



Board of Directors Meeting
January 16, 2014 – 9:00 am – Materials & Research Bldg., Concord

PRESENT:

Board Members & Officers:

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| 1. John Trottier, President | 6. Jennifer Perry, Past President |
| 2. Catherine Schoenenberger,
President-Elect | 7. Nancy Mayville, NHDOT Rep. |
| 3. Bruce Temple, Secretary/Treasurer | 8. Amy Begnoche, NHLTAP Rep. |
| 4. Dennis McCarthy, At Large Member | 9. John Vancor, NH Consulting Community |
| 5. Scott Kinmond, Public Sector Rep. | |

• **Call to Order**

- Meeting called to order at 9:10 am by President Trottier.

• **Quorum**

- 9 Board members present, quorum was established.

• **Secretary Report**

- **Motion** by Perry, seconded by Schoenenberger, to accept the December 12 minutes with minor corrections. All were in favor.

• **Financial Report**

- The balance as of December 31 is \$42,028.95.
- **Motion** by Schoenenberger, seconded by McCarthy, to accept the Financial Report subject to audit.
- Temple reports that Cornerstone is preparing a report in regard to revenues and expenses for the past five years. Temple will continue to work with them and present it to the Board when received.
- Discussion on the base levels for funds and whether to invest any is tabled until February, and/or when the report from Cornerstone is received.
- Scholarship – A Scholarship Committee is selected: Trottier as Chair, Vancor and McCarthy.
 - Board does want to present Scholarships this year, and believes that two totaling \$2,000 is reasonable.
 - Begnoche to update 2012 Notice for Scholarship to 2015 dates. Also will add section stating “Applicants can be a member or recommended by a

member.” When completed, Begnoche to send draft to Board for approval.

- Begnoche to set up website.
- Once approval of draft is received, Begnoche to send to PW.net and PWA members, put on FB, and advertise wherever appropriate.
- Budget – Schoenenberger to put together a spreadsheet and work with Cornerstone to fill in the numbers from 2013 and 2014. Once complete, she will put together a budget for the coming year.
- **Bylaw Changes**
 - Begnoche provided draft copies of her proposed changes to the Bylaws and answered questions from other Board members. Further discussion on the Bylaws was tabled until February so that all Board members would be able to look at the Bylaws and make comments and suggestions.
 - Begnoche to provide copies of proposed changes to the Bylaws to all members who were not able to attend.
- **Staggering Terms for Directors**
 - After discussion, a change was suggested for the Bylaws that “If an Elected Director is elected as an Officer, the length of term for the Elected Director will be extended to the end of term for the Officer.” Begnoche to add to propose changes to Bylaws.
 - It was discussed whether it was originally intended that only Elected Directors could serve as Officers. Those who had been present at the original meeting stated that this was not the intention and that any Director could be an Officer.
 - After discussion regarding staggering the terms of the current Elected Directors, a *Motion* was made by McCarthy, seconded by Vancor, to change the following lengths of terms to:
 - John Trottier, At Large Member – Annual Meeting, 2015
 - Dennis McCarthy, At Large Member – Annual Meeting, 2015
 - Scott Kinmond, Public Sector Representative, Annual Meeting, 2015All were in favor.
- **Dates for Upcoming Meeting**
 - It was decided that it is preferable to have the Board meetings face to face in the same room. However, it was decided that it was acceptable for a member to attend by conference or video call if they can’t attend in person.
 - Begnoche to prepare and distribute a poll asking all members how often they thought the Board should meet and what days were preferable. The Directors present liked it on Fridays, with the second or fourth Fridays being the first and second choices.
- **Technical Meeting**
 - Proposed March 19 or 20, with the 20th being preferred. Begnoche has checked with the Fire Academy, but they are not getting back to her. She also checked with the Holiday Inn in Concord, which is available on March 19. It was decided to book the Holiday Inn if no response is received from the Fire Academy within one week.
 - Begnoche to bring catering menu to February meeting to decide on food.

- Trottier reported that Quiram reached out to *Ian Hill* of Changing Point, but it was decided that he would be too expensive
- Additional suggestions for topics included the following, with discussion points:
 - ACEC – Vancor to look into
 - Integrated Permit – no real champion, so put on back burner
 - Succession Planning – NHMA presentation – Kinmond to look into who gave it, and contact Scott Wedon – **First Choice for Topic**
 - Branding / Logo’s / PR Issues
 - Speaker at Manchester Chamber – Mayville to follow up on.
 - Also suggested that Blomquist may have ideas on a person to talk to on this topic
 - JC Marketing – Schoenenberger to check with her on branding
 - “How do you toot your own Horn?” – Panel discussion on how to promote Public Works. Bill Boynton of NHDOT suggested as a Moderator – Mayville to check with him. **Second Choice for Topic**
 - Schoenenberger suggested a new program at the NE APWA, which they have said to “Steal with Pride”
 - “Who are We and How Can We Serve You Better?” ½ hour or so. Panel discussion of what people would like to see at Technical and Annual Meetings. **Third Choice for Topic**
 - Secondary to this topic, it was decided to add a 15 minute session to the Agenda for an Orientation of what NHPWA is
 - ADA? FHWA? Perhaps a roundtable
 - Solid Waste – George Murray of Lebanon with international and local experience – Temple to reach out to him. **Fourth Choice for Topic**
 - Mike Dufour at NRRA – recycling – McCarthy to check with him
- **Newsletter**
 - Temple has an article for the newsletter.
 - To be published in April, after the Technical Meeting.
- **Upcoming Events for NHPWA**
 - Annual Meeting
 - Begnoche to book the Derryfield for May 14, if available. 5/13 and 5/15 are secondary dates.
 - Schoenenberger to reach out to Governor Hassen as a potential lunch speaker.
- **Other Business**
 - 64th Engineers Week Banquet held by NH Society of Professional Engineers on February 26.
 - Begnoche to send logo to be put in Program Book
 - After discussion, **Motion** made by Trottier, seconded by Mayville, to authorize Temple to send \$150 to sponsor the Banquet. All were in favor.
 - The Annual Report for a Non-Profit is due to the State of New Hampshire by the end of December, 2015. Schoenenberger to take care of this.

- **Adjournment**

- **Motion** by Kinmond, seconded by Temple, to adjourn the Meeting at 11:49. All were in favor.

Respectfully submitted,

Amy Begnoche
Representative from NH LTAP