

**New England Chapter APWA  
Minutes of the August 29, 2023  
Executive Committee Meeting  
Marriott Marquis, Del Mar Room, South Tower, San Diego, CA and Zoom – 8:30 AM PDT**

1. **Call to order EC Board Meeting:** Meeting was called to order by President Bechard. Roll was called by Connors. Guests/Committee Chairs included Amanda Bazinet, Brutus Cantoreggi, Brenda Codella, and Patrick Yeo.
2. **Concerns, etc.:** None
3. **Consent Agenda:** *These items will be acted together at their conclusion by a single vote.*
  - a. **Approval of Minutes:** July 19, 2023 minutes were reviewed.
  - b. **Treasurer Report:** Connors and Otero met with Lorri Roth to discuss QuickBooks and account codes. Connors will compile event revenue data. Outstanding invoices remain, including this event. Westerling inquired about transportation to the Chapter Dinner tonight. Field mentioned it's a 20-minute walk from the hotel, suggesting Uber for those who need it. Connors asked about covering transportation costs as in the past, but Field deemed it unnecessary.
  - c. **Finance Committee:** Roy reported that the budget was set and submitted. He thanked everyone that helped with that task. He said there is still an issue on how to allocate sponsor money for different events.
  - d. **Delegate's Report:** Westerling reported that the Delegates met with a focus on Young Professionals, members, and partnerships. There was a roundtable discussion on YP membership that he will share with the Chapter.
  - e. **Education:** Field reported that the Fall Conference is coming up. Benevento reported that the New England Chapter Connects will start back up again. The first webinar will take place on September 28<sup>th</sup>. The September webinar is about grant writing. October 26<sup>th</sup> is the second webinar in this series which will be about workforce planning in turbulent times. The last one for the year will be on November 16<sup>th</sup> and the topic is not yet decided on.
  - f. **Awards:** Benevento reported that the PWX awards ceremony was a great success. The Chapter Awards Reception went well. He hopes that more members attend the awards ceremony next year. Bechard stated that the award ceremony was a great event.
  - g. **Membership:** Field has no report. Westerling reported that we currently have 32,000 APWA members. Connors asked if questions about membership should be directed to Dave Field, and Field confirmed that inquiries should go to him. Roy suggested forming a recruiting team and leveraging personal connections for outreach. Bechard proposed a deeper dive into the membership list. Field mentioned that the portal for the new website is still not operational, and its appearance remains uncertain. Bechard pointed out the difference in counting agencies between National and the chapter. Yanulis emphasized the importance of targeted outreach and recommended not taking on too much. Garro mentioned past efforts pre-COVID. Benevento offered to share information sent via PowerPoint and discussed a National Program "Big Cities" in which they are looking to invite Boston, D.C., San Francisco, Chicago, etc. to share about the benefit of becoming a member. We should show support and follow up to reiterate the value of membership. Cantoreggi suggested providing comp tickets to events for local contacts. Field mentioned plans to reach out once the website is up. Pinsonneault raised the idea of reduced rates for front-line members attending National. Bazinet inquired about student membership and highlighted successful student initiatives in San Diego. Bechard emphasized the need for a plan for student involvement. Field noted that student promotion will start with National. Benevento highlighted the importance of recognizing the administrative professionals in our community. Otero discussed plans to communicate significant events before PWX. The conversation continued from there.
  - h. **PWAC:** Piacentini reported that the committee will be meeting on 9/21/23.
  - i. **Sponsors:** No report
  - j. **Scholarship/Charity:** No report
  - k. **Newsletter:** Amanda Bazinet reported that Myers will be sending out a Fall edition over to her for review. Garro asked if anyone has some pictures from our events to please send them over to Myers. Bazinet reminded all that they rely on the Board for articles and to please submit.
  - l. **Website and Social Media:** Ciancarelli reported that he has reached out to National about our new website status on July 18<sup>th</sup>, July 31<sup>st</sup>, and early August. Both he and Otero haven't had responses back to find out where we stand. Benevento stated he will talk to them. Piacentini stated that we are missing out on the benefits of our website, job postings being one of them. Westerling reported that he sent an email while we were meeting to find out what is going on.
  - m. **Young Professionals:** Patrick Yeo reported they will have a meeting next week. They are currently making plans for trips in the Fall. One of the scheduled events involves visiting a dam in the Lancaster region, while another event is planned for Newport. They would like to send promotions out soon. Bechard mentioned how successful the Woo Sox event was. He said it was a beautiful night with 58 attendees, very engaging.
  - n. **Professional Development & Knowledge MGMT:** No report

- o. **Past President Advisory Council:** Garro reported that they will schedule a meeting soon. They will be working on the Slate.
- p. **Summer Conference:** Brenda Condella reported that the Summer Conference would be held at the Sea Crest once again, with the 2024 contract already finalized. The Program Committee is exploring new locations for 2025 as the Cape is filling up quickly. Merson mentioned that King conducted an extensive search before selecting the Sea Crest. Connors questioned the submission of a \$19,000 invoice from the Sea Crest for the 2023 event, which occurred two months after the event. She contacted King for clarification, and this has left a \$19,000 deficit for 2024. Bechard discussed logistical matters with King. Codella noted that costs have risen across the board. Connors suggested adjustments could be made to sponsor funds distribution. Bechard requested a financial plan for sponsor money. Connors expressed willingness to hold a meeting to address these financial matters. Roy proposed that the Finance Committee meet to reallocate funds. Yanulis stressed the importance of involving sponsors in financial decisions and maintaining transparency. Connors mentioned that the money market account remains stagnant. Benevento explained that historically, the O'Leary Scholarship was funded from the money market account, but discussions about distributing these funds occurred a few years ago. Decisions on the account's future use need to be made, potentially for scholarships and member support. Merson referred to past meeting notes that discussed the scholarship account and its allocation. Brutus Cantoreggi mentioned the tiered scholarship system used by the Mass Highway Association. Field highlighted MBM's contribution of \$23,000 to scholarships. Amanda Bazinet inquired about student memberships and funding for them. Connors questioned whether the scholarship information is adequately communicated. Benevento suggested that the Finance Committee and Scholarship Committee should meet on how to move forward. Severance requested suggestions, and Yanulis emphasized the importance of attracting people to the industry. The discussion covered various financial and scholarship-related topics.
- q. **NPWW/MOTY Awards Luncheon:** Connors reported that the deposit has been made to Granite Links for 2024. She stated there will be no guest speaker, it runs smooth without one. The attendance dropped in 2023, hoping we see the numbers rise in the future. Bechard stated that the event was streamlined and that was refreshing. Garro wants to know if the Program Committee would like to move this event in the future. He and Benevento stated that Union Station is a fantastic place and better location. Brutus Cantoreggi stated that Holy Cross is a great location. Yanulis said that Newton Marriott is another great venue to look at.
- r. **PWX Chapter Dinner:** Field reported that our Chapter Dinner is tonight at the Brigantine at Portside Pier, starting at 6 PM.
- s. **Northwest Committee:** Schaeffler reported that they had to cancel the "lunch and learn" they planned in July due to Vermont flooding. They are looking to plan one in October or November. She has been working with the Education Committee and has had help from Otero. Amanda Bazinet asked if the NY Chapter could attend and Schaeffler replied yes. Connors asked if a price had been set for the event and Schaeffler said it had not yet been discussed.
- t. **Holiday Event:** Benevento reported that this event will take place on December 2<sup>nd</sup> at the 1620 House in Plymouth. A band has been secured. The room rate will be \$149 a night. We have 5 rooms blocked for Friday night and 20 rooms available for Saturday night. We need to find out who will be coming on Friday night and if we include that night in the block as well. Otero will ask the Board who plans on arriving Friday night and report back to Benevento.
- u. **Director of Region 1:** Benevento reported that we have members on National Committees who should be recognized. Chapter YP Chair Kris Surrette is on the National YP Committee, and EC Board Member Dave Pinsonneault has been appointed to the Accreditation Council and Strategic Planning. The Town of Brookline is seeking to renew their professional qualifications for accreditation status which is extraordinary. The next Chapter Connects topic is Grant Writing and will take place on September 28<sup>th</sup>. The October 26<sup>th</sup> Chapter Connects is about Workforce Planning in Turbulent Times.

#### 4. Approval of Consent Items

Above Consent Items were approved on a motion by Westerling/Connors.

#### 5. Action on Items Removed from the Consent Agenda

#### 5. Other Business and Correspondence

**Sopelak** reported that the Spring Conference Committee is currently exploring the possibility of relocating the conference to the NE Air Museum in Windsor Locks, Connecticut. They are specifically interested in securing the venue for a Monday in April, with a preference for April 8th. Fortunately, the museum is closed to the public on Mondays, which aligns perfectly with our needs.

One noteworthy advantage of this venue is the availability of closely situated breakout rooms, which will facilitate our conference's smooth operation. Additionally, they are planning to establish a partnership with a nearby hotel to accommodate attendees who require lodging during the event.

**8. Adjournment**

There being no further business, the meeting was adjourned on a motion by Mulleavey/Westerling.

Respectfully submitted,

Molly Otero  
Chapter Administrator