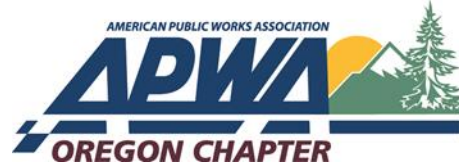


# American Public Works Association



Oregon City

Portland, Oregon

## BOARD MEETING MINUTES

March 11, 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

Guest: Mike Adams, Sweet Home, Small Cities Rural Communities Committee (National Rep)

Guest: Chase Wellborn, Young Professionals

Guest: Tim Blackwood, Sustainability committee

Guest: Les Miller, Emergency Management

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Meeting was called to order at 10:05 AM, adjourned at 1:55pm.

### Good of the Order

### Board Business/Updates

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

- March talking points from national were sent out by email. Folks can look at them on their own.

- Enough awards were sent to nationals to allow the chapter to submit for the PACE award. Todd has already coordinated with the University to start the application for the PACE.
- Action items: Take a look at the list to see if you would like to lead the charge as there are several items that are leaderless.
- One of the items is the promotional materials for public works and APWA. Also there was talk concerning a new award for communication. An outreach opportunity would be at the luncheons.
- Tony and Todd are meeting with chief engineers at Portland to try to get them more involved. Tony is setting up the meeting and will coordinate with Todd and Gordon concerning schedule and attendance.
- Digi West is a firm that may take over the IT responsibilities at the conferences. They are willing to do this as volunteers. Tony has spoken with them. They will shadow Tim at the next conference to see what is required.
- Liaisons are to try to get photos of committee chairs. This would be used at the conference. Send to Tony.
- The scholarship chair will be Lori Allen. Victoria is coordinating this year with Lori.
- Email account will now be checked by Gordon.
- Green transportation scholarships are still available and Russ will send out a reminder.
- Michael Walker is now a life time member of APWA. Our membership directory has a listing of other lifetime members.
- Star Chapter is a private company that wants to work for us. Russ told them that we do not need the services. Delora will also contact them.

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

- Elizabeth put the minutes together last month. Discussions ensued with regard to some edits. Tony Roos moved to approve with revisions, Jennifer seconded it. Passed.
- If there are changes to be made on the official letterhead, send them to the secretary. Also, use the letterhead that is on the web site.

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

- The February report was passed out to all. Balances are looking good. Mike moved to approve, Tony seconded. Passed.
- Next deadline is at the end of July (FY 2017 budget). We are scheduled to review this at the June meeting.
- There was some discussion about fees with regard to Nationals and the Oregon Chapter for the new members. Fees go to National and the Chapter gets a rebate as long as we meet certain requirements such as budget submittals.

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

- NA

### **Foundation Report**

- NA

## Committee Reports

- **Small Cities Rural Communities Committee** – Michael Adams, the Sweet Home public works director, has been on the committee since October 2015. It is about an hour conference call monthly, and one National meeting. A three day meeting in February in Kansas City. They consider a small city less than 75,000 population. He passed out a draft and current business plan for the committee. Let the Board know what the National committee can do for us. National wants to hear from us on what our small Cities need. Perhaps Mike can attend the conferences and help put together tracks for cities. Mike may want to do an article for the newsletter. Coordinate with Eric Jones. Mike can take a look at the APWA directory to help connect with the small communities in Oregon.
- **Young Professionals** – Chase Wellborn indicated that on Wednesday they had their first happy hour, 35 people showed up. Combined the event with AWWA and PNCWA. Also got college students involved. Chase should send a report to Todd for inclusion into the PACE award. Looking at 2 or 3 events a year beyond the conferences. APWA has a facebook page that they can use to do outreach.
- **Emergency Management** – Les Miller indicated that they have been using twitter a lot for communication during emergencies. Whoever has an issue becomes the lead for that issue, so it is a very flexible organization. Focus right now is on the Cascadia Fault. There is a proposal to create sister community partnerships, and they would ask that APWA support this resolution. The intent is to get public works director more involved as there has been difficulties getting public works on board with this type of coordination. He wants to get more public works presentations at the emergency conference.

The document looks more like a proclamation than a resolution. The wording is similar to what some Counties have used. It was noted that some communities have similar arrangements (ORWARN). This proclamation goes beyond the ORWARN agreements as this is looking at a wider connection outside the impact zone. Not needed for the Portland metro area as they should be self-sufficient, this is more for the smaller entities.

John Lewis will work with Les to reword this document and make this a proclamation that can be used at the conference. The idea is for APWA to support the relationship building in the event of the emergencies.

- **Sustainability** – Tim Blackwood indicated that this committee is in a rebuilding type of phase. They are looking at doing field trip type of meetings, such as tours like the convention center or zoo. Also looking at doing joint meetings such as with the transportation committee. Focusing on the sustainability awards. Have not been getting many applications so have been doing outreach (phone calls). Submitted two national awards this year. Center for sustainability has also been in a lull and they are trying to re-energize it. There are about a dozen people in the committee.
- The board needs to communicate more with the committee chairs in regards to who the liaison is.

## Conference Updates

- **Spring 2016, Hood River, April 19-22.** There are 75 registered delegates, 7 new timers. The hotel is full. Need a first timers sponsorship. There are still technical tours open. Hope Chest program: bring items to give them. A reminder will be sent out. It would be good to have a way for folks to make a donation when they check in. Gordon will send John a contact at The Dalles. Gifts are underway. Contact emergency management for fillers in the bags. Technical sessions are done, speakers, moderators, facilitators. Speakers bring their own thumb drives at the day they speak. Who has the list of the sponsors – contact Maggie.
- **Fall 2016, Bend/River, Oct 11-14.** No update.
- **Spring 2017, Oregon Coast, April 10-13.** No location yet.
- **Fall 2017, Pendleton, October 17-20.** No update.
- **Exhibitor Relations.** Tony is coordinating. The bingo card is coming back. Let Paul know if there are things that need to be put in the script.

Peggy indicated that there are 127 signed up for the wastewater school in Seaside.

## Strategic Plan

- Did not review.

## Continuing Business

- **Long Term Investment –** An in depth discussion of this topic was moved to May. They have done some research on what other agencies have done, and are looking at a conservative approach. Interests are very low and we would not be getting a lot of money through re-investing.
- **Pricing for conferences and training.** This topic was moved this to May.

## New Business

- **Call for National positions:** nominations are due April 1<sup>st</sup>. (see list in agenda)
- It appears that Kurt Corey is on the national awards committee.
- We have several national committee members listed on the web site that appear to be incorrect.
- **Would we consider evaluation electronically this spring conference?** Yes we would be okay doing this. People would be given a link and have a prize to sign up early. Apparently we have not been getting much results with the paper method. Leave the response time open for a week. Tony and Todd will work with Peggy on the details.
- **Mike:** National has sent along some mandatory changes. We were looking at changes to the by laws that are not mandatory. We should get a vote on the changes that we are making, and send out information on the mandatory changes.

- **Jennifer: Public works institute, mentorship program. Three recent graduates want mentors. One is in Washington and the WA Chapter will get a mentor for that person. Kim Brea with CMTS still needs a mentor. Contact Mark Schoening if you are interested.**
- **The next board meeting is Tuesday night at the conference.**

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