Minutes of March 18, 2026 - 12:00 PM
Executive Committee Meeting
Zoom Conference Call

1. **Call to Order:** The meeting was called to order by President John Lawlor following confirmation of quorum. President Lawlor requested members sign in via chat for attendance tracking. He reiterated the expectation that committee chairs submit written reports seven days advance of meetings.

2. **Agenda Items**

   a. **Opening Comments – President Lawlor:** Coordination with Sean regarding restructuring SharePoint folders to align with the revised committee structure prior to his transition. Congratulations to John Bouchard on his retirement from MassDOT and welcomed Steve Mattscheck back to the public sector as the DPW Director in Scituate, RI. Continued emphasis on written committee reports and streamlined meetings focused on action items.

   b. **Previous Meeting Minutes – February 2026:**

   Motion: Motion to accept the minutes as presented.
   Action: Westerling (motion), Sopelak (second), No objections. Motion passed

   c. **Treasurer's Report:** This report was attached to the March meeting package and ongoing reconciliation of accounts.

   Motion: Motion to accept the Treasurer's Report as presented.
   Action: Sopelak (motion), Schaeffler (second), No objections. Motion passed

   d. **Finance Committee – David Field:** The Finance Committee reported amending Molly's contract to allow for expense reimbursement, which was approved by the full committee.

   e. **Awards Committee – Patrick Yeo:** The submissions for 2026 awards were completed and they are awaiting feedback from National by mid-April, with a focus now on chapter awards for National Public Works Week.

   f. **Communications Committee – Conrad Leger:** The meeting covered updates on social media growth, education, and professional development initiatives. Conrad reported that the organization gained 200 new LinkedIn followers, bringing the total to 523, with a goal of reaching 1,000 followers by year-end.

   g. **Education & Professional Development – Tom Modzelewski:** The Education Committee decided to transition to 100% online submission forms for the 2027 call for presentations and plans to launch the call in September instead of late October/November. Tom also updated on the New England Chapter Connects subcommittee, which has confirmed presenters for all six 2026 sessions, and the scholarship committee, which is preparing for the application and review process after the April 15th deadline.

   h. **Events Committee – Amanda Bazinet:** The Events Committee provided updates on several upcoming conferences. The Spring Conference currently has 36 sponsors, 192 registered attendees, and all educational sessions confirmed with CEUs approved.

   For the Summer Conference, the committee reported a change in the golf tournament venue due to the previous course being sold and converted into a solar field. The event will be held at Brookside, located just over the bridge. This change has resulted in increased costs per golfer in order to meet contractual and financial requirements. John Lawlor confirmed that he has signed both the 2026 Summer Conference entertainment agreement and the 2027 Summer Conference contract. He also proposed moving the board meeting to Thursday morning prior to the start of educational sessions at this year's conference.

   The golf tournament is projected to host 125 participants, which is also the minimum required for a shotgun start. The current cost structure reflects approximately $140 per person, inclusive of lunch. The committee discussed a subsidy request of $22.00 per golfer to offset increased costs. While some members felt the overall price remains reasonable and consistent with similar industry events, others questioned the need for subsidization.

   Discussion emphasized the importance of the golf tournament as it supports overall conference success, including meeting room block commitments and maintaining strong attendance at the Tuesday evening dinner. The group also noted that similar organizations typically charge between $150–$185 per participant, reinforcing that current pricing is within market range and aligned with attendee expectations. The requirement of 125 golfers to secure a shotgun start, with efforts underway to negotiate a reduced minimum closer to 100 participants. Consideration of whether lunch should be included in the tournament fee or offered as an optional add-on, with some noting it may be more cost-effective to include it within the golf event rather than separately at the conference venue. Concerns regarding the potential impact on attendance and venue commitments if the golf tournament is not held. The need for enhanced marketing efforts to increase participation, including expanded social media promotion and leveraging existing sponsors for additional à la carte opportunities. Recognition that sponsorship support helps offset costs, though an estimated $8,000 deficit remains. Cost savings realized from the prior year due to unused prize gifts, as the current course includes gifts within its contract. While some members expressed a preference for participants to fully cover their own costs, others supported subsidization provided sufficient sponsorship funding is available.

Motion: A motion was made to set the golf tournament registration fee at $140.00 per person and to subsidize the $22.00 lunch cost per golfer using sponsorship funds.
Action: Sopelak (motion), Field (second), 1 opposed (Mulleavey), Motion passed

i. **Membership Committee – Scott Salvucci:** They will be reviewing membership numbers and provide an update during our next Board meeting.

j. **Sponsors' Committee – Mike Nelson:** Mike reported that the 2026 sponsorship drive exceeded its goal, raising $110,000, and suggested moving up the sponsorship solicitation timeline by at least a month to address concerns about early spring events. The group discussed potential challenges and constraints related to timing, including budget cycles and national requirements, with John asking the sponsorship committee to consider possible changes and present options at the next meeting.

k. **Governance Committee – Kürt Blomquist:** Patrick Yeo presented the Strategic Plan while sharing the PowerPoint they created, outlining focus areas that include membership engagement and growth, alignment with APWA National, committee structure alignment, and leadership transition planning.

Motion: Motion to adopt the 2026 Strategic Plan as presented.
Action: Blomquist (first), Sopelak (second), No objections. Motion passed

3. Other Business & Correspondence

The conversation ended with discussions about website issues and social media management, where Molly Otero highlighted the efforts of Ryan McCabe, indus and Nichole Davis, Hoyle, Tanner & Associates in enhancing their online presence.

4. Adjournment

Motion: To adjourn the meeting. The meeting was adjourned on a motion by Schaeffler / Blomquist.
Action: Motion approved.

Respectfully submitted,
Molly Otero, Secretary-Treasurer