



Meeting Minutes November 9, 2017

Handlery Hotel
950 Hotel Circle North, San Diego, CA

1. **Call to Order and Roll Call – 10:05 a.m. Pedro**
2. **10:10 Secretary's Report – Gerard for Greg**
 - a. Status of Action Items
 - PO confirmed the 2023 PWX Letter of Interest request was made to National. – done.
 - RG to invite past presidents to December meeting is pending.
 - KG to talk to PO volunteer of the month – Wes Jones – done.
 - TJ to check on dinner options for National president dinner – 12/13/17, 6pm, Bali Hai.
 - GH to add small business committee to website.
 - b. Approval of October Meeting Minutes – PG made motion for approval of amended minutes. GP second. Minutes approved by Board.
3. **10:15 Treasurer's Report – Jayne**
 - a. Review and Approval of Monthly Financial Report
 - Treasurer's report for October provided
 - Overall operating budget YTD (\$27,117.11)
 - Merrill Lynch: for month = \$1,834.49 for year = \$8,805.85

Approval of Treasurer's Report – CC made motion for approval. KG second.
Treasurer Report approved by Board.
4. **10:49 President Elect's Report – Kevin**
 - a. November meeting
 - Topic: Economic Roundtable
 - Agency spotlight: None for November.
 - b. December meeting
 - Topic: SB1, Jim Madafer
 - Agency spotlight: Installation of Officers and National President's; Pin Ceremony; Past Presidents
5. **11:00 Vice President's Report – Silvia**
 - a. November sponsor: Rick Engineering
 - b. December sponsor: Lisa Vomero Inouye
 - c. Strategic Planning Meeting – City of San Diego MOC Auditorium – Kearny Mesa - 9192 Topaz Way.

2017 OFFICERS

PRESIDENT

Pedro Orso-Delgado (619) 888-8951
Under Construction

PRESIDENT-ELECT

Kevin Gibson (619) 291-0707
Rick Engineering

VICE PRESIDENT

Silvia Noriega (619) 532-2991
NAVFAC SW

SECRETARY

Greg Humora (619) 667-1146
City of La Mesa

TREASURER

Jayne Janda-Timba (619) 291-0707
Rick Engineering

DIRECTORS

Glen Parker (619) 306-7334
Parsons

Darren Greenhalgh (858) 573-1214
City of San Diego

Dan Goldberg (858) 720-2474
City of Solana Beach

Tedi Jackson (760) 533-7080
SANDAG

Kristie Bevacqua (858) 292-7770
Nasland Engineering

Carmen Kasner (858) 385-0500
NV5

Gerard Lumabas (619) 515-5162
Parsons

Paz Gomez (619) 236-9959
City of San Diego

PAST PRESIDENT

Roya Golchoobian (619) 692-1920
T. Y. Lin International

COUNCIL CHAPTER

DELEGATE

Ed Walton (619) 522-7385
City of Coronado

ALTERNATE

Vic Bienes (619) 236-6066
City of San Diego

Kim (UCSD). Calvin suggested rather than agreement/banner, points for going to luncheon and ASCE General Body Meeting (GBM). Tae announced UCSD-SCSE career fair on January 26th.

u. Imperial County - Yazmin

10. Announcements

Officers

Pedro Orso-Delgado – President
Kevin Gibson – President Elect
Silvia Noriega – Vice President
Greg Humora – Secretary
Jayne Janda-Timba - Treasurer

Attendance

Present
Present
Excused
Excused
Present

Directors

Glen Parker
Darren Greenhalgh
Dan Goldberg
Tedi Jackson
Kristie Bevacqua
Gerard Lumabas
Carmen Kasner
Paz Gomez
Roya Golchoobian – Past President
Ed Walton – Delegate
Vic Biances – Alternate Delegate

Present
Excused
Present
Present
Present
Present
Present
Present
Present
Present
Present
Present

Others

DRAFT

APWA SAN DIEGO IMPERIAL COUNTIES CHAPTER
Balance Sheet

12/13/17

November 30, 2017

	End of Last Year 6/30/2017	Previous Month 10/31/2017	Current Month 11/30/2017
ASSETS			
Current Assets			
Checking/Savings			
Certificate 38	0.00	0.00	0.00
Certificate 39	0.00	0.00	0.00
Checking 90 - SDCCU	52,693.32	25,568.23	26,378.67
Merrill Lynch Investment	239,096.42	247,902.27	250,470.57
Money Market Max 01	23,684.92	23,692.90	23,694.85
SDCCU - Savings	50.00	50.00	50.00
Total Checking/Savings	315,524.66	297,213.40	300,594.09
Other Current Assets			
Petty Cash for Registration	0.00	0.00	0.00
Total Current Assets	315,524.66	297,213.40	300,594.09
TOTAL ASSETS	315,524.66	297,213.40	300,594.09

Notes:

- Overall Operating Budget YTD = (\$26,304.72)
- Total Assets YTD = (\$14,930.57)
- Merrill Lynch account: For Month \$2,568.30
For Year \$11,374.15

American Public Works association
Balance Sheet
As of December 11, 2017

	<u>Dec 11, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
Credit Union-checking 90	26,378.67
Merrill Lynch Invest. Account	250,470.57
Money Market Max 01	23,694.85
SDCCU savings	50.00
Total Checking/Savings	<u>300,594.09</u>
Total Current Assets	<u>300,594.09</u>
TOTAL ASSETS	<u><u>300,594.09</u></u>
LIABILITIES & EQUITY	
Equity	
Opening Balance Equity	180,439.55
Unrestricted Net Assets	120,544.92
Net Income	-390.38
Total Equity	<u>300,594.09</u>
TOTAL LIABILITIES & EQUITY	<u><u>300,594.09</u></u>

**APWA San Diego/Imperial Counties Chapter
2017-2018 Budget**

Category Description	2017-2018 Budget	2017-2018 Actual 10/31/2017	Comments
INCOME			
110 - DINNER GALA INCOME			
111 - Dinner Gala Registration	\$18,000	\$11,320.10	includes extra plaque orders
112 - Dinner Gala Sponsorship	\$14,000	\$18,092.81	
113 - Dinner Gala Opp Drwg	\$1,300	\$575.00	
TOTAL 110 - DINNER GALA INCOME	\$33,300	\$29,987.91	
120 - MEETING LUNCH MEETINGS			
121 - Lunch Meeting Sponsorship	\$6,000	\$3,000.00	\$600 per sponsor for 10 meetings per year for FY 17/18
122 - Lunch Registration	\$24,000	\$8,843.53	average \$2400 per month for 10 meetings
123 - Luncheon Raffle/Other		\$0.00	
TOTAL 120 - MEETING LUNCHES	\$30,000	\$11,843.53	
140 - WEBSITE INCOME			
141 - Website Announcement		\$0.00	
TOTAL 140 - NEWSLETTER-WEBSITE INCOME		\$0	
150 - EDUCATION, PUBLICATION			
151 - Training Seminar / PWI	\$14,000	\$7,331.14	Leadership, PWI, Complete Streets, Seminars
152 - Sponsorship for Seminar	\$0	\$0.00	Only Kleinfelder for PWI in FY 16/17
153 - Storm Water Seminar	\$11,000	\$0.00	
154 - Greenbook Seminar		\$0.00	
155 - Sustainability Committee	\$0	\$0.00	Income = zero however expecting expenses & ok
TOTAL 150 - EDUCATION, PUBLICATIONS	\$25,000	\$7,331.14	
170 - GOLF TOURNAMENT INCOME			
171 - Tournament Registration	\$14,500	\$6,248.93	
172 - Tournament Sponsorship	\$4,500	\$750.00	
173 - Golf Tournament Raffle	\$1,500	\$2,064.00	
TOTAL 170 - GOLF TOURNAMENT INCOME	\$20,500	\$9,062.93	
180 - MEMBERSHIP			
181 - APWA National Rebate	\$3,000	\$2,347.35	March, June, Sept & Dec at approx \$800 each
182 - Chapter Dues	\$10,000	\$4,051.96	
TOTAL 180 - MEMBERSHIP	\$13,000	\$6,399.31	
190 - CONFERENCE REIMBURSEMENT			
191 - Nat'l - Delegate Reimbursement	\$500	\$500.00	
192 - Leadership Conference Reimbursement	\$1,200	\$96.73	
193 - Congress Reimbursement		\$0.00	
194 - Membership Conf Reim from Nat'l		\$0.00	
195 - Education Summit		\$0.00	
196 - CA Chapters Dinner at Congress		\$0.00	
TOTAL 190 - OTHER REVENUE FROM APWA NAT'L	\$1,700	\$596.73	
210 - OTHER INCOME			
211 - Misc. Income	\$0	\$342.00	
212 - Transportation Committee Revenue	\$2,000	\$618.70	Income =Expenses (net zero)
213- International Affairs Revenue	\$0	\$0.00	
214- Young Professional Events	\$2,000	\$192.38	Income =Expenses (net zero)
215 -Community Service / Social Events	\$2,000	\$0.00	Beach Clean-up/YP- Meet the Brewer: Income =Expenses (net zero)
216 - Scholarship Donation	\$0	\$0.00	Mike Bemis Scholarship Fund
218 - Interest	\$50	\$14.86	
TOTAL 210 - OTHER INCOME	\$6,050	\$1,167.96	
230 -AWARDS INCOME			
231 - Plaque Orders	\$9,000	\$2,075.00	bumped plaques to \$90 (2017)
232- Awards Sponsor	\$8,000	\$0.00	2017-5 sponsors at \$1,000 each, 1 sponsor at \$750, 3 Sponsors at \$600 = \$7,550
233- Awards Luncheon	\$22,000	\$0.00	bump up fee to \$50? (Not done for 2017)
230 - TOTAL AWARDS INCOME	\$39,000	\$2,075.00	
TOTAL INCOME	\$168,550	\$68,464.51	

**APWA San Diego/Imperial Counties Chapter
2017-2018 Budget**

Category Description	2017-2018 Budget	2017-2018 Actual 10/31/2017	Comments
EXPENSES			
310 - DINNER DANCE			
311 - Dinner Dance Expense	\$30,000	\$21,578.31	
TOTAL 310 - DINNER DANCE	\$30,000	\$21,578.31	
320 - MEETING LUNCH EXPENSE			
321 - Hotel Expense	\$32,000	\$14,772.40	10 Meetings for FY 17/18
320 - MEETING LUNCH EXPENSE - Other	\$100	\$0.00	Cash Box
TOTAL 320 MEETING LUNCH EXPENSE	\$32,100	\$14,772.40	
360 - EDUCATION, PUBLICATIONS			
361 - Training Seminars / PWI	\$4,000	\$3,320.00	PWI + membership for attendees
363 - Storm Water Training Seminars	\$6,000	\$0.00	
364 - Sustainability Committee	\$1,000	\$0.00	Income = zero however expecting expenses & ok. Not active in FY16/17
TOTAL 360 - EDUCATION, PUBLICATIONS	\$11,000	\$3,320.00	
370 - GOLF TOURNAMENT			
371 - Golf Tournament Expenses	\$15,500	\$12,590.06	
TOTAL 370 - GOLF TOURNAMENT EXPENSES	\$15,500	\$12,590.06	Same total as this year
410 - OTHER COMMITTEE EXPENSES			
411 - Award Committee Expenses	\$39,000	\$6,877.32	
412 - Community Service / Social Events	\$2,000	\$0.00	Income =Expenses (net zero) YP & Tours... Same as #453?
413 - Year-End Recognition	\$1,100	\$407.10	
414 - Transportation Committee Expense	\$2,000	\$386.92	Income =Expenses (net zero)
415-Technology and O&M Committees Meetings	\$2,000	\$0.00	
416 - Science Fair	\$100	\$0.00	
417 - Scholarship Program	\$2,000	\$2,000.00	
418 - Internship Program	\$10,250	\$6,151.00	10 interns at \$1,000 ea. + APWA membership (approx. \$25 each)
419 - Imperial County Committee /International Affairs	\$1,000	\$0.00	
419.5 -		\$79.64	
4XX - Other, Technology and O&M	\$2,000	\$0.00	
TOTAL 410 - OTHER COMMITTEE EXPENSES	\$61,450	\$15,901.98	
420 - NATIONAL REPS			
421 - PWX - Chapter Board	\$25,000	\$11,494.18	\$2,500 stipend for 10 attendees (8 APWA Board + 2 MSA Roadco Winners)
422 - PWX - Delegate	\$5,000	\$3,811.14	Vic/Ed Stipend
423 - Spring Delegates Meeting	\$3,000	\$0.00	Assumes Stipend for 2 people (Vic/Ed)
424 - Leadership Training Workshop	\$2,000	\$2,752.00	2017 in SD / no travel expenses- cover expenses
425 - Membership conference	\$0	\$0.00	Will need \$X,XXX for Aug 2018 budget, no funds needed for FY17/18 - no one selected to attend
426 - So. Cal Joint Chapter Meeting	\$1,000	\$221.02	
427 - Education Summit		\$0.00	
428 - SD Chapter Dinner at PWX	\$1,500	\$3,667.89	
TOTAL 420 - NATIONAL REPS	\$37,500	\$21,946.23	
440 - BANK FEES			
441 - Bank Fees	\$60	\$24.75	4.95 per month
TOTAL 440 - INVESTMENT EXPENSES	\$60	\$24.75	
450 - OTHER MISC EXPENSES			
450 - Misc. Expenses	\$250	\$0.00	WR meeting
451 - UBIT Taxes - Business Registration Fee	\$300	\$0.00	
452 -Past Presidents Meetings	\$300	\$0.00	Need to be more Active in 2018
453 -Young Professional Members Expense	\$2,000	\$658.17	Expenses included in Community Services/Social Events (#412)
454 - Office Supplies	\$600	\$18.80	
455 - Board Meeting and President's Dinner	\$2,000	\$0.00	Board Position transfer mtgs / Audit meeting expenses
456 - Strategic Planning Meeting	\$650	\$0.00	
457 - Chapter Administrator	\$7,380	\$2,581.73	Increased to \$600 per month (6/2016) + membership fee (\$180)
459 - Media / Marketing	\$3,000	\$276.80	Includes Speaker Gifts
460- Organization sponsorship(ASCE, SMPS etc..)	\$2,000	\$1,000.00	CSPE/NEW, etc.
461 - Charitable Donations	\$3,000	\$100.00	
TOTAL 450 - OTHER MISC EXPENSES	\$21,480	\$4,635.50	
470 - CONTRIBUTIONS	\$4,000	\$0.00	SDSU-ASCE, UCSD-SCSE (\$1000 annual); ASCE, + \$2000 National Concrete Cance
660 - Board Insurance	\$0	\$0.00	Cancelled in May/June 2017
TOTAL EXPENSES	\$213,090	\$94,769.23	

**APWA San Diego/Imperial Counties Chapter
2017-2018 Budget**

Category Description	2017-2018 Budget	2017-2018 Actual 10/31/2017	Comments
OVERALL OPERATING BUDGET (Profit/Loss)	\$44,540.00	-\$26,304.72	
221 - Merrill Lynch Account (Profit/Loss)		\$11,374.15	
OVERALL TOTAL (Profit/Loss) [w/ Invest. Account]	-\$44,540	-\$14,930.57	
Cash Reserves	\$44,540	\$0.00	
OVERALL TOTAL (Profit/Loss) [w/ Cash Reserves]	\$0	-\$14,930.57	

American Public Works association
Profit & Loss
 July through November 2017

	Jul - Nov 17
Income	
110 - DINNER DANCE INCOME	
111 - DINNER DANCE REGISTRATION	11,320.10
112 - DINNER DANCE SPONSORSHIP	18,092.81
113 - DINNER DANCE OPP DWG	575.00
Total 110 - DINNER DANCE INCOME	29,987.91
120 - MONTHLY LUNCH MEETINGS	
121 - LUNCH MEETING SPONSORSHIP	3,000.00
122 - LUNCH REGISTRATION	8,843.53
Total 120 - MONTHLY LUNCH MEETINGS	11,843.53
150 - EDUCATION, PUBLICATION	
151 - TRAINING SEMINAR	7,331.14
Total 150 - EDUCATION, PUBLICATION	7,331.14
170 - GOLF TOURNAMENT INCOME	
171 - TOURNAMENT REGISTRATION	6,248.93
172 - TOURNAMENT SPONSORHIP	750.00
173 - GOLF TOURNAMENT RAFFLE	2,064.00
Total 170 - GOLF TOURNAMENT INCOME	9,062.93
180 - MEMBERSHIP	
181 - APWA NATIONAL REBATE	2,347.35
182 - CHAPTER DUES	4,051.96
Total 180 - MEMBERSHIP	6,399.31
190 - CONFERENCE REIMBURSEMENT	
191 - NAT'L DELEGATE REIMBURS	500.00
192 - LEADERSHIP CONF REIMBURS	96.73
Total 190 - CONFERENCE REIMBURSEME...	596.73
210 - OTHER INCOME	
211 - MISC INCOME	342.00
212 Transportation Committee	618.70
214 - Young Professional Events	192.38
218 - INTEREST-DIVIDENDS	14.88
Total 210 - OTHER INCOME	1,167.96
220 - INVESTMENT INCOME	
221- MERRILL LYNCH ACCOUNT	11,374.15
Total 220 - INVESTMENT INCOME	11,374.15
230 - AWARDS INCOME	
231- PLAQUE ORDERS	2,075.00
Total 230 - AWARDS INCOME	2,075.00
Total Income	79,838.66
Expense	
310 - DINNER DANCE	
311 - DINNER DANCE EXPENSE	21,578.31
Total 310 - DINNER DANCE	21,578.31
320 - MEETING LUNCH EXPENSE	
321 - HOTEL EXPENSE	14,772.40
Total 320 - MEETING LUNCH EXPENSE	14,772.40
360 - EDUCATION, PUBLICATION	
361 - TRAINING SEMINAR	3,320.00
Total 360 - EDUCATION, PUBLICATION	3,320.00
370 - GOLF TOURNAMENT	
371 - GOLF TOURNAMENT EXPENSES	12,590.06
Total 370 - GOLF TOURNAMENT	12,590.06

American Public Works association
Profit & Loss
July through November 2017

	<u>Jul - Nov 17</u>
410 - OTHER COMMITTEE EXPENSE	
411 - AWARD COMMITTEE EXPENSE	6,877.32
413 - YEAR END RECOGNITION	407.10
417 - SCIENCE FAIR	2,000.00
418 - SCHOLARSHIP COMMITTEE	6,151.00
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Total 410 - OTHER COMMITTEE EXPENSE	15,435.42
414	386.92
419.5	79.64
420 - NATIONAL REP EXPENSE	
421 - CONGRESS-BOARD/DELEGATE	11,494.18
422 - CONGRESS DIRECTOR TRAVEL	3,811.14
424 - LEADERSHIP TRAINING	2,752.00
426 - So Cal joint chapter mtg	221.02
428 - CA CHAP DINNER @ CONGRESS	3,667.89
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Total 420 - NATIONAL REP EXPENSE	21,946.23
440 - BANK EXPENSES	
441 - Bank Fees	24.75
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Total 440 - BANK EXPENSES	24.75
450 MISCELLANEOUS EXPENSES	
453 - MISC EXPENSES	658.17
454 - OFFICE SUPPLIES	80.53
457 - CHAPTER ADMINISTRATOR	2,520.00
459 - STORAGE ROOM FEE	276.80
460- SMPS Path to Partnership	1,000.00
461- CHARITABLE DONATIONS	100.00
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Total 450 MISCELLANEOUS EXPENSES	4,635.50
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Total Expense	94,769.23
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Net Income	<u><u>-14,930.57</u></u>

12/13/17

**APWA San Diego and Imperial Counties Chapter
Financial and Investment Policy**

Updated 10/12/17 and adopted by the Chapter Board on 10/12/17

Goals of Policy:

1. Define the assets of the Chapter.
2. Define the financing strategy.
3. Provide a strategy for the long-term finances of the Chapter.
4. Provide a guideline for budgeting and annual rebalancing of funds.
5. Provide sufficient cash-on-hand to meet cash flow requirements throughout the year.
6. Provide sufficient reserves for special (unbudgeted) one-time expenditures or economic downturns.

Chapter Assets:

The Chapter's assets are divided into an Operating Fund, and a Long-Term Fund:

- The **Operating Fund** will be held in cash accounts, i.e. checking, savings, and/or money market accounts, that maximize the availability of funds.
- The **Long-Term Fund** will be held in a portfolio of stocks, bonds, and cash through APWA National's Global Allocation investment option (with Merrill Lynch), which currently provides a mix of 53% stocks, 25% bonds, 20% cash, and 2% other. The Board should periodically review this investment option to make sure it remains consistent with the Chapter's Financial Strategy.

Financial Strategy:

The Chapter's Financial Strategy is to fund the Chapter's educational, scholarship and internship programs/activities, as well as hosting conferences, through multiple fundraising events throughout the year. In addition to these events throughout the year, a small amount of funds will be withdrawn from the Long-Term Fund each year (as defined below).

Long -Term Fund Strategy:

The following are general guidelines for withdrawal of funds from the Long-Term Fund:

- The reserve balance of the Chapter's Long-Term Fund is to be maintained at an amount **greater than 50% of the annual Operating Expense and not less than a balance of \$100,000.**
- The treasurer will evaluate the balance of the Long-Term Fund on an annual basis during the budgeting process, and based on the recent performance of the fund and other factors, recommend to the Chapter's Board of Directors the amount to be withdrawn from the fund (requiring approval of the Board of Directors).
- A general rule of thumb:
 - The annual withdrawal from the Long-Term Fund shall be **approximately 6%.**
- The actual withdrawal of the funds from the Long-Term Fund shall be made at the point in time that the Operating Fund falls below 15% of the yearly Operating Expense. (Note: Treasurer shall obtain approval from the Board of Directors prior to a transfer of assets.)
- *When the Long-Term Fund **drops below \$200,000**, this Financial and Investment Policy shall be re-evaluated to determine if the strategy should be adjusted to preserve the future of the Chapters' Assets.*

Budgeting Guidelines and Process:

The Treasurer will develop a budget for the year based upon input from the Chapter's Board of Directors and the Committee leaders to develop the income and expenses for all Chapter activities.

- The goal of the budgeting process is to develop a balanced budget, (Income = Expenses) – NET ZERO INCOME.
- If the expenses exceed the income, the following guidelines shall be followed in developing the cash reserves for the budget:
 1. Use positive net income from previous year (Year 1) Operating Actual Profit & Loss.
 2. Use positive net Income from previous year Long-Term Fund.
 3. Withdrawal up to 6% from Long-Term Fund.
 4. Note: Budget deficit should **not exceed 20%** of Year 2 Operating Expenses.
 5. If the budget deficit is greater than the sum of 1+2+3 above, and /or 20% of the Year 2 expenses, then the Chapter's Board of Directors shall review the budget and approve one of the following outcomes:
 - A. Make adjustments to the budget to bring it within the above guidelines.
 - B. Approve the additional **one-time expenditure** for Year 2.

Budget Calendar- (Treasurer to perform all budget tasks.)

- January – Review ½ year actual income and expenses to budgeted amounts.
- February/March – Begin discussing budgets with Committee leaders and Board of Directors.
- April – Present first draft of budget (and ask for input).
- May – Provide final draft of budget.
- June – Obtain approval of Final Budget, Balancing of Assets, and any transfers from the Long-Term Fund.

Allocation Process:

The Treasurer will rebalance the Operating Fund in June - upon approval of the budget for the following fiscal year using the following allocation process:

1. Establish the total financial assets at Year 1 (year-end)	<u>Example</u> \$315,000
2. Establish the operating budget (expenses) for Year 2	\$210,000
3. Ensure that the Operating Fund has a balance greater than 1/3 of the Year 2 Operating Fund:	
A. 1/3 of Year 2 operating budget to the Operating Fund	\$70,000
B. Year 1 (year-end) Operating Fund	\$73,000

- If A is greater than B, no reallocation necessary.
- If A is less than B, Treasurer to ensure that the Operating Fund does not drop below 15% of Year 2 Operating Expenses.
- If the Operating Fund drops below 15% of the Yearly Operating Expenses, the Treasurer shall notify the Chapter's Board of Directors and advise that a transfer from the Long-Term Fund is required at that point of time of the fiscal year (requires approval by the Chapter's Board of Directors).

This policy shall be implemented by the Chapter Treasurer, and may be adjusted as appropriate by a vote of the Chapter's Board of Directors.

Ad Hoc Speaker Bureau

APWA San Diego/Imperial Counties Chapter Officer Roles and Responsibilities

Updated 8/7/13, Revised 8/29/2013

Past President

- Chair Nominating Committee for next year's election of the Board of Directors including Officer positions
- Mentor the President and other officers as needed
- Chair the Ad Hoc P.A.C.E. Award Committee
- Coordinate with Past Presidents on ad hoc assignments

President

- Run and maintain order at regular Board meetings
- Set Board meeting Agenda
- Run general membership luncheons
- Maintain communication among the directors and officers
- Maintain communication between the Chapter and APWA National
- Attend APWA Congress
- Organize and run annual Strategic Planning session
- Committee member of all Chapter Committees
- Make required appointments such as Treasurer and committee chairs
- Enter into contract with hotel for monthly membership luncheons
- Respond to media requests pertaining to chapter
- Participate in selection of Chapter Administrator Selection
- Coordinate end of year Board dinner with APWA National President
- Coordinate selection of board members to attend APWA Leadership Conference
- Appoint replacement for any vacant board positions after elections have taken place
- Review by-laws to ensure chapter is in compliance with policies and procedures
- Assist Awards Committee with distribution of chapter awards
- Approve the role and function of all chapter committees

President-Elect

- Arrange general membership luncheon speakers and agency spotlights via and Chair Programs Committee
- Coordinate luncheon information (speaker names, bios, topics, etc.) with the Chapter Administrator
- Coordinate joint luncheons with other groups (ASCE, APWA committees, etc.)
- Serve as Board liaison to one or more committees
- Attend APWA Congress
- Member of the annual audit committee
- Assist President with selection of Chapter Administrator Selection
- Ensure chapter website is current

Vice President

- Arrange general membership luncheon sponsors
- Develop Marketing plan to solicit sponsors for monthly luncheon
- Serve as Board liaison to one or more committees
- Review all solicitation, training and notices prior to placement on chapter internet site
- Assist Awards Committee with Sponsor coordination at Awards Luncheon

Secretary

- Prepare and distribute minutes of the Board meetings
- Prepare and distribute minutes of the annual Strategic Planning Session and other special meetings
- Serve as Board liaison to one or more committees
- Retain all Chapter documents associated with Board Meetings during office term
- Responsible for long term storage of key documents during office term

Treasurer

- Maintain the Chapter's books and financial records
- Report on the Chapter's finances at Board meetings, including current (prior month-end) balance sheet and profit & loss statement
- Maintain the Chapter's bank accounts and reconcile all statements
- Maintain the Chapter's investment account
- Prepare required reporting to APWA National, including income tax-related items
- Pay all Chapter bills and reimbursement requests
- Coordinate with committees that have income and expenses, such as Dinner Dance, Awards, Golf Tournament, Education, and Transportation, to include those items in the Chapter books as required by APWA National
- Provide all information required for the annual audit
- Coordinate with banking institution to ensure chapter signature authority is current
- Attend annual Audit Committee meeting and provide copies of financial books for review

Directors (Add Duties)

- Be active participant at board meetings by arriving on time and participating in discussions
- Member on at least one standing committee
- Represent chapter at regional and national events
- Assist efforts to promote chapter
- Membership Committee member

Delegate (Add Duties)

- Coordinate with APWA National
- Attend Board Meetings and share information
- Attend Spring Conference Delegate Meeting
- Represent chapter at regional and national events
- Assist in identifying and supporting membership selections on national committees

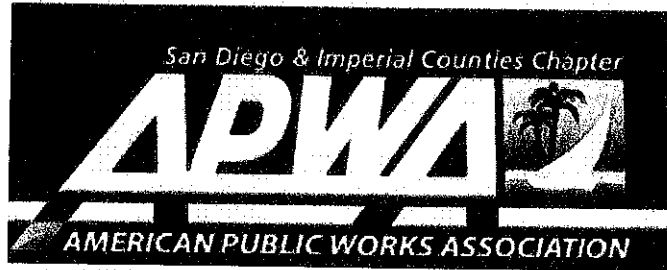
PALOMAR COLLEGE

Learning for Success

1140 W. Mission Rd.
San Marcos, Ca
92069



San Diego Area Chapter



Public Works Management Degree Program

The following courses are offered in cooperation with the American Public Works Association and the Maintenance Superintendents Association and are part of Palomar College's PUBLIC WORKS MANAGEMENT Certificate and Associates Degree programs.

Public Works Management classes are designed for Public Works field personnel to develop and upgrade their technical and supervisory skills in the changing environment of Public Works, and are taught by experienced Public Works professionals. These classes are from a series of nine Public Works courses offered by Palomar College, leading to a Certificate of Achievement and/or an Associate in Arts Degree in Public Works Management.

95% of Courses will be offered online.

The courses in the Public Works Management series include:

- Introduction to Public Works
- Asphalt and Portland Cement
- Public Works Inspection
- Supervision
- Computer Applications
- Street Construction and Maintenance
- Plan Interpreting and Cost Estimating
- Public Works Administration
- Parks and Landscape Maintenance
- Discharge Compliance Fundamentals

Spring registration is open now! Classes start the week of January 29th 2018.

Class Number	Subject/Catalog Number	Course Title	Available
32908	Public Works Management (PWM) 50	INTRODUCTION TO PUBLIC WORKS	Online
32909	Public Works Management (PWM) 51	STREET CONSTRUCTION/MAINTENANCE	Online

ENROLLMENT: Apply to Palomar College on-line <http://www.palomar.edu>; or call Palomar College 760/744-1150, ext. 2284 for admission information. Upon enrolling, students will receive an I.D. number and registration date.

Classroom space is limited so register now!!!!!!!

For additional information go to: <https://www2.palomar.edu/pages/ti/public-works-management/> or contact Tony Ulloa at (760) 585-5071 or tony.ulloa@carlsbadca.gov