



Minutes

Thursday, February 8, 2018

Greenville City Public Works, 475 Fairforest Way, Greenville, SC

President	Ben Carroll (City of Greenville)
President Elect	Thulasi Vinayagam (Anderson County)
Vice President	Ryan Blancke (York County)
Treasurer	David Dickson (City of Rock Hill)
Secretary	Jessica Cwynar (Anderson County)
Director, 3yr term	Kyle Reid (Oconee County)
Director, 3yr term	Megan Young (Anderson County)
Director, 2yr term	Renee Burt (City of Rock Hill)
Director, 2yr term	Josh Glunt (Infrastructure Consulting & Engineering)
Director, 1yr term	Lee Bracket (Thomas & Hutton)
Director, 1yr term	Terrence Nealy (City of Rock Hill)
Director, 1yr term	Angela Jordan (City of Rock Hill)
Director, 1yr term	Wayne Owens (City of Greenville)
Immediate Past President	Eric Rekitt (York County)

Attendees:

Ben Carroll	Thulasi Vinayagam	Ryan Blancke	David Dickson	Jessica Cwynar	Kyle Reid
Megan Young	Renee Burt	Lee Bracket	Terrence Nealy	Wayne Owens	Charles Pinson
Albert Beedie	Clint Moore	Steve Almidon	Richard McClure	Hesha Gamble	

I. Review and Approval of Minutes from December 7, 2017 Meeting.

The meeting was called to order by Ben Carroll, the December 7, 2017 meeting minutes were reviewed. Wayne Owens moved for approval of minutes with Charles Pinson providing the second for the motion. The motion carried unanimously.

II. *Reports of Officers & Directors*

- A) President's Report:** Ben Carroll reported of the work going on behind the scenes in reference to the upcoming State Conference; ASCE/ APWA Conference; and training events. He requested if anyone could help contribute in any way to let him know. He stated there are numerous list of officers that will be discussed later in the meeting.
- B) Treasurer's Report:** David Dickson presented the expenses since the last meeting were \$ 500 deposit for the inflatable mascot and \$560.96 for the December meal. The branch's account has \$9356.14. David is still in need of the Audit Committee to send documentation to the state branch. David is going to establish a PO Box near his location for bank correspondence. The shipping cost the inflatable mascot is estimated to cost the branch approximately \$140. The branch should be receiving a check for half of the proceeds from the ASCE/APWA Conference held in November 2017. David attended a conference call with the other state branch treasurers, one main topic was to set limits on how much money should be retained in a checking account and the excess in a savings account.

III. *New Business*

A) Reports from Committees

1. **Audit:** No report given.
2. **Awards:** No business to report. Charles Pinson stated if there was anyone who would like to take over as the chair for this committee, he would like to step into a supporting role due to his other committee commitments. Renee Burt volunteered the chair the committee.
3. **Continuing Education and Training:** Charles Pinson passed out a tentative training schedule for the member present to look over. (Attachment A) Emails will be sent out leading up to each class listed stating how to register. The two class sessions of CPR, First Aid & AED will have a cap of 14 students each. As of now there is no cap of participants on the following three training classes: Pre-Trip/ Tie-Down; MUTCD for Dummies; and Plan Reading for Field Personnel. Rock Hill offered to host Plan Reading for Field Personnel. T3S is handling registration for MUTCD for Dummies and Plan Reading for Field Personnel. Pre-Trip/ Tie-Down along with CPR, First Aid & AED classes will have registration handled in house by Charles Pinson.
4. **Student Outreach:** Thulasi Vinayagam reported on partnership with ASCE Popsicle Bridge Competition to be held February 24th @ TD Convention Center from 8am – 12pm. Greenville County will have a litter truck on display and a litter program educator booth. City of Greenville will have a touch a truck display during this event. The branch will have a video on display along with the inflatable mascot. On February 17, 2018, City of Greenville will have a display at the Good News Club Spectacular at the TD Convention Center.
5. **Legislative Government Affairs:** Lee Bracket reported the 1st State of the Union Address was recently given by President Trump, in the address he made mention of a 1.5 trillion new infrastructure bill. APWA President Bo Mills had a published article in a Washington Newspaper.
6. **Membership:** Wayne Owens reported the membership reporting is currently under review with national. Our branch is not getting credit for a few member who are located in our region but is getting credit for some in the low state. Wayne told the members present they can contact him if

- they would like to know how to pull the membership report from the website. Our membership is estimated to be 115 to 120. Pickens City is still looking to join after they hire a new Public Works Director.
7. **Nominating:** No report given.
 8. **Young Professionals:** Ryan Blancke reported of the special APWA is offering Young Professionals of a reduced rate for initial membership applicants. The Young Professionals social event of the state conference will most likely be held at The Comedy Zone.
 9. **State Conference Committee:** Ben Carroll provided a diagram on the screens, it outlined events for the state conference by day. He has been working with Frances Ellerbe on the logistics. The vendor details are being defined with the spot light vendor being omitted and the vendors booths open for a longer period. The committee is looking for an event to have on Friday to keep people to the end of the conference. There will be an 8 hour Winter Maintenance Certification Class on Wednesday of the conference. Operators will have their own track for the state conference. The golf outing will be on Tuesday. The regional backhoe rodeo will be held by City of Greenville May 23, 2018 at 1 pm with the state competition being hosted at the state conference. Each agency can send 3 operators to the regional rodeo and the top three regional winners will compete at the state competition. All competition events will be based off the national events for the year. Anyone interested in helping the state conference committee are asked to reach out to Oni Maxey or Ben Carroll.
 10. **By-Law Committee:** No updates.

B) Re-Evaluate Committees

Ben Carroll asked that we all evaluate the committee chairs and their duties. As of the close of the discussion the committee chair persons stand as follows:

Audit –	Jim Burati
Awards –	Renee Burt
Continuing Education and Training –	Charles Pinson
Student Outreach -	Thulasi Vinayagam
Legislative Government Affairs –	Lee Bracket
Membership –	Wayne Owens
Nominating –	Brittany Moore
Young Professionals –	Ryan Blancke
State Conference Committee –	Oni Maxey
By-Law Committee –	Terrence Neely

C) 2 Year Director Term

Update on the status of 2 Year Director Josh Glunt. Wayne Owens reached out to him during the discussion and found that he was unaware of the meeting dates due to change in contact information. Josh's contact information has been update as of the meeting.

D) Meeting Minute Distribution

Starting with the next branch meeting, all minutes will be distributed via email. Printed copies of the minutes will be available upon request. This change is in order to save paper waste.

E) Bridge Competition February 24, 2018

Discussed in Reports from Committees item 4.

F) Backhoe Rodeo

Discussed in Reports from Committees item 9.

G) Lunches During Meetings and Time of Meetings

After discussion, a motion was made by Ben Carroll to change the meeting time to 10:00am. Hessa Gamble seconded the motion. The motion carried unanimously. Due to the meeting time change, lunch will no longer be served, unless provided by a vendor for a lunch and learn. Ben Carroll made a motion for the June meeting to be hosted by the City of Rock Hill, Terrence Nealy seconded the motion. The motion carried unanimously.

H) Adding to Invite List for Meetings

Starting with the April meeting the entire branch roster will be invited to the bi-monthly meetings.

I) Mini Conference ASCE / APWA

Kick-off meeting was held January 29, 2018. The tentative date was set as December 6, 2018 pending a location confirmation.

IV. Other Business From The Floor

None

V. Next Meeting:

The next meeting will be held April 12, 2018, 10:00 am at City of Greenville Public Works, 475 Fairforest Way.

VI. Meeting Adjournment

Richard McClure motioned for the meeting to adjourn. Wayne Owens seconded the motion. Motion carried unanimously.

TRAINING UPDATE

DATE 2/8/18

CPR, FIRST AID, AED CLASS IS SCHEDULE FOR MARCH 28TH WITH TWO CLASSES.

- FIRST CLASS FROM 8:30 AM – 12:00 NOON
- SECOND CLASS FROM 12:30 PM -4:00 PM
- INSTRUCTOR ALBERT BEEDIE
- PLACE : CITY OF GREENVILLE

PRE – TRIP / TIE DOWN CLASS IS SCHEDULED FOR WEDNESDAY APRIL 18.

- CLASS TIME IS 10:00 AM – 12:00 NOON
- INSTRUCTOR SARGENT SATTERFIELD
- PLACE: ANDERSON CIVIC CENTER

MUTCD FOR DUMMIES CLASS IS SCHEDULED FOR WEDNESDAY MAY 23. (TWO CLASSES REQUESTED)

- FIRST CLASS 10:00 AM – 12:00 NOON
- SECOND CLASS 1:00 PM – 3:00 pm
- INSTRUCTOR WILMA MAGYAR
- LUNCH PROVIDED
- PLACE: ANDERSON CIVIC CENTER

PLAN READING FOR FIELD PERSONNEL

- CONTACTED ERIN AT T3S ON 2/1/18. SHE IS OUT OF TOWN WORKING A CONFERENCE AND WILL BE BACK IN TOWN ON FRIDAY.