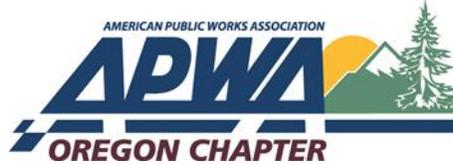


# American Public Works Association



Tetra Tech  
15350 SW Sequoia Pkwy, Suite 220  
Portland, Oregon

## BOARD MEETING MINUTES

January 15, 2016

### Board Members Attendance:

		Present	Absent
Delora Kerber	President	X	
Russ Thomas	President-Elect		X
Gordon Munro	Secretary	X	
Jenifer Willer	Treasurer	X	
Dan Boss	National Delegate	X	
Todd Watkins	Immediate Past President		X
Mike Bisset	Director	X	
Nikki Messenger	Director	X	
John Lewis	Director	X	
Elizabeth Papadopoulos	Director	X	
Tony Roos	Director	X	
Ashley Cantlon	Director	X	
Greg Weston	Foundation Liaison	X	

@ = Present via Conference Call

Guests; Shannon Williams

---

Meeting was called to order at 11:00 AM by President Delora Kerber.

### Good of the Order

### Board Business/Updates

#### **President's Report (Delora Kerber):**

- Page two of the agenda includes 2016 Oregon Chapter Milestones, APWA Educational 2016 Lineup, and future conferences. This will be a part of the agenda from now on. Folks were encouraged to review the listed items and provide input on other items that should be included.

- National conference: The organizational meeting for the committee will be at the spring conference and includes Munro, Willer and Watkins. John Lewis and Lance Calvert have showed interest and are welcome to join. Tony Roos spoke with Steve Townsend of Portland PDOT and Steve had indicated that he was encouraging Eva Huntsinger to become engaged with Oregon APWA. The ODOT contact is Mac Lynde.
- APWA Reporter: The emergency management committee is looking for stories/expertise for the upcoming Reporter.
- An erosion control summit is being put on by the Mid Willamette Valley and they asked that it be put on the APWA web site. Discussion ensued about the web site calendar. One of the intents of listing events on the calendar is so that it is covered by National insurance. We could list events done by others (not to be covered by National insurance) with comments to identify that this is not an APWA event.
- The Oregon APWA email on the web site is set up to go to Eric Jones. It was decided that this should go to the Oregon APWA Secretary. Jennifer will make this change and do any training needed.
- It was noted that the email list that Todd had put together of incorrect emails was not quite correct. Board members are still making calls to check in with folks on the list.
- It was also noted that National now has an email service again, and we no longer need to use email chimp anymore. Information on how to use this can be found on the National web site under chapters/policies/administration. Board members are set up to access this.

### **Secretary's Report (Gordon Munro)**

- Russ Thomas had put together the December 2015 minutes and they were handed out at the meeting. As these were not sent out to the board members prior to the meeting, they will be reviewed and approved in the next board meeting.

### **Treasurer's Report (Jennifer Willer)**

- A resolution was handed out that would take Terry Song off the bank accounts as a signer, and put Delora Kerber on the accounts. Nikki Messenger moved to approve the resolution, and Tony Roos seconded. The motion passed. Delora signed the two forms, and Jennifer will deliver them to the banks. It is likely that the secretary will need to sign a document sent out by the banks.
- Willer passed out copies of the December report. Discussions ensued concerning the budget with regard to food & beverage, cameo, and that we were over budget. The chapter has the funds to cover the over-runs. This brought up questions about the conferences fees for Hood River, but no decisions were made. It was noted that National provides rebates on a quarterly basis. Tony Roos noted that there is significant funds in the money market account and asked if there was a plan for investment. A task force consisting of Tony Roos and Jennifer Willer was set up to look into the investment. Mike Bisset moved

that the December 2015 report be accepted, and Nikki Messenger seconded. The motion was passed.

- The six month budget was passed out with changes discussed in the December 2015 meeting. This budget will transition the accounting to the National fiscal calendar. No action needed at this time as the budget was approved in December 2015. Jennifer attended a National training for new treasuries before submitting the budget to National. The budget will now be submitted.
- Jennifer noted that a report to national was required for any checks made out over \$600 such that 1099 forms can be provided. The report has been submitted.
- The audit has been scheduled for February 4<sup>th</sup> at 10:30am at the Wilsonville Public Works Department. Both Cameo and the treasure will attend. The audit committee will consist of Greg Weston, Terry Song, Delora Kerber and John Lewis.
- New director fiduciary responsibilities were discussed. There is a video on the National web site under the chapter leaders tab that goes over the responsibilities and the new directors were encouraged to view the video. New directors have a responsibility to review the financial reports. As a committee liaison they are also responsible for listing the committee events on the calendar for insurance purposes.

### **National Delegate's Report (Dan Boss)**

- The chapter report is due to National in January, so Dan will likely be in contact with folks to get information.
- There is a mid-winter delegate meeting in Kansas City that Dan will attend.
- There is no news on the mid-winter board of director training that Jill Marilley is considering.
- The search for a new national director is still on-going.
- Currently, if we want folks from national to attend our events we should be contacting the national president.
- Dan suggested that more use should be made of the APWA facebook page such as posting photographs of events.

### **Foundation Report**

- At the joint meeting of the Foundation and the Board in December there was approximately \$396,000 in the Foundation.
- Last year 9 scholarships were given out totaling \$14,750.
- In February the Foundation will be addressing the proposed criteria three new scholarships: veterans, past presidents and Alsing.
- There was some discussion about the Les Lyle scholarship that has traditionally gone to the Blue Mountain Community College in Pendleton. The community college no longer supports programs that would be appropriate for the scholarship. Terry Song checked the curriculum for Eastern Oregon University, but they do not have appropriate curriculum either. The suggestion has been

made to provide a scholarship to an Oregon student attending Walla Walla community College. The Board was in general agreement with that.

- With regard to the Alsing scholarship, the family (Kay) would like it to go to students that have traditionally been discriminated against. Rick Olson is checking with OSU to determine how this might be done. There was some concern on the Boards part about how this could be administrated.
- Todd will be working with Victoria to develop a job description for the scholarship committee chair position.
- The Foundations investments and strategy is listed on the web site.

### **Committee Reports**

- Water Resource: The new chair is Shannon Williams from HDR. There was a planning meeting in December 2015.
- Young Professionals: Chase Wellborne will be taking over the group. This is actually not identified as a committee, but acts more as a network. Discussion ensued concerning whether it should be a committee.
- Transportation: There was not actually a committee report. It was noted that a lot of topics were sent in for talks at the conference, and there included topics beyond transportation. Russ will review and make decisions on which will be selected for the Hood River conference.
- Awards: there was no committee report, but there was discussion concerning the Top Ten national submittal. It was noted that the Oregon Board selects the candidate, and the past president is in charge of the submittal process.

Adam Craft asked that the board approve funds to have professional photographs taken for the top ten application. It was moved by Mike Bisset that up to \$200 be provided for professional photographs for the top ten application. It was seconded by Nikki Messenger, and approved.

### **Conference Updates**

- There was some discussion concerning the template for submitting talks at the conference. It was noted that it is much better than what we used to have, but it is a work in progress.
- Spring 2016 Hood River
  - Forty abstracts were received for the technical sessions.
  - The Wednesday keynote speaker is Allison Pynch. The Thursday keynote speaker is Chris Poland. The welcoming speaker is the mayor.
  - They are trying to get the same band as last time for the entertainment.
  - Disc golf will be on Tuesday.
  - The tour will be the Hood River distillery. There was discussion about having a second tour of dam commissioning.
  - They are looking at doing another book drive.
  - Still working on gifts.

- For this conference the exhibitor spotlight will not be done. It needs to be better defined and advertised.
- The sponsorships went well last time. Tony will be touching base with Maggie to see if any changes are needed.
- Fall 2016 Bend
  - Watkins reported that Charles Radosta and David Abbas, the City of Bend Operations Manager will be Co-Chairs.
  - There will be a kick-off meeting with Cameo later in January.
  - It was noted that there will need to be a new IT/AV/logistics person as the Hood River conference will be the last one for Tim.
- Spring 2017 – Either Seaside or Salishan – There was some discussion about who would be the conference chair, but no decisions were made.
- Fall 2017 - Pendleton. We need to determine if Bob Patterson is staying in Pendleton or is taking a job elsewhere.
- Spring 2018 – Eugene – Downtown Hilton contract is signed.