

APWA

Maine Chapter American Public Works Association

MEETING MINUTES

December 4, 2003

Tom Martin called meeting to order at 10:23 am - Knox Room - Augusta Civic Center

Present: Paul Boudreau, Steve Johnson, Greg Dore, Stewart Sevey, Mike Claus, Eric Street, Tom Martin, John Foster, Steve Walker

1. Motion made and seconded to approve November Meeting Minutes. Board voted unanimous approval of November meeting minutes as submitted.
2. Steve Johnson went over Treasurer's report. For FY 2003 MCAPWA is approximately \$9000 in the black, with no additional income predicted and expected bills we should end up approximately \$8,000 in the black for 2003.
3. Motion made and seconded to approve Treasurer's report. Board voted unanimous approval of Treasurer's Report as submitted.
4. Budget 2004 - Tom Martin went over general budget figures. Eric Street discussed items that would differ significantly from 2003. Steve Johnson said he had negotiated \$2,200 MMA fee for 2004. Discussed cost of video production for meetings and highway congress. Stewart Sevey suggested use of local person in Skowhegan. Steve Walker discussed support of rodeo winner trip to national competition. Steve Johnson noted we need to be flexible based on support of winner by their employer. Discussed use of savings from MMA fee decrease to go to MCAPWA events. Motion made and seconded to approve proposed budget with the following revisions:

MMA budget at \$2200
Spring Meeting add \$500
Highway Congress add \$1000
Miscellaneous Expense change to \$100
Books and Publications add \$2550

Board voted unanimous approval of proposed 2004 budget as submitted with the revisions noted above. .

5. Highway Congress Assignments: Assignment sheet handed out by Steve Johnson. Board went over all assignments and filled in names where possible. Steve Johnson to forward final list to Mike Claus for inclusion with December meeting minutes.
6. Records Retention: Greg Dore and Steve Walker reported having some records. Eric Street discussed scanning records with PIP Printing. Directors urged to bring old records to next Board Meeting.
7. Tom Martin discussed purchase of rolling tote for display items, table top etc. Motion made and seconded to approve Tom Martin to bring cost proposal on rolling tote to next meeting. Board voted unanimous approval of motion.
8. Greg Dore reported he sent director term dates to Eric Street. Eric Street sent around Board contact list for changes.
9. Next meeting 1/8/04 - MMA 9:00 am. Meeting adjourned at 11:15

Respectfully Submitted, Mike Claus