



**EXECUTIVE COMMITTEE KANSAS CHAPTER
AMERICAN PUBLIC WORKS ASSOCIATION
MEETING MINUTES**

Date: December 17, 2015

Location: Carnegie Building

200 W 9th Street

Time: 10:30 a.m.

Lawrence, KS 66044

Attendees: Chuck Bartlett, Shawn Mellies, Russ Tomevi, Kenzil Lynn, Ray Ibarra, Nathan Bergman, David Cronin, John Fulkerson

Absent: Brett Letkowski, Justin Erickson, Karla Waters, Ron Seitz, Brenda Hermann

I. Approval of Minutes

Motion for November Minutes approval with the change to the late registration date for the spring conference to May 2, 2016 – Lynn, Second – Tomevi. Motion Carried

II. Agenda review / modifications

None

III. Chapter Business

- a. Future Cities (Cronin) The future cities competition will take place on January 23 in Lawrence at the union. The chapter will be sponsoring the competition at the silver level (\$500), which includes an ad in the conference brochure and sponsoring the best physical model competition. Send out an email to notify the chapter of judging opportunities.
- b. 2016 Schedule of Meetings (Cronin) Roundtable notices are typically sent out to public works employees with a 60 mile radius of the roundtable site. **Motion to approve the meeting schedule as shown below-Lynn, Second-Ibarra, Motion-carried.**
 - January 7 the executive board meeting will be in Newton
 - February 4 the executive board meeting will be in Topeka
 - March 3 the executive board meeting and roundtable will be in Manhattan
 - April 7 the executive board meeting will be in Hays
 - May 11-13 the Spring Conference in Newton
 - May 15-21 is National Public Works Week
 - June 7 the executive board meeting will be in Winfield
 - August 28-31 the APWA PWX in Minneapolis, Minnesota
 - September 8 the executive board meeting and roundtable will be in Lawrence
 - October 11 the Fall Meeting in coordination with LKM in Overland Park
 - November 3 the executive board meeting will be in Wichita
 - December 8 the executive board meeting will be and past board roundtable will be in Salina
- c. Legislative Initiatives (Bartlett) A municipality contacted the chapter to ask about our stance on current issues facing the State of Kansas. Three of the major issues facing the State at this time include KDOT funding, the size of KDOT, and the funding of KPERS. In the past the chapter worked with groups such ACEC and similar organizations to addresses these issues. Board members discussed the need to work with Scott Heidner on the wording to put support behind economic life lines and other similar programs.

- d. 2016 Budget (Tomevi) The proposed budget for the first six months of 2016 are shown on Attachment 1. The budget doesn't have to be balanced for a six month period. **Motion to approve the proposed budget as shown on Attachment 1-Cronin, Second-Ibarra, Motion-carried**

IV. Chapter Activities Reports

- a. President's Report (*Chuck Bartlett*) Welcomed John Fulkerson to serve as the Career Awareness Chair (as approved by the board via email). Chuck attended the Awards Banquet at Kansas State University to hand out the chapter scholarship notices. Austin Jueneman was present at the banquet and sent the chapter a thank you letter. The Public Works Awards will be coming out soon. Suzanne Loomis is currently working LTAP to come up with a topic for the first day of the spring conference and topic is currently proposed to be erosion control.
- b. Treasurer's Report (*Russ Tomevi*) Received a thank you letter from Corpus Christi Catholic Church for the donation to the George Williams Memorial. The chapter financials are as follows: \$157,282.17 in the Merrill Lynch account, \$13,715.37 in the non-scholarship CD, and \$33,223.13 in the checking account.

Audit of chapter finances will not have to be completed by August 1 as previously required by national. Since fiscal year change was a forced change by national the wording of the by-law change will come from them and will not require the approval by entire chapter membership.

- c. League / Legislative Affairs (Nathan Bergman) John Skubal, an employee for Kaw Valley and a councilman in Overland Park will be running for a State Senate seat.
- d. Delegate's Report (*Kenzil Lynn*) The winter meeting of delegates will be held in February in Kansas City.

(Brenda Hermann was absent).
- e. Career Awareness (*John Fulkerson*) This was John's first meeting as the career awareness chair.
- f. Membership / Diversity Liaison (*Justin Erickson was absent*)
- g. Scholarship / LTAP (*Ron Seitz via Chuck Bartlett*) LTAP schedule from Lisa Harris will be coming out soon. The scholarship recipients from the University of Kansas and Kansas State University will remain the same for the spring semester.
- h. Newsletter (*Karla Waters was absent*)
- i. Awards (*Brett Letkowski was absent*)

V. Action Items

- Executive Board: Follow up with Carla Anderson about moving forward with student chapter subcommittee to help out and gage the viability.
- Executive Board: Review leadership manual
- Loomis: Continue to work with LTAP on Wednesday training session for spring conference

VI. Adjournment

Motion for Adjournment-Cronin, Second-Ibarra, Motion-carried.

Next Meeting: January 7, 2016 Newton

KANSAS CHAPTER APWA

BUDGET worksheet
for development of 1-1-16 to 6-30-16 budget

		Draft Recommended Year: 2016 BUDGET
Revenue		
	Uncategorized	
405	Registration Fees	\$ 20,000 spring conf & golf
406	Food & Beverage Rev	\$ - chapter dinner receipts
400	Unrealized gain	\$ 2,500 scholarship investments
410	Exhibit space	\$ 3,600 spring conf
460	Interest Income	\$ 50 interest
480	Expense reimbursement	\$ 500 chapter assistance, delegates expense
490	Sponsorship	\$ 20,500 scholarship activities revenue, gross
491	Chapter Rebates	\$ 1,200 payment from national to chapters
495	Contributions	\$ - chapter funds needed to balance year
Total Revenue		\$ 48,350
Expenses		
552	Delegate travel	\$ 1,000 Delegate travel expenses
553	Executive committee travel	\$ - congress registration for president
555	Other officer travel	\$ 500
575	Insurance	\$ 500 spring conf
600	Facility Costs	\$ 12,000 spring conf, golf tourney, awards dinner
605	Audio Visual	\$ 1,000
615	Food & Beverage	\$ 10,000 monthly meetings, spring conf,
675	Speakers and trainers	\$ 750 speaker gifts, etc.
680	Entertainment	\$ 2,000 bands/comedians/etc.
700	Office Supplies	\$ 50 visa machine supplies
710	Equipment Rental	\$ -
726	Copies	\$ 500 conference expenses
730	Postage	\$ 300 spring conf
735	Flowers, Gifts, & Bequests	\$ 1,500 awards
838	Printing and production	\$ 200
841	Items for Resale	
861	Awards, Fellowships & Door Prizes	\$ 750 Spring conf
863	Scholarships to non-students	\$ - snow rodeo top 4
864	Scholarship Payments to students	\$ 4,000 KU & K-State students, \$1000 / sem./ student
890	Bank Charges	\$ 1,200 visa / mc monthly fees & % fees
893	Unrealized loss	\$ 1,000 scholarship investments
898	Miscellaneous expense	\$ -
		\$ 8,500 Scholarship money to Merrill Lynch
899	Contributions to charitable org.	\$ 1,000
900	Reimbursable Expenses	\$ -
Total Expenses		\$ 46,750
Revenues over Expenses		\$ 1,600