

Board Meeting Agenda

Newberg, City Library



November 18, 2016

Time	Item	Presenter	Notes
	<u>Call to Order</u>	10:04 am	Kerber

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	
Gregg Weston	Foundation Liaison	X	

@= Present via Conference Call

Guests

- None

President's Report – Delora Kerber

- Board resolution to approve banking accounts (two accounts) for new officers. Delora read the resolutions. Todd moved for the first resolution for the education account, Tony seconded. Approved. Dan moved for the second resolution on the Oregon Chapter account, John seconded. Approved.

Secretary's Report – Gordon Munro

- Email: Blood Drive interest survey for the Spring conference was sent for review. It is no longer an issue as they will not be doing a blood drive at the conference.
- Email: We were having issues with some of the online receipts from the Fall conference. Maggie is responding.
- Email: Doug Singer wants access to the photo's from the fall 2016 conference. Forwarded this to Maggie. Tony will send these out.
- Email: Got some ones twitter account message, and it was sent to the person.
- Email: Laurie Allen had some questions on the veteran scholarship. This has been addressed.
- October minutes were handed out and reviewed.
- John moved to accept with changes, and it was seconded by Tony. The vote passed.
- Maggie will continue to post meeting summaries.

Treasurer's Report – Delora Kerber for Jenifer Willer

- The October budget and balance sheet was handed out.
- Todd moved to accept the October budget, and it was seconded by John. The vote passed.

National Delegate's Report – Dan Boss

- Training for Board at National is coming up in February. At the same time there will be a National Delegate meeting that Dan will attend.
- An email was sent out by National that the Donald C. Stone Center is suspended so they can revise it. Students already in the school have options to keep going in the existing format, wait for the new format or drop out.
- There are going to be some staff changes at National.

Foundation Report – Gregg Weston

- Had difficulty getting the veterans scholarship awarded. Will put more effort into it next year.
- Scholarships have been sent out.
- There will be a business meeting by phone conference in December.
- No new scholarships are pending for next year.
- The next joint board meeting needs to be set.

Committees:

- **Water Resources:** Ashley – A request has been made for support for the EWRG storm water symposium. Maybe sponsorships, advertising or other. A more formal request should come next month.
- **Transportation:** Mike - Tour of a project has been set up in Salem in December.
- **Awards:** Krey is still the chair and needs to make request for projects and other awards to be submitted to National.
- **Education:** We don't have a chair yet. The committee used to develop classes to be offered based upon new technology, regulations and such. Discussions ensued about what this position should be now. Could have them engaged with the conference programs. Potentially the committee could be the Board Directors and one of them would be the lead. This will be discussed more at the retreat. John will write up a draft description of what the education chair would do.

Conferences:

Fall 2016: Bend/River House, Oct. 11-14 - Abbas/Radosta/(Thomas).

- We have not received a summary of evaluations yet.

Spring 2017: Seaside Convention, Apr. 10-13 Watkins/(Willer)

- Technical tour set up for the WWTP.
- A City Councilor will be the welcome speaker.
- We have one key note speaker from the Coast Guard.

- The second key note speaker is potentially from the Red Cross.
- Entertainment will be a comedian.
- Preconference workshop will be Josh Proudfoot on life cycle cost analysis.
- The conference is Monday through Thursday.
- Scot Grayson was invited from national, but he can't make it. Bo Mills the national president elect. has been invited.
- Golf is set up.
- There are special things set up for the opening but it is a secret.
- The community service event still needs to be set up. The blood drive did not work out.
- Still need a photographer.
- Still working on gifts.
- There is an active STEM program at the coast. We want to extend an invitation for students (10) to attend on Wednesday. Would need to use two vendor spaces to do this, or potentially move the vendor spaces during meals. How many vendor spaces do we have?
- The first timers program has been struggling with participation. We still want to keep the program.
- There was discussion about the young professionals meeting. Ashley will talk with Chase about what they want.
- We want to do something with emerging leaders. May be that we find them a space where they can meet, and they take it from there.
- Going to track people with bar codes for the PDH's. Just testing at this conference. There was a question of why we are doing this.
- Call for presentations will be sent out Nov. 21 and are due Dec.19.

Fall 2017: Pendleton, October 17 -20 Patterson/(Willer) NA

Spring 2018: Eugene/Hilton, April 2-5 ?????/(Munro) NA

Fall 2018: Looking at Canyonville.

- Options for dates: Oct 8-11 and 15- 18 and 22 – 25 all M-T: decided on 15-18
- Need to be done by 12:30.

Continuing Business

- **Nomination of Top 10 leader:** Round table discussion solicited by Delora. Delora has come up with a list but asked what others were thinking.
 - o Group discussed criteria – involvement in APWA (Todd summarized from national criteria)
 - o Gregg noted that we have a lot of non-members and that it's not characteristic to nominate a consultant
 - o Dan proposed that we should consider nominating Jeannie Nyquist
 - o John Lewis asked if Mark Schoening had received the award – Todd listed past winners but noted that there is a 6-year gap according to the website so we can't confirm winners during that period of time. It's possible that if we could track down PACE award applications during that gap we could identify some winners.
 - o The group discussed whether it's a goal to only nominate people who we think could win the national award or if it's worthwhile to give worthy people recognition regardless of whether we think they'll receive the national award. Dan noted that this is a national award that we recognize locally, and that we could nominate the same person multiple times if we wanted to. Delora said that it depends on our goals for the submittal whether we nominate people who might not be a strong nomination for national.

- Russ brought up changes to the national award requirements for 2017 (referenced website) and clarified that qualifications are different for public and private candidates, so a private sector candidate could be nominated.
 - Delora listed the following names for consideration: Todd Watkins, Gregg Weston, Matt Rodrigues, and Mike Adams as possible nominees along with Jeannie Nyquist, Mark Schoening, and Troy Bowers.
 - A consensus was made to use national's criteria for the award.
 - Russ formally moved to nominate Jeannie Nyquist, Tony seconded the nomination and the board voted in approval. Delora will ask her if she will accept the nomination.
 - A discussion followed to consider Gordon Merseth with CMTS as a backup nominee. Elizabeth formally moved to nominate Gordon, John seconded the nomination and the board voted in approval.
 - Delora will contact Adam Crafts to discuss the nominations.
- **WA Leadership Training:** Tony will attend the Washington Leadership training at Campbell's Resort at Lake Chelan Jan. 18-20 in order to attend the discussions concerning the National conference in Seattle.
 - **Website Posting & Email Notification Requests:** Delora requested a discussion regarding groups who want our chapter to post ads on the website or send email blasts on their behalf. The question came up with reference to the following requests:
 - Les Miller's request to have the Oregon chapter post information on the disaster safety assessment program run by SAME.
 - The national emergency management committee received a survey from students at Drexler University and it was requested that the survey be forwarded to chapter members.
 - West Coast Exchange (a non-profit) wanted us to promote an upcoming no-cost webinar regarding performance based infrastructure.

Russ proposed to post this type of information on the chapter website but not to send blasts to the chapter email list. Tony noted that the information could be added to the newsletter.

It was noted that our organization needs to consider validating proposals and continue to stay non-political.

Dan suggested that we could agree to do an email blast if we are co-sponsoring an event. John suggested that we only post links on a "professional resources" section of the website to organization home pages where people could find more information about upcoming events, etc.

No formal decision was made.

- **Math Counts:** Mike moved to approve the proposed math counts contribution, Tony seconded and the board voted to approve the contribution.
- **Engineers Week:** Tony spoke about supporting the Engineers' Week Program through sponsorship (there are different levels of sponsorship that the board could consider). The event is located at the Doubletree in Portland, and there is also a Salem event. The Board discussed that this might be a good opportunity to talk about student scholarships and would also be a good use of funds. This support would also be in line with

chapter goals regarding student outreach. A discussion of participating in both the Portland and Salem events followed, and Tony moved to table the discussion until the December meeting.

- **National Leadership Training:** Delora discussed the KC leadership training – Tim, Doug, John, and Ashley will attend February 16-17, 2017.
- **Board Retreat:** Delora reminded the board that the retreat is coming up in December. Check in is at 1pm and the meeting will begin at 2pm on December 6th. 12 people are expected to attend, including Brian Norman from national, and meetings will adjourn at 2pm on December 7th.
- **Cameo Contract:** The Board discussed potential revisions to the contract with Cameo and decided to make a decision at the retreat. Delora asked the Board to review the proposal and send comments to Jenifer before the retreat. Mike would like to know what the basis is for the increase in cost.
- **Advertisement Rates:** Delora received an email from Maggie asking about new plans to operate advertising (possibly new ad rates) – Eric thinks we could raise rates without losing too many advertisements, and said that rates haven’t changed for a long time.
 - o The group looked through the e-sign line item in the budget.
 - o Elizabeth moved to increase a full page e-ad to \$400 and pro-rate any smaller segments accordingly. Mike seconded the motion, and the board voted to approve the increase.
- **Accreditation Class:** Delora asked whether we want to offer a pre-conference workshop and shared an accreditation brochure. She suggested that we could ask someone from national to teach a 4-8 hour class.
- **Financial summary:** Dan initiated a discussion of the class reporting financial summary for 2016 that was sent to the Board on November 9th. The Board decided to discuss this further during the retreat.

Adjourned 2:55pm - Kerber

2016 Board Meeting Schedule					
Jan 15 th Tetra Tech	Feb 12 th Eugene	Mar 11 th Oregon City	Apr 19 th Hood River	May 13 th Wilsonville	Jun 10 th Roseburg
Jul 15 th Wilsonville	Aug None- PWExpo	Sep 9 th Kittleson	Oct 11 th Bend	Nov 18 th Newberg	Dec 6 th / 7 th Silver Falls