report from Transportation Director-at-Large Kathleen Davis.

9. OLD/NEW BUSINESS

- Director Layton requested that the update to Board Operating Policy B2.4, tabled at the June board meeting, be addressed and added to the December agenda. Executive Director Grayson noted that he would work with Doug Layton between now and the next Board meeting (December 2019) to bring this policy forward for discussion.
- President Spearman provided a brief overview of this week’s meeting with representatives of the Army Facilities Command Staff who are interested in partnering with APWA. The Executive Committee and Scott will keep the board apprised of the progress.

10. NEXT MEETING(S)

- December 5-7, 2019, Kansas City, MO
- February 20-22, 2020, Kansas City, MO (Board meet for two hours while in KC for the Council of Chapters & Technical Committee Combined Meeting)
- March 3-5 or 10-12, 2020, Washington, DC (new office space at 25 Mass)
- June 19-20, 2020, Charleston, SC

11. The meeting adjourned at 10:52 a.m. on Wednesday, September 11, 2019.