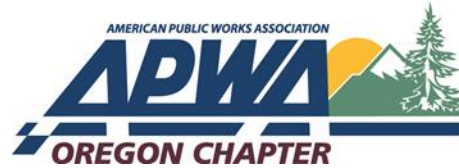


American Public Works Association



Wilsonville, Oregon

BOARD MEETING MINUTES

May 13, 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	
Gregg Weston	Foundation Liaison		X

@= Present via Conference Call

Guest: Fred Wismer

Meeting was called to order at 10:14pm, adjourned at 2:22pm.

Good of the Order

Board Business/Updates

President's Report (Delora Kerber):

- Mike Bisset will be on the national awards committee.
- Eric Jones became a life time member. Delora is going to try to list all the life time members on the web site.

- Delora contacted the Governor's office concerning a proclamation for national public works week.

Secretary's Report (Gordon Munro)

- Jenifer moved to approve the minutes, Nikki seconded it. Passed with revisions.
- Two emails were received. One sent to Bob Patterson with ideas for speakers at the schools. One a request for clarification on the training schedule in the fall.

Treasurer's Report (Jenifer Willer)

- The April budget was handed out and there was some discussion on specific items. Some expenses have come in for the April conference, and we will make money on the conference. Delora will have a discussion with the conference committee about the funding of the conference, indicating that there is room to add things such as transportation. Mike moved to approve, Tony seconded. Passed.
- Maggie sent out a breakdown for each event if anyone wants to look through them.
- The money for the Top Ten celebration is going to be a "food and beverage" item in the budget. There is a question with regard to how are we going to provide money for travel to the National Conference for Top Ten award winner. The travel budget for going to the National Conference is only for Board members on Board business. Delora indicated that we actually have a policy of sending members to the National Conference and assisting in payment of travel and expenses. This is for a first time attendees and is considered a scholarship. Bob provided an invoice that was for more than \$1,000 that include his and his families travel. If we reimburse Bob directly it will require a 1099 tax form. We will write the \$1,000 check to Bob and provide him a 1099 form to fill out.
- For Matt Rodrigues going to the National Conference the City of Eugene is paying, and APWA is reimbursing the City.
- Jenifer sent out a 2017 draft budget for review. There have been some changes since it was sent out. Item 553 for travel to national was changed from \$1,500 to \$2,500 per person. National added item 555 for other officer travel. Item 615 was adjusted to include \$1,500 for the Top Ten celebration. Is \$500 good for YP? It will be changed to \$1000. There are explanations in the budget for the amounts and where items are accounted for. Jenifer went over several items. There were questions and discussion concerning some of the items. Community outreach and contributions has \$25,000. We have standard donations that add up to about \$15,000 a year, which leaves \$10,000 that is not for items that come up through the year. The budget is due to National July 31. Todd moved to approve the budget with revisions, and it was seconded by Tony. Passed.

National Delegate's Report (Dan Boss)

- NA

Foundation Report (Gregg Weston)

- NA

Committee Reports

Lunches (Fred Wismer)

- Public Works lunches are doing well with about 65 to 80 people per lunch in Portland, and 30 to 35 per lunch in Eugene.
- The committee has outlined the lunch topics for the rest of the year. They also have seven topics identified for the future.
- Delora is going to the next Portland lunch as a representative of the Board.
- Todd is going to do a lunch for the rural communities on gravel roads. The date and location still needs to be identified.
- The next coastal lunch is targeted for June.
- Russ Norton will do a lunch on low density backfill in the future.
- Tony is looking to start a central Oregon lunch.
- The committee is trying to get the City of Portland more involved. It was suggested that the committee continue trying to get the City of Portland involved, and report back to the Board about how that goes. Delora will send out invites to the Portland chiefs.
- The cost of the lunches in Portland was raised by two dollars (\$18). A possibility in the future is registering on line instead of paying cash.
- The lunches are in the black about \$200.
- The committee has been contacting the universities about sending students.
- If we need more room in Portland, the lunches could be moved to NW Natural and have box lunches.

First timers (Fred Wismer)

- There were 15 first timers at the last conference.
- Fred is going to be sending out an email to the mentors to have them reconnect with the first timers. He will also be compiling the first timer tickets and sending the connections that were made.
- Ideas were discussed about getting first timers more involved, but no decisions were made.
- First timer bingo at the Board social seemed to work well.

GIS (Jenifer Willer)

- The GIS committee was taken off the web site, but the members have indicated that they are a committee and are active. Patrick Cox is very interested and has been active.
- Jenifer will talk to Patrick about getting a chair for the committee and letting them know what is involved with regards to being a committee.

Conference Updates

- Spring 2016, Hood River, April 19-22. Jenifer has the budget report from the spring conference from Maggie.
- Jenifer is getting lots of comments about the conference specifically about the quantity of alcohol. There were some comments about the entertainment and whether dancing should

be part of it, and is the band appropriate? Is there anything that we want to tell the fall conference committee? Can the purveyor of the alcohol have a monitor? Delora will let the conference committee know that there was an issue with the alcohol at the last conference, but give no specific direction.

- Jenifer is going to ask National about insurance for the person that was injured dancing at the conference. She will also ask about other actions that we may need to take with regard to the inappropriate behavior.
- The coffee bar was apparently pulling people away from the vendor hall. Snacks and refreshments should be located in or near the vendor hall.
- If we have another conference that is focused on a single topic it may be a good idea to have some of the talks off the main topic to give people options.
- Fall 2016, Bend/River House, Oct 11-14 (David Abbas/Charles Radosta). The call for abstracts will be next out next Thursday by Russ Thomas, and they are due June 20th (one month to get them in). The conference theme is "pride". David and Charles are working with Maggie. They are looking at tours and considering bus transportation to downtown for the evenings. Entertainment is optional. Having gizmo auctions spread out over several days is good, but look at having more variety on the items. We need to watch how long the auctions go at any one particular time, as it got rather long at Hood River.
- Spring 2017, Oregon coast, April 10-13: It will be at Seaside, but we need a conference chair. Clatsop County Mike Summers might be interested. Liane Welch at Tillamook County might be interested. Delora will contact them.
- Fall 2017, Pendleton, October 17-20 (Patterson): Bob will be the chair.
- Spring 2018, Eugene/Hilton, April 2-5.
- Fall 2018, Roseburg.
- Spring 2019, Hood River? There was discussion earlier that we may have out grown Hood River.
- Fall 2019, Bend.
- Exhibitor Relations (Tony Roos): They all seemed happy.
- We do not need to have the Board meetings at the conference venue the month before.

Review of Strategic Plan/Action Items

- Bob Patterson is now the education chair.
- Are we still going to have a survey with regard to education needs? We may not have capacity to expand if we get the feedback. It was decided that the survey is not needed at this time.
- Tony is on the look-out for a chair for central Oregon luncheons.
- Delora will talk to Brain Richardson about officially being the chair of the communication committee.
- An outreach plan has not been developed yet for connecting with students.
- There has been no steps taken yet on developing the mission statement for the membership committee.
- We have been inviting committee chairs to the monthly board meetings.
- The YP committee did have one event with other YP organizations. Ashley will send Delora an email with the details.

- With regard to recognition of membership longevity it was suggested that we could add a ribbon to the badge at the conferences. This would be for 5, 10, 15, 20, etc. years of service.
- Financial support for the YP committee has been added to the budget.
- Nothing has been done yet with regard to increasing the participation of the membership. It was suggested that we may want to re-engage with the League of Oregon City's (LOC), and the Association of Oregon Counties, and look at the possibility of having an APWA booth at their conferences. There was some discussion about investing in a pull up screen that could be used for the booth.
- There have been no steps taken yet with regard to Marketing & Branding Oregon APWA.
- The Board has reviewed the committees to confirm the relevancy. As noted earlier GIS was taken off, but there are folks interested in this. What about futures, Delora talked to Jeanie Nyquist about the futures committee. Jeanie thinks it is good and needed.
- We still need to develop roles and responsibilities for committees.
- Succession planning: This fall the positions that will be on the ballot:
 - Board positions: Elizabeth (end of second term), Tony (end of first term) and Mike (end of first term).
 - Board positions that stay: Nikki, Ashley and John.
 - Officer positions: Jenifer (treasurer) will need to be filled, Russ (president elect) will need to be filled. Tradition is that the president elect position is filled by either the treasurer or secretary when their terms are up. However, any Oregon APWA member can be selected.
 - Officer position: Russ moves into president
 - Officer positions that stay: Gordon (secretary)

Continuing Business

- Long term investment of money market (Tony): An investment strategy was put together first (which was handed out), and a conservative approach was recommended. They then looked at five investment options over a five year period. The safest investment is a CD with our existing bank. We have about \$180,000 to work with but were looking at \$125,000 for investment. The range of return over five years is \$234 (stay in the money market) to \$1,411.50. There is no guidance from National on this that we are aware of, we just need to report what we are doing. Tony and Jenifer have been tasked with talking to National about what help they can provide with regard to investments before any decision is made.
- Pricing for conferences and training: There has not been much discussion, so this will be moved to the next meeting.
- Last meeting there was discussion about board members going to the National Conference. Do we want to financially support this? For now the decision is that board members can apply for a scholarship using the existing policy.
- When we make decisions by email, it will be put in the next Board meeting minutes. Delora will send the email information on the top ten support to Gordon to include in this meeting minutes.

New Business

- Spring 2017 Conference chair: Todd may volunteer to assist.
- Communications award: Jenifer did some research on this from other sources, and discussed some of the information. We might want to look at the National award and see if we can fit

the Oregon application around it in order to make it easier to follow up the Oregon application with the National application. They do not need to be exact. Jenifer will talk to the awards committee chair (Krey) about creating the application and award. The board is hoping that this can be ready for the fall conference. It was suggested that it be called the "Jones Communication Award", and document why on the web site.

- Public works week is next week. Delora will talk to Brian Richardson about getting a news releases on public works week. Brian could speak with David Renshaw at McMinnville, Victoria Sager Washington County about what they are doing. He likely already knows what Eugene is doing.
- PACE award: (Todd) - It has come together well but there are still some items to firm up. One challenge we have is with advocacy. Some comments were provided on the award for modifications. This last year we only had one community event, but we can say that we have instituted a policy to include community events at conferences. We had 15 first timers at both conferences. We need to figure out what year to list the National award winners get listed in. Peggy sent out a year-end report that has a lot of information that would be useful. Jenifer will forward that email to Todd. If there are any other comments, let Todd know.
- We could dedicate one of the monthly Board meetings to a community event.

Email Business

Occasionally the Board conducts business and takes votes through email when time is of the essence. It was the general consensus that any votes that are conducted through the email should be added to the next business meeting minutes. In accordance with this decision, the following motion was made and passed by email in April.

- Russ Thomas made the following motion and John Lewis seconded. The motion passed.

"I move that the chapter allocate \$2,500 for Bob Patterson, APWA Top Ten Award selectee from the Oregon Chapter for travel and the local award recognition reception for utilizing the funding target guidelines outlined above. The funds could have a guideline of target of \$1,000 toward travel to the PWExpo to receive the award, and \$1,500 towards the local recognition, with the actual amounts of each being flexible should the selectee have support from their local agency/company for travel, or reception expenses, but the total amount would not exceed the \$2,500 amount."