

**New England Chapter APWA**  
**Minutes of the September 10, 2024, 9:00 AM**  
**Executive Committee Meeting**  
**World Conference Center, Atlanta, GA and 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 Art Baker, Amanda Bazinet, Kevin McCabe, and Kris Surette.
2. **Swearing in of Massachusetts Officer:** President Roy swore in Conrad Leger, Chapter's 2024 Massachusetts' Director according to the APWA protocol.
3. **Concerns, etc.:** None
4. **Consent Agenda:** *These items will be acted together at their conclusion by a single vote.*
  - a. **Approval of Minutes:** August 21, 2024 minutes were reviewed.
  - b. **President's Report:** Roy reported that Atlanta has been fantastic so far. Everyone enjoyed visiting The Establishment, attending the Dueling Pianos show, exploring the College Football Hall of Fame, and participating in the Award Ceremony. He recommended scheduling a meeting soon to review the changes we made this year and discuss plans moving forward.
  - c. **Treasurers Report:** Otero reported that progress is being made on the Scholarship account, with only a few digital signatures remaining for finalization. Invoices have been sent, payments are coming in, and all bills are being paid on schedule. The account is fully reconciled through August 2024.
  - d. **Finance Committee:** Schaeffler announced that an audit meeting is scheduled for September 20th from 2-3 PM via Zoom. She requested that any committee members with questions submit them to her in advance.
  - e. **Delegate's Report:** Westerling welcomed all at PWX and congratulated Conrad Leger on being a new Massachusetts Director. He thanked everyone who helped organize the NE Chapter Dinner, and stated it was a fantastic event. The Council of Chapters met on Saturday to discuss important topics such as DEI, visibility, and workforce development. He will be sharing more information with the Chapter soon.
  - f. **Diversity, Equity, and Inclusion:** No Report
  - g. **Past President's Advisory:** Bechard reported that they are currently working on the Bylaws and preparing the Slate, which will be submitted to the EC Board for electronic voting. He noted that there are two open Massachusetts Director positions. Jay Fink was scheduled to be sworn in alongside Conrad Leger today, filling one of those spots, while Dave Pinsonneault's spot is opening. Additionally, the 2nd Vice President position needs to be decided on. He stated that the MA Directors have shared their recommendations, and the Past Presidents identify the candidates, Westerling agreed with that statement. Bechard also stated that they will accept all emails and thoughts as they put together the Slate.
  - h. **PWX Chapter Dinner:** Myers stated we had a lot of changes this year with three separate events. They would like any feedback from the Board. Schaeffler stated that the awards ceremony that went right into the Chapter Dinner went well. Dexter stated that it was hard to find parking anywhere with the football game and other events going on, used Uber a lot.
  - i. **Snowplow Roadeo:** Mattscheck reported that the two winners from the Snow Plow Roadeo are heading to the national competition in Colorado, where they will participate in two events and attend workshops throughout the day. He mentioned that the funding request has been submitted multiple times. They plan to share photos for social media. Dexter confirmed that all arrangements have been booked.
  - j. **Summer Conference:** Bazinet reported that they met last week to begin planning for 2025, with the event set to take place at Water's Edge Resort in Westbrook, CT. They are currently organizing the entertainment for the 2025 Summer Conference and are also brainstorming ideas for the 2026 event.
  - k. **Fall Conference:** Bazinet reported that Yeo has completed the paperwork for CEUs, which will be submitted to National. They are currently waiting for the bios to be sent in. She mentioned that a draft agenda and registration form have been prepared, and once finalized, she will send them to Otero for posting on the website and sharing on social media.
  - l. **Holiday Event:** Garro reported they held a meeting at the Mystic Marriott, Groton, CT. Within a few weeks they will have Otero promote through Constant Contact and social media. The rooms are very nice and are \$149 Friday and Saturday night.
  - m. **Awards:** Yeo reported that the Massachusetts State Awards nominations have closed. The Massachusetts Directors will meet to select the winners and submit the names to Stinson, who will handle ordering the awards. The awards will be presented at the Fall Conference.
  - n. **Sponsors:** Leger reported there were changes this year and wanted to give a big shout out to our sponsors, both our yearly and PWX event sponsors. The committee will be regrouping in September or October and will talk about lessons learned and how to improve going forward. A lot of people contributed to make our events a success and we are very thankful.
  - o. **PWAC:** Piacentini reported that they will be meeting on October 3<sup>rd</sup>.

- p. **Young Professionals:** Surette reported that the Woo Sox event happened not to long ago and we had a great turnout. We had 52 attend with a great mix of public and private. It's a nice spot to watch a game, chat with others. He expressed thanks to Laura Nicholson for her help with setting this event up. They will be looking to set up another game night in 2025. A director's breakfast is still in the works. They have more at their monthly meetings, they are growing and looking good. Blodgett mentioned that they would like to align with different states on the same day, each having a director's breakfast. Sopelak inquired whether the group was seeing growth in public or private members. Surette responded that it was a great question and noted that it's a good mix with a slight increase in private members. Yeo reported that he and Kevin McCabe attended the YP Summit, and it was an outstanding experience. They met many people, and Frank Marinaccio did an excellent job organizing the event. The speaker was also great. Yeo suggested that if National covers the cost for two YPs to attend next year, we should consider selecting those who wouldn't already be planning to go. Leger added that they did a great job keeping the YP Summit thriving. Westerling noted that not many Chapters have a Young Professionals group. Bazinet suggested that we offer a "How to Present" workshop for our Young Professionals (YPs).
- q. **Website:** Ciancarelli reported that weekly job postings have resumed their regular schedule on Fridays. He also mentioned that the meeting notes from 2020 are now uploaded to the website, the logos have been corrected, and they are currently working on the Committee page. He noted that both he and Otero have experienced issues with Constant Contact over the past month. Lawlor inquired about National vs. Chapter roles in workforce outreach, specifically how to engage groups like veterans, suggesting that National should play a role. Merson pointed out that APWA's "In the Works" shares open positions weekly, but those postings are only accessible to members. Lawlor expressed hope that these postings could reach a broader audience, not just members, and Yanulis agreed. Yanulis added that significant progress has been made over the past six years and suggested forming a Workforce Committee. Roy reminded the group that Donna Shea works on workforce development at the National level.
- r. **Newsletter:** Bazinet reported that the next Chapter Chatter is scheduled to be released in late December or early January. She mentioned that Adams will feature a DEI series in this edition and encouraged anyone with content to reach out to her. They also want to promote events like Touch a Truck to inspire youth.
- s. **Membership:** Field expressed a desire for increased outreach and more booths at various events to collaborate with other organizations. He noted that the website still has issues with membership tracking, particularly with expired memberships. Roy mentioned that invoices haven't been sent out. Field pointed out that while the numbers appear accurate, a significant number of members are marked as expired—700 compared to over 1,000 previously active members. He even shared an example where he received an invoice stating he was expired, paid it, but still appears as expired. Roy requested Westerling contact National about this, and Westerling added that National is already working hard on the issue and he will request an update.
- t. **Program:** No Report but Bechard asked for an update from our incoming President on how we move forward with Programs Committee. Schaeffler stated she has been in talks with Codella and Davis, they are coming up with a plan together.
- u. **Director of Region 1:** No Report

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

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

7. **Other Business and Correspondence:** None

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

Respectfully submitted,  
Molly Otero, Secretary-Treasurer