

OFFICERS

Shawn Nesgis
*President/
2016 Conference
Committee Co-chair*

Mike Giles
Vice President

Ray Fitch
Secretary

Tom Borman
*Treasurer/
2016 Conference
Committee Co-chair
Membership Chair*

Jerry Scott
Director Emeritus

Dewayne Johnson
Past President

Lynn Penoyer
Mailing Coordinator

Tsutomu Imamura
Association Delegate

Carl Valdez
E-Board President



DIRECTORS

Bill Copeland
3rd Year Director

Peter Gollinger
2nd Year Director

Steven Martin
*1st Year Director/
Training Coordinator*

Carol Dennis
Vendor Director

Jon Hamilton
Vendor Director

Michael La Rocca
*Retiree Director/
Scholarship Chair*

Brenda Santos
*Retiree Director/
Social Director*

Steve Tyler
Archivist

San Francisco Bay Area Chapter

May E-Committee Meeting Minutes Bosco Bones and Brew 11922 Main Street, Sunol

MEETING Tuesday, June 7, 2016

A. Call to Order

Meeting was called to order by President Nesgis at 11:04

B. Roll Call

Shawn Nesgis, President
Mike Giles, Vice President
Tom Borman, Treasurer
Dewayne Johnson, Past President
Lynn Penoyer, Mailing Coordinator
Tsutomu Imamura, Association Delegate
Carl Valdez, E-Board President
Bill Copeland, 3rd year Director
Peter Gollinger, 2nd year Director
Jon Hamilton, Vendor Director
Michael LaRocca -Retiree Director/Scholarship Chair
Brenda Santos, Retiree Director/Social Director

Giles

C. Approval of Previous Minutes

Minutes for the May E-Committee meeting and the May general meeting were reviewed and approved by motion of Tom Borman, seconded by Tsutomu Imamura. The general meeting minutes now include a list of vendor prize donors as well as workshop attendees list.

D. Standing Committee Reports

a. Membership

La Rocca

Members

Honorary:	5
Life Members:	85
Regular Members:	117
Vendor Members:	<u>44</u>
Total Members:	251

There was one new vendor member, Sue Bowman from Western Highway Products. Lynn Penoyer said that Dick Norris, retired from Cataphote in 1998, can be removed from the Life Members roster but will remain in the Life Member roll. Mail sent to him has been returned as undeliverable. Final numbers will be reported next month when we know if Tim Stanfield and Steve Balestieri, retired from San Mateo County, will be added as Life Members. Dewayne said that Jeff Murray will be taking Steve Balestieri's place as a Regular Member. There was brief discussion regarding Kevin Selfridge's request to transfer his membership from City of South San Francisco to City of Los Gatos. It was confirmed that the request will be granted if Kevin paid for the membership but not if the City did.

b. Life Members

LaRocca/Santos

Tim Stanfield and Steve Balestieri were sent forms to complete and send back to Michael if they wish to become Life Members. Lynn had researched past records and confirmed that Steve had been a member for seven years and therefore is eligible. To date, neither has responded. Tsutomu will call them and prompt them to send the forms if interested.

c. Vendors Report

Hamilton

Jon Hamilton and Terry McCarthy had a telephone meeting regarding the Premier Vendor program. Terry suggested that the E-Committee approve a proposal to contact vendors and offer the program at a discounted rate (\$100 instead of \$200) for the remainder of the calendar year. Jon disagreed with this proposal as it could look unfair to the current Premier Vendors. The E-Committee agreed with Jon. Jon and Terry will put together a revised policy including invoicing information as discussed at the last E-Committee meeting. The new policy will be posted to the website when approved. A revised sign-up form has already been sent out for review. Tom offered to send Jon, Terry and Victor Nunnemaker a sample of the membership policy to use as a template. There was discussion about which account the Premier Vendor funds should be deposited to. The decision had previously been made but not recorded in the minutes that half would go to scholarships and half to the checking account to enhance the food and venues for general meetings. Michael stated that his opinion was to deposit the entire amount to the checking account since we now have

revenue from golf tournaments that goes to the scholarship fund. This will be discussed further when reviewing the new draft policy.

d. Association Report

Imamura/Valdez

Tsutomu reported that the Executive Board meeting on May 20 in Las Vegas was very productive and thanked Carl for establishing a good agenda and keeping participants on track. The 501(c)3 proposal, which includes an endowment clause, was passed with a vote of 17 to 2, due in large part to the great job Mary Bates did on research as well as the presentation. The next step will be to involve a legal expert in preparing the state and federal applications. Mary had gotten a cost estimate of \$5,000 from an attorney. Carl said he would send the information to E-Board members and ask if any have had experience with good legal advisors at reasonable prices. It was briefly discussed whether the E-Board will be asked to help pay for the legal and filing costs. He also said that each chapter was reminded how important it is that they have firm policies in place for their scholarship programs and to be consistent in following those policy provisions so nothing is open to interpretation as far as the IRS is concerned.

Tsutomu said that Carl had requested that chapter reports be complete and include more detail and that the forms listing officers and committee members need to be accurate.

The association currently has 1,112 members and a budget balance of \$82,000. The E-Board members now use credit cards for association business and are expected to provide details for those expenses.

Carl reported that he was also satisfied with results of the E-Board meeting. He will continue to do research on agenda items for future meetings to keep Board members on task. One item discussed at the May 20 meeting was the role of the Communications Committee and the need to establish guidelines for internal communications. The Communications/Marketing committee was recently split into two separate committees.

The Marketing Committee will be working on methods for promoting MSA. It was decided that each chapter will develop a list of agencies who don't participate and those will be contacted in some manner and sent a copy of the Maintainer. Lynn said she would update our chapter's list and also reported that the City of Campbell plans to rejoin the chapter. Tom said that at the vendor's meeting regarding the conference it was mentioned that vendors could help by supplying their lists of agencies and who their contacts are. He has not heard back from any yet.

Carl said that E-Board members discussed the difficulties many chapters are having in recruiting for their executive committees. Many members of the committees are retirees and ideas need to be generated on how to attract and retain younger members.

Tsutomu talked about the chances of the Reno chapter getting back on its feet. His contact is no longer associated with the chapter so he will contact Andy Concannon from the Town of Minden to see if there is sufficient interest. It was suggested that their local APWA chapter may be able to help.

The proposal for E-Board officers to serve two-year terms will be on the agenda for the next E-Board meeting. The permanent address for MSA needs to be updated from Bill Copeland

to Mike Brooks. Bill commented that Carl ran a good meeting and suggested a few more small breaks would be appreciated by the participants.

e. Training Coordinator

Nesgis

Jon was given a round of applause for the great meeting held at Peterson Cat. There were 53+ attendees, a mix of members and non-members, and 26 participated in the backhoe bowling contest. Jose Rodrigues, Union Sanitary District, won the contest with a perfect score and a time of 55 seconds. Second place went to Alvin Ahquin from City of Hayward with a time of 1 minute and 3 seconds. Shawn revamped the perpetual trophy and will be adding small plaques with the names of past winners.

There are 65 people registered so far for the chapter's annual BBQ on June 16. We expect to have around 100 attend.

There will be a professional training day on July 21 at the Hiller Aviation Museum in San Carlos. The topic will be on training – meeting OSHA requirements, proper documentation, etc. and will be given by Jim McPherson. We have gotten a commitment from Frank Ginotti, Towne Ford Sales, to cover the \$500 facility rental fee.

The other professional training day will be in November and Tsutomu is talking with Reed & Graham about sponsorship. It was announced that Rick Best no longer works for Reed & Graham.

f. Scholarships

LaRocca

The scholarship committee made a recommendation to award seven scholarships in the amount of \$1,000 each. There was a second option to award eight scholarships which includes the application of a young woman who was not sponsored by a relative. Votes were received by email from most E-Committee members and the three who had not voted were polled at the meeting. The final vote was 9 to 3 in favor of the first option with one abstention. Although all would have liked for the young woman to be awarded a scholarship, there are four recent instances where applicants were denied for the same reason. It was agreed that the application form could be clearer on this criteria and perhaps changed; Peter and Carl will work with the scholarship committee on this. Carl asked if lesser amounts have been awarded to certain applicants in the past. Lynn replied that there were when criteria was not as strict and the scholarship budget was low. Tsutomu reminded committee members that the association used to contribute \$500 to chapter scholarship funds if requested and perhaps they should reinstate this since their budget is now healthy.

g. 2016 Conference Committee Report

Borman/Nesgis

There are a total of 28 registrations so far – 15 different vendors with a total of 23 attendees, and 5 agency members. We have one platinum sponsor, MME (\$7,500) and two silver sponsors (\$2,500 each). Current conference income is \$30,000. Carl developed a conference Facebook page listing registration and general information as well as vendor

attendees (sponsors won't be mentioned, they will be recognized in other ways). Lynn said she needs confirmation soon that the hotel can set up an earlier breakfast for those going on the spousal outing Wednesday, Shawn will confirm and let her know. Michael suggested taking them to the buffet instead which would cost less. Shawn proposed meeting every two weeks, the conference committee will decide at their next meeting.

h. Golf Tournament Committee – Status Report

Hamilton

Tom made a motion and Michael seconded the motion to approve \$1,000 be budgeted for costs and prizes for the July 15 tournament with APWA at Chabot. Tom will check with Hilario to see if APWA is putting in \$1,000 also; if not, our contribution will be taken off the top of the proceeds to be divided.

i. Social Committee

Santos

Brenda will look up information regarding the Noah's Ark exhibition when it comes to San Francisco. Still to be decided are outings to Golden Gate Fields, Campo de Bocce in Fremont, and Horn Blower fleet week cruise in 2017.

E. Treasurer's Report

Account totals:

Basic Checking	\$30,147.57
Conference	8,529.89
Savings	16,921.89
TOTAL	\$55,599.35

Tsutomu made a motion to approve the treasurer's report. It was seconded by Carl and passed unanimously.

F. Old Business

Agenda item regarding Premiere Vendor program was discussed under "Vendor's Report."

G. New Business

1. For the June 16 BBQ: Set-up will begin at 9:30 a.m. Directional signs are nowhere to be found, Mike volunteered to have new ones made. Shawn has the banners. Michael reported that five of the seven scholarship awardees will be present, the sponsors will receive on behalf of the other two who are out of state. Shawn will remind Steve that \$300 has been budgeted for raffle prizes and that they should be \$20 or more each. Lynn and Dewayne are all set with the Wheel of Fortune prizes, and DeWayne has the wheel and game paraphernalia.

2. By-Laws update: Michael will have a final draft to the E-Committee within the next two months. Reducing the number of directors to two and adding another Director Emeritus position.
3. Shawn will be on vacation for the July E-Committee meeting. He will send an agenda and minutes to Mike.
4. Lynn reported that the mailings are current.

Announcements:

Congrats to Peter Gollinger who was recently promoted to Assistant Field Operations Manager for Contra Costa County.

Next E-Committee Meeting – July 5, 11 a.m. to 1 p.m., Bosco's Bones and Brew, 11922 Main Street, Sunol.

Next General Meeting – June 16, the annual SFBA chapter BBQ. Location – Elks Lodge, 1680 Martin Avenue, Santa Clara. 11 a.m. to 2 p.m.

Adjournment

Shawn adjourned the meeting at 12:55 p.m.