

**New England Chapter APWA
Minutes of the August 21, 2024, 12:00 PM
Executive Committee Meeting
Zoom Conference Call**

1. **Call to order EC Board Meeting:** Meeting was called to order by President Roy. Otero noted attendance. Guests/Committee Chairs included Amanda Bazinet, Brenda Codella, Nichole Davis, and Scott Salvucci.
2. **Swearing in of Massachusetts Officers:** Postponed until in person meeting next month.
3. **Concerns, etc.:** None
4. **Consent Agenda:** *These items will be acted together at their conclusion by a single vote.*
 - a. **Approval of Minutes:** July 24, 2024 minutes were reviewed.
 - b. **President's Report:** Roy shared that he's looking forward to attending PWX Atlanta. There's been discussion about the NE Chapter hosting the Snow and Ice Conference, with a preference for Worcester. However, National reported Worcester is not large enough, they're considering holding it in Hartford, CT, as they've done in the past.
 - c. **Treasurers Report:** Otero reported that the second PWX Chapter Dinner deposit was sent in July, and invoices for the Snowplow Rodeo trophies and venue were paid. She submitted the NE Chapter's FY24 financial report four days before the deadline and scanned FY24 documents for the virtual audit meeting, sending them to the Audit Committee. The 2025 NPPWL deposit was made. She also arranged the EC Board meeting in Atlanta for Tuesday, September 10th, at 8:30 a.m. in the World Conference Center. Our account is reconciled through July 31, 2024.
 - d. **Finance Committee:** Schaeffler reported that there was no meeting this month. A Doodle poll was sent out to schedule a virtual audit meeting. She asked the audit committee to send any questions about the scanned FY24 documents to her, and she will compile them for Otero.
 - e. **Delegate's Report:** Westerling reported that just 25 more people are needed to reach 32,000 APWA members. On August 29th, there's a Click, Listen, and Learn event about Memorials in the Right of Way, and registration is available online on the APWA events page. He congratulated Sudbury on their first accreditation and encouraged those interested in accreditation to register for the upcoming training session. Westerling also reminded everyone about the DEI toolbox on the APWA National website and noted that there's still time to book a hotel and register for PWX Atlanta. He mentioned the YP Summit on September 7th and that the Snow Conference 2025 Call for Presentations is open, with registration available on the website for the event scheduled from April 6-9, 2025. Lastly, he mentioned that the Fallen Heroes Memorials can be viewed under the Resources tab at www.apwa.org. Lawlor asked Westerling about New England Chapter members enrolled in accreditation, and Westerling said he would email National and include Lawlor.
 - f. **Diversity, Equity, and Inclusion:** No Report
 - g. **Past President's Advisory:** Bechard mentioned that the committee is working on the Slate and will be working on updating the Bylaws. They will be scheduling a meeting soon. Roy stated that there will be an extra slot in the MA Directors with one moving up to a National Committee. Bechard stated he was aware.
 - h. **PWX Chapter Dinner:** Myers reported a successful call with the event planner, Meghan, at the Football Hall of Fame. After the National Award Ceremony, attendees will enter from the Auditorium, and the Chapter Awards Ceremony will take place in the lobby from 6:15 to 7:00 p.m. Following that, the group will move to the food area from 7:00 to 10:00 p.m., with full access to the museum. The venue will be exclusive to our group, with no other events taking place. He also checked in with Otero this morning and confirmed that about 80 people are currently registered. Final numbers are due next Friday.
 - i. **Snowplow Rodeo:** No report
 - j. **Summer Conference:** Bazinet reported that she sent out a Doodle poll to schedule a meeting for the 2025 Summer Conference. She missed the July EC Board meeting but learned that the 2026 event at the Omni, Mt. Washington, NH, was not approved, so they'll need to find a new venue for 2026. Roy confirmed this.
 - k. **Fall Conference:** Bazinet reported that the contract for the 2024 Fall Conference at the Boxborough Regency is in place. She has sent out a request for speaker bios and is awaiting a response from the venue about securing additional space for more vendors. Pat Yeo is finalizing the CEU request form to submit to National.
 - l. **Holiday Event:** Sopolak reported that a meeting will be held at the venue in the next couple of weeks to finalize the menu. The DJ has been secured, and a save-the-date announcement will go out after PWX.
 - m. **Awards:** Yeo reported that the Massachusetts State Awards Nominations deadline is August 31st. A constant Contact flyer went out June 24th and yesterday. We got a few submissions but would like to see more. These will be given out during the Fall Conference.
 - n. **Sponsors:** No Report
 - o. **PWAC:** Piacentini reported they hope to meet by the end of September.
 - p. **Young Professionals:** Yeo announced that the Woo Sox game is scheduled for next week, August 29th, with the game starting at 6:45 PM. The registration list is currently filled with consultants, so let's spread the word to

municipal staff. The two spots provided by National for the YP Summit and free attendance at PWX will be allocated to Kevin McCabe and myself, Pat Yeo. Additionally, a Directors' Breakfast is being planned for October.

- q. **Website:** No Report. Piacentini mentioned that she spoke with Ciancarelli and Otero about registering for PWX and inquired whether it was possible to use a purchase order or receive an invoice. Otero explained that the most recent Constant Contact email included an option to register using forms rather than online, as online registration requires payment by credit card.
- r. **Newsletter:** Bazinet reported that the latest Chapter Chatter has been sent out, with the next edition scheduled for December. The upcoming edition will feature another DEI spotlight section. If anyone has content to share, please contact the Newsletter Committee. Simsbury, CT recently hosted a fantastic Touch a Truck event that was highly engaging for children. If anyone else has similar events, please share them, as they are looking to create a special section including children/kids that have an interest in Public Works.
- s. **Membership:** Salvucci reported that efforts are underway to re-engage expired members, with Field reaching out to the National to obtain necessary reports. There have also been discussions about sharing other organizations' flyers on a case-by-case basis and setting up membership booths at external events. Salvucci asked if a budget could be established for these initiatives. Roy replied that we can certainly do that. Schaeffler stated that sometimes other organizations will comp a booth. She stated we need more information, which events and their costs. Roy stated that National hasn't been sending out invoices and worries that is the reason for the expired members. He mentioned that Field should copy Westerling and Benevento on any emails pertaining to that.
- t. **Program:** No Report
- u. **Director of Region 1:** No Report

5. **Approval of Consent Items:** Above Consent Items were approved on a motion by Sopolak/Schaeffler.

6. **Action on Items Removed from the Consent Agenda:** None

7. **Other Business and Correspondence:** Schaeffler stated to Mattscheck that the Finance Committee hasn't seen the request for the National Snowplow trip. Mattscheck stated he would have Tim Ledogar send it ASAP. He believes he did already send in the information awhile back. She stated she didn't see anything for hotels or flights.

8. **Adjournment:** There being no further business, the meeting was adjourned on a motion by Lawlor/Schaeffler.

Respectfully submitted,
Molly Otero, Secretary-Treasurer