



## Chapter 16 E-Board Meeting Minutes

Friday May 29, 2015

Pease Development Authority Office  
Portsmouth, New Hampshire

*In Attendance:* Sue Tauber, Patty Quinn, Betsy Bosiak, Scott Lachance, Lara Bailey, Rick Pino, Mike McParland, Betsy Kelly, Norm Twaddel,

### I. Welcome: Sue Tauber, President

Sue opened the meeting at 9:15 AM, welcoming all present.

### II. Review and Approve Minutes of February 20, 2015 E-Board Meeting Betsy Bosiak, Secretary

February 20, 2015

It was discussed the minutes had been approved via an e-mail vote in March. **Lara motioned to confirm the approval of the February 20, 2015 E-Board Meeting minutes, Rick seconded the motion. The motion passed.**

### III. Old Business

#### a. By Laws i. Ready for Approval Lara Bailey & Patty Quinn, SR/WA's

Patty noted There were 4 revisions: quorum, retirement status, E-Board and eliminate the scholarship committee. The by-laws have been sent to Eric Finn for review and are awaiting his comments. Lara and Patty reviewed the revisions.

### IV. New Business

#### a. Review Chapter Financials i. Account Status a. Checking b Scholarship ii. Budget Mike McParland, R/W-RAC

Mike discussed issues with Bank of America requiring a letter of compliance from the IRS. He had had a conference call with Headquarters and the bank. It was determined during the call to close the accounts and Bank of America and reopen at another bank. Mike has done this with a resolution developed by Betsy and voted upon by the E-Board. As of the closing of the accounts there was \$14,846.96 in the checking account and \$9007.06 in the scholarship account. Mike has opened new accounts at Dedham Savings Bank.

Mike noted that the courses at NHDOT will cost the Chapter money that will come from the scholarship fund. The facilitator's fee was \$600.00/day for a total of \$2,400.00 and an additional \$2,000.00 in expenses. Rick noted that the courses were not marketed. Mike noted there was no marketing from Headquarters either. Rick discussed that the Chapter may have to tell NHDOT we cannot sponsor courses unless they can guarantee enough participants to cover the costs or another way to cover the costs.

Lara noted that 505, 506 and 803 are out on the Website. Rick indicated NHDOT is asking for 421 in the fall. He wants to discuss with MASSDOT before scheduling the course.

Sue noted the need for a budget; Mike will check on this and do one if it has not been done.

- |  |           |
|--|-----------|
| b. Education   | Rick Pino |
| i. Update on Course progress in Chapter  |           |
| a. NHDOT Relocation Courses 501, 502, 505 & 506  |           |
| b. Attendance for all?   |           |
| c. Ashley Emerson coordinated 501 and 502 (May 18-21) and is the confirmed coordinator for 505 (June 22) |           |
| d. How did courses 501 and 502 go: attendance?   |           |
| e. Lara Bailey is confirmed coordinator for 506 (June 23-24)   |           |

AS discussed above the Chapter had losses for 501 and 502. Lara noted there are 10 participants signed up for 505 with a similar number for 506. Course 803 was discussed with it being noted that if enough participants do not sign up, the Chapter may not be able to hold this course.

It was discussed sending an e-mail to all Chapter members regarding the courses. Lara and Patty will work on this.

- |   |                                  |
|---|----------------------------------|
| c. Professional Development   | Scott Lachance, SR/WA, PDC Chair |
| a. Have possible new member out of MA joining; other – should this be in membership? Or is it referring to a designation? |                                  |
| b. Did you speak with Norm?   |                                  |
| c. Review issues with B.G. King Certification – e-mails were forwarded to all.  |                                  |

Scott did not have a lot to report; he is concerned he may not have the time to complete the duties of the Chair to the Committee. It was noted this chair needs to be credentialed. Norm will forward to the E-Board members a list of members in various paths for an update.

Sue noted that if people are on a path they need to be in contact with the PDC. There are three members on the SR/WA path currently. Lara volunteered to assist Scott.

- |                     |              |
|---------------------|--------------|
| d. Membership       | Betsy Bosiak |
| i. How many members |              |
| ii. New members     |              |

- iii. President or Membership chair to call and find out what they are looking for in the chapter, to be published in the newsletter

Betsy discussed the membership list she received from Headquarters noting that there were two new members since the list was sent to her. Betsy will forward the list to Sue and Lara to develop a Chapter e-mail list.

Sue feels the President should contact new members asking why they joined and what can the Chapter can do to help with classes, etc.

- e. Communications
  - i. Website/Newsletter
    - a. Update – Website update, working on newsletter
    - b. Submissions from members

Sue has tried to keep the Website up to date. She has a newsletter ready to send out. Betsy gave her a list of new members to include in the newsletter.

It was noted there is no presentation for the June 5<sup>th</sup> meeting. Members tried to reach Trish Morrison to see if she could have a speaker from NHDOT, but she was not available.

- f. Nominations
  - a. Send out roster to be voted on for 2015-2016 officers
- Sue will put the list of nominations on Member Fuse.
- g. Region/International News
  - i. Update on International education
  - ii. Education Fund – Still donating the Lobster/clam gift certificate?
  - iii. Director voting – will review at June 5 membership meeting
  - iv. Update on CHIP's – keeping on top of requirements – ST
  - v. Spoke to Chapter 3, Jim & Amir about WebEx for our meetings
    - 1. Piggy back on HQ WebEx
    - 2. Need computer, with camera and cell phone for audio

Rick informed the E-Board he has been asked to Chair the International Valuation Committee. He has accepted the position. He has spoken with Lee and Wayne Goss about the possibility of changing the committee to something other than a CoP. To complete the change someone from the IEC would have to make the motion or a Director at their meeting. He does not feel this will be done until 2016. Rick noted the Valuation Committee has a list of over 1,000 members.

Rick noted that the Relocation Committee also has issues with no requirements for membership to the committee. The CoP Committees were discussed.

Mike will purchase the Lobster/Clam bake Gift Certificate this weekend. **Lara motioned to update the Lobster/Clam Bake to \$350.00, Patty seconded the motion. The motion passed.**

Sue has been keeping up with what the Chapter needs to do for CHIP'S with the Chapter having received the last quarter's incentive.

Sue noted that Chapter 3 uses the HQ WebEx for meetings. It would give people who don't attend meetings a chance to attend.

Mike noted the Relocation CoP had some WebEx's that did not work well. He noted that they needed one person to be in control.

It was suggested to start with an E-Board meeting. Patty noted members would like copies of power points to review.

The cost of IRWA courses was discussed with many people feeling the cost was excessive compared with other organization courses.



Lara reported that Percheron will contribute \$1,000.00 toward the purchase of golf balls and lunch. M & N will sponsor \$300.00 toward lunch and prizes.

It was reaffirmed that Course 803 needs to be marketed and cannot be held if the Chapter will lose money.

Lara noted she needed assistance with sending out the sponsor letters. Betsy volunteered to assist her with this. Lara noted the brochure was on the member network. Betsy will keep a spreadsheet for income and expenses.

Scott suggested having "reserved" cards for tables. A conference call will be held on June 29<sup>th</sup> for the Golf Classic Committee.

The individual trophies was discussed with it being noted that two are needed. Betsy will work on this.

Attendees to the annual conference will be Sue, Patty, Lara, Rick and Mike.

Sue noted that one item the Directors would be voting on is regarding Chapters that do not follow the incentive program. A decision will have to be made at the General Meeting as to how the Chapter Directors should vote on this.

Norm gave Betsy K. copies of the applications for scholarships. It was determined they could not award any scholarships until all expenses for the NHDOT courses are paid to see what money is remaining in the fund. There were 17 applications for 2015 and 14 for 2014.

VI. New Committee Chair Positions

- |                        |                |
|------------------------|----------------|
| a. Local Public Agency | Ashley Emerson |
| b. Pipeline            | Lara Bailey    |

Lara noted that items are continuing. Patty noted the opposition to the Kinder Morgan pipeline in southern New Hampshire.

- |                   |                |
|-------------------|----------------|
| c. Transportation | Trish Morrison |
| d. Utilities      | Betsy Kelly    |

Betsy B. noted that Fairpoint would like to sell its lines, etc. in Maine, New Hampshire and Vermont.

VII. CoP Chair/Vice Chair Positions

- |                         |              |
|-------------------------|--------------|
| a. Survey & Engineering | John Roberts |
| b. Title                | Vacant       |
| c. Valuation            | Rick Pino    |

Rick reported that Massachusetts is looking to change the notice period to property owners that an appraisal will be completed on their property from 30 to 15 days. The change requires Federal and State approvals. He also noted that Boston does not want to allow any new pipelines within the City.

- |                |                |
|----------------|----------------|
| d. Acquisition | Vacant         |
| e. Relocation  | Mike McParland |

Mike noted there will be 5 Relocation sessions in San Diego. He said this is the least amount the committee has ever had.

- |                     |              |
|---------------------|--------------|
| f. Asset Management | Betsy Bosiak |
|---------------------|--------------|

Betsy said there has not been any conference calls recently for the committee.

- |                |             |
|----------------|-------------|
| g. Environment | Patty Quinn |
|----------------|-------------|

Schedule of 2015/2016 meetings:

- July 10 – Golf Classic at Kimball Farms
- August 14 – E-Board - Portland Water District
- September 11 – General Membership – Vermont?
- October 2 – E-Board – Rick's Office (Boston)
- November 13 – General Membership – MASSDOT or MBTA
- December 11 – E-Board – Pease
- January 8 – General Membership – NHDOT
- February 12 – E-Board – Mountain LTD
- March 11 – General Membership – Portland or Kittery
- April 1 – E=Board – Pease
- May 13 – E-Board – M & N – Richmond, ME
- June 3 – General Membership – Installation – NHDOT
- June 12 – Nashville (Annual Conference)

Action Items:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**All meeting minutes are posted on the website for review.**

Sue adjourned the meeting at 12:40 PM.

Respectfully submitted,  
Betsy Bosiak, Secretary