



NH PUBLIC WORKS ASSOCIATION

Board of Directors Meeting December 12, 2014 – 9:00 am – NHDOT in Concord

PRESENT:

Board Members & Officers:

1. John Trottier, President
2. Bruce Temple, Treasurer/Secretary
3. Carl Quiram, Member at Large
4. Peter Rice, Public Service Rep.
5. Jennifer Perry, Past President
6. Nancy Mayville, NHDOT Rep.
7. Amy Begnoche, NHLTAP Rep.
8. David Witham, Primex³

• Call to Order

- Meeting called to order at 9:06 am by President Trottier.

• Quorum

- 8 Board members present, quorum was established.

• Secretary Report

- *Motion* by Temple/Rice to accept the April 11 minutes with minor corrections as noted by Trottier. All were in favor.
- *Motion* by Rice/Trottier to accept the November 13 minutes with minor corrections as noted by Trottier. All were in favor.

• Financial Report

- The balance as of November 30 is \$41,403.95. The Financial Report was accepted subject to audit.
- Temple reports that his new contact at Cornerstone is Erica.
- Temple states that on the latest Report there are two invoices paid to Cornerstone. He is going to talk to Erica about these and report back to the Board as to what they were for.
- The Board discussed their questions and concerns about the revenue declining, with not as much coming in. Questions that came up to be thought about and continue to be discussed were:
 - What is a base level we want to maintain for funds? A suggestion was made to keep \$10,000 in the bank and invest \$30,000.
 - Do we want to fund a scholarship?

- Temple to work with Schoenenberger and Walter at Cornerstone to prepare a full report. Rice suggested the report to cover the last five years, if possible.
- Perry made the suggestion that a budget should be prepared for the upcoming year. Discussion on a budget was tabled until January.
- **NH Public Works Memorial**
 - Quiram reports that there is a Memorial Committee, and that they get lots of help from the DOT staff.
 - They need to have \$80-90,000 before construction can begin; they are currently at about \$18,000.
 - The Board discussed crowdsourcing, direct solicitation and other ways to obtain funds. Rice to have his office prepare a memo regarding forms of funding for public projects.
 - Begnoche to put a link to the Memorial website and a copy of the flyer on the NHPWA website.
- **Newsletter**
 - The Board decided to plan for two (2) newsletters in 2015. The first to be published in April, right after the Technical Meeting, and the second in the Fall.
 - The Board discussed the idea of going electronic and not publishing an actual printed copy. It was decided to keep it in print, but to discuss further.
 - Ideas for articles included: Click Fix (Rice); CREL video on potholes/frost (Quiram); and Witham stated that Primex has many articles it could provide.
- **Technical Meeting**
 - Proposed March 19 or 20, with the 20th being preferred. Begnoche to see if Fire Academy is available and book the space if possible.
 - Begnoche to bring catering menu to January meeting to decide on food.
 - A Motivational Speaker was discussed, and Quiram suggested *Ian Hill* of Changing Point. Quiram is to look into whether he is available. Witham also stated that he would speak to people if Hill didn't work out.
 - Suggestions for topics included:
 - Branding (Mayville)
 - Succession Planning (Rice)
 - Technology/Security (Mayville)
 - Integrated Permit – like Durham
 - NH Permit
- **Upcoming Events for NHPWA**
 - Annual Meeting – The Board likes the Derryfield, and for it to take place in May. Further discussion was tabled until January/February to set dates and start planning.
 - Networking Event – Quiram to look into a boat in Portsmouth for the Fall.
- **Other Business**
 - Engineer of the Year Award and Young Engineer of the Year awards – all information sent to members via email with a due date of 1/21/15.
 - The Board held a discussion regarding the terms of the Directors. The following were discussed and decided upon:

- All were in agreement that several of the Bylaws should be changed. Begnoche to write up proposals for Bylaw changes to be approved by Board in January, and then sending them to the Association members for voting on at the Annual Meeting in May:
 - Change Article V.3.a to state that all Elected Directors are elected for a term of 3 years, not all Board Members.
 - Add in a section stating that the length of term of the Immediate Past President be limited to the term of the current President. Once the current President steps down, they become the Immediate Past President.
 - Clarify the language to “length of term” not “term limit.”
 - “Clean up” the language in Article V, as needed.
 - It was decided that in January all of the term expirations for the Elected Directors would be discussed and changed to be staggered to either Annual Meeting, 2015 or Annual Meeting, 2016.
 - As the Bylaws state that all elections shall take place at Annual Meeting, it was discussed that all terms should be extended to the Annual Meeting instead of a specific date, as they are now.
 - **Motion** by Perry/Witham to extend the term of the officers to the Annual Meeting of 2015, where their successors will be voted on. All were in favor.
 - **Motion** by Perry/Trottier to modify all the Elected Director’s terms to expire on the Annual Meeting of their current year of expiration. All were in favor.
 - Begnoche to prepare an updated list of the Board of Directors, with newly established term expirations and send it to the Board as well as post it on the NHPWA website.
 - The Board discussed updating and using the Googlegroups that was established in 2011 for the Membership. It was decided that it would not be used currently, but that this issue would be revisited in the future.
 - Begnoche presented an updated brochure prepared by Alanna Gerton, the Project Assistant at T², for the Board’s review. All members agreed that the new version was a good change and it was agreed that it would be used going forward. Begnoche to post the brochure on the NHPWA website.
- **Adjournment**
 - **Motion** by Witham/Mayville to adjourn the Meeting at 11:35. All were in favor.

Respectfully submitted,

Amy Begnoche
Representative from NHLTAP Center