

**New England Chapter APWA
Minutes of the December 2, 2023, 5:30 PM
Executive Committee Meeting
Wampanoag Room, Hotel 1620 at Plymouth Harbor, 180 Water Street, Plymouth, MA**

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, Brenda Codella, Conrad Leger, 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:** November 15, 2023, minutes were reviewed.
 - b. **Treasurer Report:** Connors reported that we are in between banks and that Otero is working with Bank of America to get the online banking program CashPro set up. That should be up and running by the end of this month. She stated if she closes the Santander Bank account now, checks will bounce, we have to wait until all cut checks clear and the credit card charges are paid for before fully closing out the Santander bank account. Today's event was put on the Chapter credit card. Connors will cut a check in the full amount of the Money Market account from Santander and send it to Otero. She stated that the Board really needs to figure out what to do with this money (\$89,000+). She will also cut a check from the Santander checking account to mail to Otero but will hold some to cover the checks and credit card payments that have to be made. The Chapter credit card is set for automatic payment from the Santander checking account. Connors reported that for all these years, she paid herself which is not good practice. Roy stated that whoever is name on the Bank of America checking account can cut Otero's paychecks for her.
 - c. **Finance Committee:** Roy reported that they are discussing how to invest the money for scholarships. They are also working on staff compensation and will have the numbers ready for a vote during the January 2024 meeting.
 - d. **Delegate's Report:** No report.
 - e. **Education:** No report.
 - f. **Membership:** No report.
 - g. **PWAC:** Benevento reported that they have a meeting planned for December 6th and all are welcome to attend.
 - h. **Sponsors:** Leger reported that they will be meeting on December 8th and that all sponsors are invited. Connors asked Leger to invite Otero as well. Leger agreed to invite Otero.
 - i. **Scholarship/Charity:** No report.
 - j. **Newsletter:** Bazinet reported that the deadline to send in articles was December 1st. Sponsors are entitled to submit an article. The newsletter will go out at the end of the month. Myers will be transferring everything over to VHB and stated he would still help Bazinet.
 - k. **Website and Social Media:** Ciancarelli reported that he and Otero are working with National to fix the website. They will have a meeting soon.
 - l. **Young Professionals:** Yeo reported that the YP Welcome event went well tonight. The YP's have the Board's full support. He also reminded everyone about their Toys for Tots event.
 - m. **Past President Advisory Council:** No report.
 - n. **Summer Conference:** Codella reported that the 2024 Summer Conference will be at the Sea Crest. The committee has RFPs out to a few places for 2025 due to the Sea Crest being booked out.
 - o. **Program Committee:** No report.
 - p. **Northwest Committee:** Blodgett reported that the November 2nd lunch and learn went well. Connors mentioned that she mailed a reimbursement check to Environmental Partners. However, since the check cannot be found, Connors has decided that she will reach out to the bank to stop payment. It turns out that the check should have been addressed to Jamie Veillette instead of Environmental Partners. Connors has requested Otero to issue a new check, payable to Jamie.
 - q. **Holiday Event:** Benevento reported he had a budget of \$15,400.00 and the actual will be around \$7,000.00. Connors stated this event was put onto the Chapter's credit card.
 - r. **Director of Region 1:** Benevento reported that he attended the APWA Board of Directors meeting in Kansas City. There was lots of discussion about the new website and the problems since the switchover. The APWA Board of Directors spoke about their vision. Frank Marinaccio called into the meeting and shared that there will be a special event for the YPs at this upcoming PWX in Atlanta. The authorized budget is \$50,000.00. Benevento emphasized the need to contemplate and plan special events for the Chapter's 70th anniversary in 2024. Connors informed the group that Rick Stinson has been working on a project reminiscent of the book Lon Hultgren compiled years ago. Roy suggested that initiating discussions on these matters could be appropriately done at the upcoming PWAC meeting.

4. **Approval of Consent Items**

Above Consent Items were approved on a motion by Lawlor/Goober.

5. Action on Items Removed from the Consent Agenda

6. Other Business and Correspondence

A motion was made by Connors/Ciancarelli and approved to recess. The meeting will reconvene at 7:00 p.m. in the Atlantic room.

7. Reconvene

A motion was made by Lawlor/Garro to reconvene in the Atlantic room at 7:00 PM.

8. Remarks by outgoing President, John Bechard.

John Bechard presented Jaqui Connors with a small token of appreciation and thanked her for her 11 years as NEAPWA Secretary/Treasurer.

9. Region 1 Director, Rich Benevento swore in the Chapter's 2024 Officers and Directors according to the APWA protocol.

Benevento also congratulated Bob Goober on his retirement and many years with Weston and Sampson and for all his years of service as a MA Director.

10. Remarks by incoming President, Tom Roy.

Roy thanked President Bechard and presented him with a framed APWA citation, Past Presidents pin, and the NEAPWA gavel plaque.

11. Adjournment

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

Respectfully submitted,

Molly Otero
Chapter Administrator