



Grand Canyon Chapter Meeting

Location: Mohave County Community College – Kingman
Room 303 (New Building)
1971 Jagerson Avenue
Kingman, AZ 86409

Location Maps Link: <https://goo.gl/maps/do2btukiNG82>

Date: January 12, 2017

January 2017 Agenda

1. Pledge of Allegiance – **NO FORMAL ACTION REQUIRED**
2. Call to Order – **NO FORMAL ACTION REQUIRED**
 - *Tara at 1:05 PM*
3. Member Roll Call – **NO FORMAL ACTION REQUIRED**
 - *In Person: Di Ann Butkay – COF; Kim Aringdale – FUSD; Jason Leslie – CCTY; Christine Van Vleet – MCC*
 - *Telephonic: Nancy Colbaugh – MESC; Mary Talentinow – CCC; Scott Richardson – CCT; Tara Acton – COT*
4. Approval of Previous Meeting Minutes
 - a. November 17, 2016 – **FORMAL ACTION POSTPONED TO MARCH MEETING**
 - *November 17th Minutes had not been sent out yet. We can approve them along with the January Minutes at the March Meeting*
 - *Updates were made to the September Minutes as approved by the Chapter on 11/17/16*
5. President's Report: **Tara Acton**
 - a. Secretary/Treasurer Election Results and Swearing in of new Officer – **NO FORMAL ACTION REQUIRED**
 - *Election Results Presented – Thank you to Michael Carter for managing the special election – result: 10 votes received unanimous for Di Ann Butkay*
 - *Di Ann was sworn in as an elected officer effective immediately through July 2017 (when the future elected officers will be sworn in).*
6. Vice President's Report (If Present): **Nancy Colbaugh – NO FORMAL ACTION REQUIRED**
 - *Nancy had nothing new to report. There has not been another Chapter "Leaders in the Loop Call" since the last time Nancy reported.*
7. GCC Committee Chair Reports (If Present)
 - a. Interim Treasurer: **Di Ann Butkay – NO FORMAL ACTION REQUIRED**
 - *Current Balance of Chapter Funds \$5,697.05*

- *Di Ann has created a Balance Sheet for Calendar Year 2016 and for Fiscal Year to Date 16-17.*
- *She has updated the membership list and will forward updates to the Chapter Members for comments or corrections*
 - i. Arizona Corporation Commission Update – **FORMAL MOTION MADE BY KIM (SECOND BY CHRISTINE) and unanimously approved:** *Di Ann to update address to MESC's Kingman Address, and note that Di Ann is the Statutory Agent, while serving in the Office of Secretary/Treasurer.*
 - *Open Discussion regarding the ACC filings being behind – last report filed in 2013. Total Fees for filing should be \$55 (approved up to \$100 on 07/14/16 – motion Michael/second Terri) so additional action not required on allowing the expense.*
 - *Address Change was approved several months ago; however it doesn't appear that updates were made. MESC is aware of the change and MESC staff has been instructed to give all chapter related mail to Nancy or Michael – they will ensure it gets to the appropriate person for processing.*
 - *Due to address change issues of the past, we discussed that part of the requirements for an outgoing Secretary/Treasurer will include updating the ACC regarding the Statutory Agent as well as any changes in other elected offices.*
 - ii. Financial Audit Update – **NO FORMAL ACTION REQUIRED**
 - *Kim reported that all documents have been forwarded to Sharon Brause and Sharon is working on the audit based on the documentation we have.*
 - iii. Financial Transition Update – **FORMAL MOTION MADE BY NANCY (SECOND BY KIM) and unanimously approved:** *Di Ann is authorized to issue a Cashier's Check in order to pay filing fees/penalties with the ACC in order to file appropriate documents and get the Chapter back into good standing with the ACC. Action required due to not having a new account in place and wanting permission to use other procedures for payment than what is outlined in our current constitution and bi-laws.*
 - *Open Discussion regarding the receipt of documents from former Secretary/Treasurer. Some of our records are lacking and Di Ann is working on getting past bank statements. Signers on the account are all no longer with chapter, so the account was closed and check for the remaining balance forwarded to Di Ann for deposit to start a new account. Di Ann will work with officers to get appropriate signing documentation to open a new Chapter account with Wells Fargo – as previously discussed the official chapter address will be MESC's mailing address in Kingman. Also, Di Ann will look into a web-based document storage option for all chapter related business.*
 - iv. Additional Action Requested – *Di Ann requested formal action regarding the cost of her travel for attendance at the Leadership Development Symposium. The Chapter has received the subsidy,*

so the only costs borne by the chapter will be travel – **FORMAL MOTION MADE BY KIM (SECOND BY JASON) and unanimously approved:** Authorize the reimbursement of Di Ann's travel expenses not covered by the NIGP Subsidy in an amount not to exceed \$1,200 for her attendance at the 4th annual Leadership Development Symposium.

- An expense summary will be submitted and approved by elected officials before Di Ann reimburses funds (an extra measure because in the past the Treasurer approved expense reports from the President's or Vice President's attendance).

- b. Outreach Committee: **Bill Munch – NO FORMAL ACTION REQUIRED**
- Bill unable to attend
- c. Education Certification / Awards Committee: **Scott Richardson – NO FORMAL ACTION REQUIRED**

- Discussion regarding Pilot program to reduce minimums for confirmation for NIGP Courses.
- Further discussion regarding a possible class in June or July to be hosted in Flagstaff. Scott will look into options and present an update to the Chapter.

8. New Business

- a. Possible Changes to By-Laws, Constitution and Website – **NO FORMAL ACTION REQUIRED**
- Tara is in the process of reviewing the Constitution, By-Laws and Website to recommend updates. Any future updates will be discussed with Board and then presented to Chapter Members for approval.
- b. Chapter Ambassador Presentation – **FORMAL MOTION MADE BY DI ANN (SECOND BY KIM) and unanimously approved:** Authorize Tara to coordinate a Chapter Ambassador visit at the May Chapter Meeting.
- c. Board Meeting – **NO FORMAL ACTION REQUIRED**

- Tara will be coordinating a telephonic chapter Board Meeting hopefully prior to the March regular meeting.
- Discussion regarding official Board Members. Board Members include: Past President (Michael Carter), President (Tara Acton), Vice-President (Nancy Colbaugh), Secretary/Treasurer (Di Ann Butkay), and Standing Committee Chairs – Outreach Committee (Bill Munch), Education Certification/Awards Committee – Scott Richardson, and Media Systems Committee – Kim Aringdale.

- d. Future Regular Meeting Schedule – **NO FORMAL ACTION REQUIRED**
- Tara requested that all future fiscal year meetings be scheduled in advance (this is something that may be coordinated by the Board for FY18 as well) in hopes that member participation will be encouraged by advanced planning.
 - Future meetings noted below.

9. Next Meeting – **NO FORMAL ACTION REQUIRED**

- a. Tentative Date: **March 9, 2017 @ 1:00 PM – Date Confirmed**
- b. Location: **Tara suggested Mohave County Host – she will call to see if they can schedule a room at the County Admin Complex.**

- *Future Meetings Scheduled as follows:*
 - *May 11 @ 1:00 PM – City of Flagstaff (Possible Ambassador Visit)*
 - *July 13 @ 1:00 PM – Coconino County (Swearing in of New Officers)*

10. Entity Updates – *NO FORMAL ACTION REQUIRED*

- **COCONINO COMMUNITY COLLEGE:**
 - *Custodial Services*
 - *Copy/Print/Multi-Function Machines*
 - *Resource Scheduling/Facility Maintenance Software*
 - *Parking Management System*
 - *P-Card System*
 - *Several Members offered information related to existing or pending cooperative. Flagstaff agencies offered to demonstrate their existing systems with CCC.*
 - *Mary is completing a survey through NIGP which will result in a Best Practices Document and Data from NIGP – Di Ann has completed the survey and said the data is worth the complexity and length of the survey.*
- **COCONINO COUNTY**
 - *Award Recommendation ready for ERP*
 - *Public Works Maintenance and Asset Management*
 - *Home Detention Monitoring Services*
 - *New ME Office – Location TBD*
 - *Awarded Snowplay at Fort Tuthill County Park*
- **FLAGSTAFF UNIFIED SCHOOL DISTRICT**
 - *Wifi Access Points at remaining schools (elementary and one high school) – Using an E-Rate Federal program*
 - *In need of Roofing and Paving Contracts – City of Flagstaff suggested she contact Eileen, Coconino Community College said they would look through past solicitations to see if they can share anything meaningful, Suggested they look to MESC to see if any awards could meet their needs (working in cold climates).*
- **MOHAVE COMMUNITY COLLEGE**
 - *North Campus Building*
 - *RFP for Fire Alarms and related services*
 - *RFP for Networks Switches*
 - *JOC for Renovation Services – worked with Mohave County to get templates*
- **CITY OF FLAGSTAFF**
 - *Street Sweep*
 - *Geotechnical Services*
 - *Cost Analysis*
 - *Garbage*
 - *Arts & Sciences*
 - *Point & Pay Cooperative*
 - *Towing Services*
 - *Airport*
 - *Vending Machines*

- *Grand Canyon Waterline*
 - *CITY OF TUCSON*
 - *Tara's in the process of taking over several contracts and learning the Tucson way*
 - *RFP for O&M of Environmental Remediation Systems out now*
 - *Demolition JOC coming*
 - *Cost Estimating Services Coming*
 - *MESC* – *Had to leave meeting early*
 - *MOHAVE COUNTY* – *NOT PRESENT*
 - *NAVAJO COUNTY* – *NOT PRESENT*
 - *CITY OF LAKE HAVASU* – *NOT PRESENT*
 - *VALLEY SCHOOLS* – *NOT PRESENT*
 - *Open Discussion regarding the effects of the minimage wage increase*
 - *Open Discussion regarding effects of newly elected officials.*
- 11. Adjournment – NO FORMAL ACTION REQUIRED**
- *Tara at 2:22 PM*