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STATE DELAGATES

Deborah Izatt
GPI

Ken Kostowniak
Town of Orchard Park

EXECUTIVE BOARD MEETING – MINUTES

February 25, 2026, 3:30 PM
The Draft Room, 79 Perry St, Buffalo

ROLL CALL:

- A. Present – Cati Knab, Dave Britton, Jennifer Michniewicz, Taylor Brown, Jason LaMonaco, Garret Meal, Joe Nemmer, Jill Sawyer, Dan Seider, and Chelsea Spahr
- B. Absent – John Story, Karen Hoak, Deb Izatt, and Ken Kosowniak

SECRETARY'S REPORT:

- A. Approval of Agenda
 1. Motion to approve agenda made by Chelsea, seconded by Taylor, unanimously approved by the Board.
- B. Approval of January 28, 2026 Minutes
 1. Motion to approve minutes made by Dan, seconded by Garret, unanimously approved by the Board.
 2. Review of Action Items – the following items remain **outstanding**:
 - a. COMMITTEE REPORTS, membership/Email/Public Relations, Branch Bugle – **Taylor** to prepare a save-the-date write up.
 - b. COMMITTEE REPORTS, Nominating – **Karen** to have the ballot ready for distribution after the awards banquet.
 - c. COMMITTEE REPORTS, Young Professionals – **Taylor** to plan a spring event.

TREASURER'S REPORT – John provided his report via email. He noted that there was a balance of about \$1,500 in the checking account, which is actually less due to an outstanding, uncashed check to BEAM for bowling. John requested approval from the Board to move \$3,000 from the Vanguard account to the checking account to cover upcoming educational expenses like State conference scholarships, BIBO, and PDH sessions. A motion was made by Dave, seconded by Garret, and unanimously approved by the Board for the move. **Cati** will inform John of the approval.

COMMITTEE REPORTS (Refer to Committee List at the end of these minutes):

- A. Audit – No Report.
- B. Awards – Banquet debrief
 1. There were about 160 attendees this year.
 2. There are two checks from the banquet, amounting to \$475, that **Jill** will get to John.
 3. Jill said that the budget still remains very tight.
 - i. The fillet is about 50% more expensive than the chicken. It's a very popular choice, so eliminating it doesn't seem like an option.
 - ii. Plaques are a significant expense. In the case of projects, three plaques are ordered so the award winner, consultant, and contractor all get one. John noted during the January

meeting that more often than not, the contractors' plaques are never collected. For the 2027 banquet, **Jill** will look into ways to communicate to contractors that their plaques will only be ordered/awarded upon request.

- iii. When there were no sponsors for items (i.e., appetizers) that item was eliminated. Jennifer let Jill know that this was communicated to someone at the banquet, and that there is a potential appetizer sponsor for the 2027 banquet.
 - iv. **Dan** offered to work on sponsorships for the 2027 banquet; the thought being that as a public vs private sector employee, an email from him would have a more captive audience.
4. Several Board members said that they received very positive comments from numerous banquet attendees about all aspects of the banquet.
 5. The Board agreed that there's no need to change the venue for next year.
 6. On the Award Nomination form going forward, **Jill** will add a checkbox for people to check if they are interested in presenting on the project for a future PDH session either at the Branch or State level.
- C. Student Liaison
1. ECC – Jason went to ECC to attend a student chapter meeting in February. He went over the scholarship and its application. Several students seemed like they planned to apply. Jason said that Chris Freese from Nussbaumer & Clarke plans to do a presentation to the students on a “Day in the Life of an Inspector” within the next few weeks.
 2. SUNY Niagara – There's been no response to Chelsea's follow-up “cold-call” email. Due to lack of response, the idea of coordinating with SUNY Niagara on student memberships will be dropped.
- D. Membership/Email/Public Relations
1. Member list – Cati got an update a few weeks ago and reached out to a couple members with delinquent dues.
 2. APWA Western Branch Bugle (Newsletter) – Jill is targeting publishing the March edition next week. **Jill** to let Cati know if this is feasible. Topics include:
 - GOBike meeting recap – photos and write up from **Taylor**
 - State Conference information
 - DPW spotlight – writeup from **Chelsea**
 - BIBO save the date and information – write up from **Taylor**
 - Award banquet recap
 - Future Cities debrief – photos and writeup from **Ken**
 - Link to the branch website
 3. LinkedIn/Social Media/Branch Webpage
 - i. Deb is continuing to work on how to best use our online sites. She provided a recap of her progress and website analytics by email. She noted she's posted the January 2026 minutes and Branch award winners.
 - ii. **Cati** will work on a series of LinkedIn posts about the Branch award winners. She'll use Taylor's emcee speech for award information.
- E. Nominating – **Karen** is waiting on one more bio for the ballot, and then she'll send a draft version to the rest of the Nominating Committee and President for approval. Once final, **Cati** will email to the membership.
- F. Scholarship – Applications have been sent out and due back in April.
- G. State & National

1. The Ops Meeting primarily focused on the upcoming State conference. There are over 30 people registered for the Construction Inspection Track, which is a great turnout for its first year.
 2. There are seven Western Branch award winners who will also be receiving State awards. **Dave** will continue to work at the State level to address the disconnect between the Branch award deadlines and the announcement of the State award winners.
 3. There is a leadership training in Montreal that **Dave** plans to attend.
- H. Young Professionals – Taylor attended a YP Committee Meeting in Texas. She said it was a blend of Branches with a huge YP following, and others that are struggling, which created a great learning/mentoring experience. Taylor is on a Communications Subcommittee and is working on Instagram posts with “DPW Barb.” **Taylor** will coordinate with Jill and Deb on getting info about DPW Barb into the Branch Bugle and on our socials.
- I. Golf – No Report.
- J. BIBO
1. The first planning meeting will be held next week.
 2. Jake will be working on the vendors, which is a lot of work, and will help Taylor and the Committee tremendously.
 3. **Taylor** will continue to look into possible locations within Beaver Island Park that include a pavilion to eliminate the cost of tent rental.
 4. **Taylor** is working on locking in the caterer which will establish to cost of the event. Once that’s complete, she will send **Jill** and **Cati/Deb** save-the-date info with costs for inclusion in the Branch Bugle and LinkedIn, respectively.
 5. The quote for the DJ that was used last year is incredibly high. **Taylor** to continue to look for other DJ’s and **Dave** to see if “DJ Young Marino” is available. If not, then the DJ will be eliminated from BIBO.
 6. Last year, **Dave** mentioned organizing a post-BIBO golf outing. **Taylor** will add a checkbox to the registration form for anyone interested in golfing. This will be a separate event, organized by **Dave**, paid for by the golfer.

OLD BUSINESS

- A. BEAM Bowling – There are four of the five slots filled (Joe, Janice, Chelsea, and Cati). Since no other Board members expressed an interest in bowling, **Chelsea** will ask her husband if he would like to bowl.
- B. Western Branch Logo – **Cati** to follow up with Mike Altieri for an updated Western Branch logo.

MEMBERSHIP MEETING SCHEDULE: Refer to table on next page

NEW BUSINESS: None

NEXT MEETING: March 26, 3:30pm at The Draft Room.

ADJOURN: Motion to adjourn made by Chelsea, seconded by Jill.

Date & Time	Venue	Event	Organizer	Comments
March 5, 2026	GOBike Headquarters on Broadway	GOBike Buffalo presentation	Taylor Brown	Noon meeting with catered lunch
Spring 2026	TBD	Twin Cities / PEL	Chelsea Spahr	
Spring 2026	TBD	NFTA Retaining Wall	Cati Knab	McMahon & Mann to present
Spring 2026	TBD	Gowanda Water Restoration Project	Joe Nemmer	
May 21, 2026	Beaver Island	Beaver Island Breakout (BIBO)	Taylor Brown	
August 4, 2026	Chestnut Hill 1330 Broadway, Darien Ctr	BEAM/APWA Golf Tournament	Jill Sawyer/Dave Britton	
August 2026	Niagara Falls Park Pavilion	Niagara Falls State Park Welcome Center	Jill Sawyer/Dave Britton	Event to include a cookout
Early fall 2026	North Tonawanda Trails	Bike Tour	Taylor Brown/Chelsea Spahr	Could be made to be PDH eligible
TBD	TBD	Presentation(s) from past Branch/State Award winners	Dan Seider	
TBD	TBD	Other presentations/tours of DL&W projects	TBD	November 2025 tour went over 5 projects at the terminal in various stages that could be future events