

**APWA KC Metro Chapter
Facilities & Grounds Committee Meeting**

Meeting Minutes

June 15, 2022

8:30am

via Zoom

Present: Dan Brown Walter P Moore
 Dan Maginn Dake Wells Architecture
 Stephanie Boyce City of Raytown

Absent: None

On this date the attendees listed above met to discuss the following items:

- Discussed updates on Action Items from last meeting:
 - Keith Bredehoeft reached back out to Brown and a date of July 20th has been set for the tour of the Prairie Village Public Works Facility and Happy Hour at BRGR. The tour will be at 3:30 with the happy hour following at BRGR. That date works for Maginn and Boyce. Brown has reached out to BRGR to reserve space. The plan is to sell tickets, approx. \$15/person, and provide two (2) drink tickets and appetizers for the HH. Brown will confirm date works for the Executive Committee and then prepare a flyer and get the event advertised.
 - Boyce still needs to reach out to Jermel and Bryan with Overland Park to discuss potential topic, date, location, speaker and lunch options for future joint meeting with another organization.
 - Maginn and the group discussed the Panel event on RFQ/P preparation. A tentative date of September 8th was determined. The event will either be held during breakfast or lunch. Some general discussion items about the event:
 - Topic focused on Preparation of Facilities & Service/Maintenance RFQs
 - Panelist:
 - Stephanie Boyce - *confirmed*
 - Andrew Cooper - *confirmed (virtually)*
 - Georgia Sizemore - *confirmed*
 - Attorney - possibly Sue Yoakum - *Maginn will reach out to her*
- Update to calendar of events discussed:
 - PV Public Works Facility Tour and HH week July 20th.
 - Panel event September 8th - breakfast or lunch (TBD)
 - F&G Certificate in late September / early October
 - Joint event in November

Action Items:

- Boyce to reach out to Jermel and Bryan with Overland Park to discuss potential topic, date, location, speaker and lunch options.
- Maginn to develop narrative for panel event and determine whether breakfast or lunch on September 8th works for all proposed panelists.
- Brown to coordinate Tour of Prairie Village Public Works Facility and Happy Hour on July 20th.

Next meeting: July 13, 2022 - 8:30am - via Zoom