



MSA EXECUTIVE BOARD OF DIRECTORS

MINUTES

Xavier Mendez, President
Randy Carnahan, Vice President
Adin Selby, Secretary
Rudy Cancio, Treasurer

Thursday, May 10, 2018

1:00 PM

Napa Room

1. Call to Order: President **Mendez** called the meeting to order at 1:05 p.m. in the Napa Room of the South Point Resort in Las Vegas, Nevada.
 - a. Pledge of Allegiance: Vice President **Carnahan** led the Pledge of Allegiance.
 - b. Introductions: Michael **LaRocca** from the San Francisco Bay Area Chapter was in attendance as a guest. Other new attendees were Chris Tamez, City of Readley, new delegate for Central Valley Chapter; Adam Endress (Nixon-Egli), new alternate vendor rep. south replacing Ben Howseman; Greg D’Ambrogi and Melanie Fraley new delegates with the Redwood Empire Chapter.
2. Roll Call: Secretary **Selby** took the roll.

Arizona	Lory Warren – present	Janet Martin – present
Central Coast	Marvin Maggio - present	Randy Carnahan - present
Central Valley	Hal Berg – present	Chris Tamez - present
Greater Ventura Area	Steven Cruz – absent	Kevin Wilson – absent*
Inland Empire /Desert	Xavier Mendez - present	Ken Fischer - present
Los Angeles/Orange Area	Gerard Batista - present	Bill Ornelas – present
North Central Valley	Adin Selby - present	Gordon Wang - present
Redwood Empire	Melanie Fraley - present	Greg D’Ambrogi - present
San Diego Area	Rudy Cancio - present	Tony Ulloa - present
San Francisco Bay Area	Tsutomu Imamura - present	Carl Valdez - present
Vendor Rep. / North	Pete Cortopassi - present	Joseph Ortega - absent
Vendor Rep. / Central	Gary Lewis - absent	Erick Gustafson–absent
Vendor Rep. / South	Rob Manriquez - present	Adam Endress - present
Maintainer Reps.	Mike Brooks - present	Bill Copeland - present
Financial/Website Asst.	Jerry Dankbar - present	
Education Director	George Bradley - present	
Administrative Asst.	Susie Evans - present	

*Rick **Fulmer** attended in Delegate Wilson’s absence.

- a. Approval of Minutes: Motion by Delegate **Warren**, seconded by Vendor Rep. **Cortopassi**, to approve the Minutes of the January 18, 2018 Executive Board meeting as submitted. Motion carried unanimously.
 - b. Secretary’s Report & Certificates: Secretary **Selby** had no certificates, but will provide handbooks for the new delegates. He will prepare certificates for those who are recently no longer on the Board for their service on the Executive Board.
3. President’s Report:
- a. Presidential Visits Report: President **Mendez** reported that he emailed his Executive Privilege, which reported on what he has done and what is planned. One part of the report he wanted to emphasize was he went to the City of Novato to visit the Redwood Empire Chapter and was very pleased with what he saw as far as participation. He looks forward to seeing what is coming next.
 - b. President’s Remarks: President **Mendez** reported that being President doesn’t solely mean it’s the only time to make changes, but rather anytime delegates wish to see some changes, they can bring it up at any time, just let us know. He shared about his recent trip to Arizona for their annual Equipment Show and thanked the Chapters that he’s visited and those that he plans to visit for their hospitality.
4. Treasurer’s Report: Treasurer **Cancio** reported the following:

Checking	\$	23,264.99
Time Deposit – 7561-3	\$	34,871.13
Time Deposit – 7601-7	\$	13,122.42
Conference Advances	\$	0.00
Total	\$	71,258.54

Redwood Empire Chapter and Inland Empire/Desert Chapter still owe their annual dues.

Motion by Delegate **Warren**, seconded by Delegate **Valdez**, to approve the Treasurer’s Report as submitted, with some minor typo corrections. Motion carried unanimously.

Delegate **Imamura** asked if the Treasurer’s Report could be standardized. Jerry **Dankbar** reported that the same report format has been provided for the last several meetings. However, if the delegates would like to see something different, please let him know.

Delegate **Warren** asked for clarification on the listing for dues and student fees. Jerry **Dankbar** provided clarification.

Delegate **Berg** asked about the bank fees. Jerry **Dankbar** provided clarification and noted the convenience for him if each Chapter banked with Chase, which is who the Executive Board banks with, for ease of access to view each chapter’s information.

- a. Approval of Bills & Claims: None.
 - b. Budget/Finance Committee: None.
5. Maintainer Report: Mike **Brooks**, Three B Enterprises, reported that he still needs membership rosters from several chapters. He has only received rosters from four chapters. If there are new members and he doesn't have the new information, the new member won't get a *Maintainer*. There are a few new advertisers that started at the beginning of the year. He asked that chapters please get him event information as soon as possible due to the timing of the publication. It's free advertising for the chapters if they provide him with the information. Articles aren't necessarily needed, but pictures and some basic information is helpful and then he can write the article. The *Maintainer* isn't successful without the vendor support, so it's essential to get chapter participation.

Delegate **Valdez** asked if Mike Brooks could provide a standard template for events so we know what basic information is needed. Mike **Brooks** indicated he could and would do that.

Bill **Copeland** thanked the Board for an unexpected gift while he was in the hospital for a recent health issue. Michael **LaRocca** assisted with the purchase of a lemon tree, which he planted in his back yard. He appreciates the warm thoughts.

6. Education Program Report: Education Director **Bradley** provided a written report and referred attendees to it. He went to the Redwood Empire when they had their recent workshop and he provided extra copies of the *Maintainer*, which were handed out as raffle prizes. Other expenses were flyers that were printed and handed out at various chapters that he's visited. The summer semester is about to start in early June. Several new students and past students are interested in paying with credit card. He will be working with the Treasurer and Bookkeeper to get that accomplished. New trainers and courses are needed for future courses. He has been turning some students away because he hasn't had the courses ready. APWA offers certification classes that are very good, but they aren't online. President **Mendez** indicated he shares information about the education certification program when he visits the chapters. George **Bradley** indicated he would begin requiring students to pay the tuition prior to the start of the training because he has experienced several students who he has needed to track down for payment of the class after the fact. He wrote up a guideline for instructors to get consistency on training. Mike **Brooks** asked if it would be possible to give the Education Program a slot on the agenda at the conference to speak about it to all of the attendees. Delegate **Warren** thought it would be a good idea to add that to the protocol and also include a brochure in the conference welcome packet. The Conference Committee Chair will work on adding that. Delegate **Ulloa**, Conference Committee Chair, asked for some direction on his role. President **Mendez** reviewed the Minutes from the last meeting and noted that the protocol is on the website.
7. Vendor Report: Vendor Rep. **Cortopassi** spoke about the following: He's spoken to most of the chapter vendors and spoke about the criteria for the Stellar Vendor Award.
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Vendor Rep. **Manriquez** makes sure when he attends various chapter meetings and reaches out to vendors there, but hasn't received any feedback yet.

8. MSA Foundation/501(c)3 Report: Delegate **Valdez**, President of the Foundation, reported that the Foundation Board met earlier today. He's noticed that each meeting appears to have more attendees. The donations received to date totals \$33,600 plus \$4,000 additional donations since the last Treasurer's Report was completed. Most of the donations to date have been gained by word of mouth, but they intend to expand the marketing, including a pamphlet and online presence. He is also going to develop an article for the *Maintainer* and an FAQ. They have established ways for people to transfer money from a trust into the Foundation. Tsutomu **Imamura** is working on filing a Fictitious Business Name or Doing Business As (DBA), which will make it easier for people to donate when writing a check because the official name is too long. They anticipate the DBA to be MSA EDU. They've also established a way for when someone donates something to benefit the Foundation (like for a golf tournament that benefits the scholarship fund), the Foundation can provide a letter so the donator can use the tax write-off receipt. Vendor Rep. **Cortopassi** asked if the Foundation could do a video to explain it, perhaps to include testimonials from those who have donated. President **Mendez** noted that professional videos do cost money. He suggested perhaps some testimonials to post on the website. Delegate **Warren** suggested perhaps vendors could sponsor the video (brought to you by) and use it as an expense write-off. Vice President **Carnahan** suggested MSA promoting Public Works Week, which is every May, similar to how APWA celebrates it.

President **Mendez** called for a break at 2:06 p.m. and called the meeting back to order at 2:19 p.m.

President **Mendez** reported he would be reorganizing the agenda, moving Item 15 to the beginning of New Business because there are a number of attendees that need to leave for flights.

9. Committee Reports:

- a. Education/Training Committee: Delegate **Valdez**, Committee Chair, reported that since the Education Program is progressing, he has been in constant contact with Education Director **Bradley**, so there is nothing more to report on this.
 - b. Past President's Committee: Delegate **Valdez**, Committee Chair, reported that he also attended the recent Redwood Empire Chapter training in Novato and he met with former Past President Waite. He will have a full report at the next meeting.
 - c. Conference Advisory Committee: Delegate **Ulloa**, Committee Chair, reported that he would have a full report at the next meeting.
 - d. Communication Committee: Vice President **Carnahan**, Committee Chair, reported that there has been more use of AskMSA through the Facebook group. There are still 28 friends, but communication is more active.
 - e. Marketing Committee: Nothing to report.
 - f. Website Advisory Committee: Jerry **Dankbar**, Committee Chair, reported that the website is working. There have been questions about the calendar, but only Scott
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Tuchman, Jerry Dankbar, and Susie Evans have the ability to add events, so just let us know and it will be added. There have been some difficulties getting updates from Scott Tuchman. Jerry learned that Scott Tuchman raised the rates in January and he hasn't budgeted for that and isn't happy with it. Susie Evans has been working on developing a new website on a different platform which is about 80% done. It will be much easier to maintain and things will be reorganized to be easier for users. He hopes the new website will be up before the end of the month. We will send a link of the new draft website before the end of the month and send it out to the EBoard for approval. Vendor Rep. **Cortopassi** indicated the importance of chapters adding their meetings to the calendar.

- g. Awards and Recognition Committee: Delegate **Fischer**, Committee Chair, reported that Founder's Award nominations are due by the end of the May meeting.

OLD BUSINESS

10. Chapter Boundaries Map: President **Mendez** reported that he provided a draft of the Chapter Boundaries Map that he's been working on. He's since learned that there has never been an Imperial Chapter, so he's going to fix that. It has all been done in GIS and the final will be on the website also.
11. Chapter Reports: President **Mendez** reported that he provided a sample of a fillable standardized Chapter Report that would take place of the Chapter Narrative Report and the Health of the Organization that each chapter is supposed to provide at each meeting. He reviewed the draft fillable report. He noted that he took pointers from the Ventura Chapter, which seemed easiest to view. Delegate **Warren** asked for clarification on if the current Health of the Organization report would no longer be used since the Past President's Committee needs that information for their annual report. The draft submitted covered information for both reports, however consideration can be made if the Past President's Committee needs their information separately. **Motion by Delegate Fischer, seconded by Delegate Warren to approve the updated Chapter Narrative Report to be submitted by each chapter two weeks prior to each EBoard meeting. The Health of the Organization will remain as is and should be submitted by each chapter at each May meeting and the Past Presidents Committee will provide their annual report. Motion carried unanimously.**

NEW BUSINESS

12. *Award Nominations: This item was re-ordered. Delegate **Fischer**, Committee Chair, handed out the ballots for the Peter Walsh and Stellar Vendor Awards and gave directions for filling them out and who is allowed to vote.
- a. Founder's Award: Delegate **Fischer** stated that Founder's Award Nomination packets are due by the end of the meeting today.
- b. Peter Walsh Award: The nominee names were read in alphabetical order:
- o Doug Blackstock, City of Del Mar-retired (nominated by San Diego Area Chapter)
 - o Randy Carnahan, Santa Barbara County (nominated by Central Coast Chapter)
 - o Bill Copeland, City of Livermore-retired (nominated by San Francisco Bay Area Chapter)
 - o Xavier Mendez, City of Montclair (nominated by Inland Empire/Desert Chapter)

- c. Stellar Vendor Award: The nominee names were read in alphabetical order:
- Michele Burt, Powerland Equipment, Inc. (nominated by San Diego Area Chapter)
 - Bryan Darling, CrafcO (nominated by Arizona Chapter)
 - Hether Flores, Emergency Services Restoration, Inc. (nominated by Los Angeles/Orange Area Chapter)

The Delegates voted and Jerry **Dankbar** collected the completed ballots in order to tally the votes. The nominees will be notified of their nomination and the winners will be announced at the Annual Conference.

13. *Revision to Stellar Vendor Award Protocol: This item was re-ordered. The Vendor Representatives provided a written report and submitted it for vote. **Motion by Delegate Warren, seconded by Delegate Ulloa, to approve the revision to the Stellar Vendor Award Guidelines, Procedures, and Protocol as submitted with the revision effective starting with the 2019 Awards cycle.** Discussion was held on the following: Delegate **Warren** inquired if this was brought before the Awards Committee first; at the last meeting direction was to bring the changes to the Board for approval at the May meeting for the next award cycle in 2019. After discussion, motion carried unanimously. The new protocol will be updated and added to the website. Vendor Rep. **Cortopassi** added that the Vendor Board delegates discussed that in addition to chapters nominating vendors for the Stellar Vendor Award, the vendors should also be eligible to nominate vendors for this award. Delegate **Warren** indicated in essence, the vendors do have the opportunity to submit nomination, but it should be done through the chapter. Mike **Brooks** commented that the decision that nominations come through the chapter was to avoid any conflict of interest. President **Mendez** commented that it might make sense for each chapter to nominate whomever they select for their Chapter Vendor of the year. Vendor Rep. **Manriquez** commented that the only issue is that the Chapter Vendor of the Year may not meet all of the qualifications for Stellar Vendor of the Year. Education Director **Bradley** suggested the vendors create an agenda for the annual vendors meeting held after the conference. Discussion was held on a Vendor Hall of Fame. Vendor Rep. **Manriquez** inquired if the vendors wanted to change something or adding a Vendor Hall of Fame for years of service, would it be necessary to bring to the Awards Committee. Delegate **Fischer**, Awards Committee Chair, indicated it is. President **Mendez** asked Vendor Rep. **Manriquez** to put something together and provide it to the Awards Committee in order to have this move forward. Delegate **Berg** indicated the Hall of Fame was initially put together for companies who have 25 years of consecutive service.
14. *Maintenance of Association Website: This item was re-ordered. Delegate **Imamura**, who originally submitted this item, requested this item be removed from the agenda. President **Mendez** removed this from the agenda.
15. *Protocol to Follow Procedure for Peter Walsh Award Nomination: This item was re-ordered. Delegate **Imamura**, who originally submitted this item, requested this item be removed from the agenda and asked that it be added to the September agenda. **President Mendez removed this from the agenda and asked for it to be added to the next**

meeting agenda.

President **Mendez** called for a break at 3:13 p.m. and called the meeting back to order at 3:19 p.m.

16. Conference Reports:

- a. 2018 Inland Empire/Desert Chapter: Delegate **Fischer** reported that all the forms and a list of the classes would be in the upcoming *Maintainer*. There won't be a fishing trip, so instead there will be a "brew cruise" on Monday (25-passenger bus), to go to the local brewing companies in Coachella Valley and La Quinta brewing. The spousal program is coming together nicely. The spouse's will make jewelry at a glass place in the morning and then lunch at Aqua, then the chocolate factory. On Wednesday, they will do wine tasting in Temecula. One of the trainings will be on the use of drones. The golf course for the tournament is amazing in Indian Springs with a restaurant called Big Rock and is very good. They have already gained several vendor and agency registrations. They are advertising the conference in *Cal-Contractor* magazine (July or August issue) and offering free equipment show on Wednesday for Orange Shirts. The Palm Springs airport doesn't allow Uber and the Fantasy Springs doesn't provide a shuttle. The conference would be held at the Fantasy Springs Resort Convention Center in Indio, CA from October 2 – 5, 2018 with the theme "The Golden Age of MSA" since it is the 50th Annual Conference.
- b. 2019 North Central Valley Chapter: Delegate **Selby** reported the conference committee has been meeting so they have food costs, etc. They are still working on the theme. They will have a fishing trip on Monday. It will be held at the Holiday Inn in downtown Sacramento from September 30 – October 4, 2019. They are going to have an indoor tabletop vendor show only (50 spaces, first come-first served), although there will be an unsecured outside area if any vendor wants to bring a large piece of equipment. George **Bradley** reported there are many new people on the conference committee, which provides for a good succession plan for future conferences. Jerry **Dankbar** indicated they plan to begin taking reservations for vendor booths as soon as the 2018 conference is done since it is first-come first-served. Vendor Rep. **Endress** commented that vendors would save some money since they aren't bringing large equipment. George **Bradley** indicated each vendor tabletop would have electricity if they have any computer equipment. The spousal program is being planned, with a few different ideas. All of the training rooms are adjacent to the vendor area and the food is at the center of the vendor area so everyone will need to walk through that area.
- c. 2020 San Diego Area Chapter: Delegate **Ulloa** reported there are plans to have a conference app in order to connect attendees with each other, the ability to send out information during the conference (quick blast), all event listings, class schedules, and track what attendees are interested in. Will have one day of fishing, one day of golf, two days of training, one day of Equipment Show, and a competition in conjunction with APWA who will sponsor the top two winners to attend the PWX conference in

Kansas City. He, Delegate **Cancio**, and Vendor Rep. **Manriquez** went to the recent Arizona conference and raffled off four very nice backpacks. They also plan to attend many chapter equipment shows to promote this event. The dinner will be held on a steamboat. “Paradise Found” will be one of the conference logos. The app will let attendees know when the raffles are, hospitalities, etc. The conference will be held at the Bahia Resort on Mission Bay in San Diego from September 21 – 25, 2020. The resort has it’s own private beach on one side and the ocean on the other. More information will be provided at a later date.

17. Request to Host Conferences: Delegates **Berg/Tamez** provided a written request for the Central Valley Chapter to host the 2021 Annual Conference. [Motion by Delegate Selby, seconded by Delegate Warren, to approve the Central Valley Chapter to host the 2021 Annual Conference. Motion carried unanimously.](#) Delegate **Warren** indicated the Arizona Chapter would be formally requesting to host the 2022 Annual Conference at the next meeting. Delegate **Warren** commented that this is her last meeting and Matt Manthy would be replacing her on the Executive Board effective May 11, 2018, although she would be the 2022 Conference Committee Chair.
18. Request for Conference Advance Loans: The San Diego Chapter requested a conference advance loan of \$5,000. The NCVS submitted request for \$2,500 [Motion by Delegate Fischer, seconded by Delegate Batista, to approve the conference advance loan of \\$2,500 to the NCVS Chapter. Motion carried unanimously. Motion by Delegate Fischer, seconded by Delegate Carnahan, to approve the conference advance loan of \\$5,000 to the San Diego Chapter upon receipt of the official written request. Motion carried unanimously.](#)

ANNOUNCEMENTS

19. Next Executive Board Meeting: The next Executive Board Meeting will be held at 8:00 AM on Friday, October 5, 2018 at the Fantasy Springs Resort in Indio, CA.

[The meeting was adjourned at 3:57 p.m.](#)

Respectfully submitted,
Adin **Selby**, Secretary
Prepared by: Susie **Evans**
