



## NH PUBLIC WORKS ASSOCIATION

### Board of Directors Meeting

June 22, 2018- 9:00 a.m.

NH Municipal Association at 25 Triangle Park Dr., Concord, NH

- Call to order time 9:16 by Scott Kinmond and establishment of a Quorum
- Members Present: Pres. Scott Kinmond, Pres. Elect Lisa Fauteux, Dan Hudson, Treasurer Tim Clougherty, Marilee LaFond
- Secretary Report
  - Motion by Tim to approve April 27, 2018 meeting minutes, seconded by Lisa Fauteux, all in favor (Dan abstained) and passed
- Treasurers Report
  - Annual Meeting Financial Report
    - Discussed opportunities to streamline and enhance process of registration and collecting funds for annual meeting, other events, including potential to utilize NHMA services during registration and at time of event check-in
    - Tim has figures and current accounting info available
    - Questions regarding sponsorship options- a la carte, tiered, and best way to present various levels and align payments
    - Also received PW Memorial donations during annual meeting check-in, golf tee sponsorships, and various other funds simultaneously
      - Consider how to manage that flow in the future, perhaps with additional assistance at check-in table during opening
    - Review opportunities to align Plow Rally more closely with Road Agent Association Mountain of Demos by including Plow Rally info in the Mountain of Demos marketing and advertising efforts
    - Golf Sponsorships reviewed
      - Marilee will follow up with Tim and Judith to confirm sponsorships are captured on website correctly, reconcile any remaining questions
      - Any golf, bronze, silver all include a contribution towards PW Memorial through golf sponsorship
  - Scott motion to accept Treasurer's report, Lisa and Ken second, all in favor- passed
  - Scott in touch with Judith re dues reminders, including brochure and presidents message, which should go out same week ahead of July due dates
- Reviewed Google Groups associated with NHPWA
  - T2 in process of creating a NHPWMA Google Groups for membership
    - Will only include one contact from each member organization based on what's available for data at present
      - **Created and available now [nhpwamembership@googlegroups.com](mailto:nhpwamembership@googlegroups.com)**
    - Marilee will follow up with Judith at NHMA after renewal to update and determine how to best add additional contacts, review ownership and update process to ensure accuracy
  - Due to volume of PWnet email including from T2 specifically, it may be beneficial to have NHMA or someone else send key messages on behalf of NHPWA sometimes
  - Marilee will update the NHPWMA Board email group and send listing of members
    - **Done**

- New Business
  - Scott requested move to motion, Ken made motion to accept Bruce Temple's resignation from the NHPWA Board as an At-Large Member, Tim seconded, all in favor
    - Vacancy to remain open at this time
  - Discussion around opportunity to increase Board size
    - Bylaw change may be required to expand board so Scott will look at options
    - We are aware of some potentially interested members- will reach out and invite them to attend board meeting
- Audit Committee-
  - Scott will follow up with Dennis and Bill to complete audit for the August meeting and report out at next year's annual meeting
  - Tim will confirm process and ownership of tax reporting with Catherine and NHMA
- Technical Session- September 20<sup>th</sup> at Derryfield, \$60 per person (Now determined to be September 18<sup>th</sup> )
  - Open discussion regarding whether to add golf, if someone wished to lead it
    - 70+ attendees last year so space at NHMA would not accommodate potential numbers
  - Topics
    - Previously had five speakers, 45 minute sessions
    - Lisa will check with Bruce and John V regarding status of speaker consideration, and share other possible speakers and/or topics if helpful in their review
      - MUTCD compliance, pavement marking
      - Snow/Ice/Brine
      - Bike Lanes and potential funding sources
      - Adaptive technology for traffic lights
      - Recycling and automated collection
      - AVL Technology
  - T2 to create Save the Dates and send to PWnet, NHPWA Google Groups membership list, FB, website
    - Agenda and presenter bios to be finalized and shared with T2 to create/communicate later
  - Tim managing catering with Derryfield
- Old Business
  - Committee reports
    - Plow Rally 5/24 @ Mountain of Demos- Mt. Sunapee
    - Scott will send Marilee press release to load to site and in T2's *Road Business* newsletter
    - Location change to upper parking lot worked well
    - Consider judging process
    - NHDOT state winners, Merrimack municipal winners, Lebanon runner up
    - Backhoe Competition winner was an individual from Town of Weare
  - NHPW Employee Memorial
    - Peter sent emails within his network to generate exposure of GoFundMe page for PW Memorial, as its success could be partially driven by social media
    - He also asked NHWWA and NHWPCA to send out eBlasts to their memberships, and emailed the NE-APWA NH Delegates requesting they share the information with the NE Chapter
- Workforce Development & NHCCD -Construction Career days needs volunteers to setup/operate
- Other Business
  - OK to order supplies Stephanie mentioned in email- Stephanie will place order/invoice through NHMA
    - Lisa made a motion to have Tim work with Stephanie and Marilee on ordering and invoicing Supplies in accordance with budget, Ken seconded, all in favor
    - Marilee to reach out to Michelle Lienhart, who managed marketing efforts and new logo last year, to request files for brochure (for future re-order)
      - Completed- digital files sent to Scott

- Discussed opportunities to build Membership and Outreach committee
- Scott motion to adjourn, Ken so moved, Tim seconded, all in favor. Adjourned 10:53 AM.

**Meeting Schedule:**

- August 24, 2018 9a at NH Municipal Association
- September 18, 2018 following Technical Meeting at Derryfield