

Board Meeting Agenda

City of Wilsonville- City Hall  
Wilsonville, OR



July 15, 2016

Time	Item	Presenter	Notes
1:00 pm	<u>Call to Order</u>	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

Guest:

Laurie Allen

Leslie Finnigan

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**SCHOLASTIC FOUNDATION MEETING**

Foundation Board Present: Curt Corey\*, Rick Olsen\*, Eric Jones\*, Gregg Weston, Todd Watkins, Terry Song

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\*Called in.

Scholastic Foundation Meeting was called to order at 10:04 am, adjourned at 11:00 pm.

**Financials:** Rick Olsen- Handed out the report. Have \$413,487.27 in the account and no liabilities. Went over the line items. **See attached report.** There was no indication of how the money from the conferences was supposed to be allocated so it was put in the general fund. We are in a healthy position.

Motion to accept the financial report. Moved by Eric, seconded by Curt, passed.

Discussions followed concerning allocations of the funds from the conference. A letter will be sent out to the past presidents to try to get more funds for that account. Todd will send it out. There was some discussion about \$2,000 being transferred from the general fund if the past presidents donate \$2,000 to the presidents fund, but no decision was made. A decision had already been made to provide a \$1,000 scholarship through the president account and the shortfall will be made up from the general account. A motion was made by Curt and seconded by Eric to allocate to the \$5,000 to the veterans – passed.

Candidate's – Laurie: went over the proposed scholarships, **see attached.** Scholarship's that need to be discussed further:

- Clackamas Community College has identified a student but have not forwarded the application. The Foundation may need to talk with Clackamas Community College. Approval of their applicant will have to wait.
- Lane Community College sent two application. The Community College needs to make the decision.
- Lane Community College did not send in an applicant for the veterans. Apparently there were no applicants.
- South Western Oregon Community College no longer has an engineering program so no applicants were sent in. They are asking for assistance on how to handle this. It was noted that there other public works tracks that are not engineering. Discussions ensued about what we could provide a scholarship for beyond engineering.

It was moved by Curt and seconded by Rick to accept the list of scholarships that have a single identified candidate be accepted. Passed.

Direction was given to the scholarship committee to obtain the application from the Clackamas Community College candidate.

Direction was given for the scholarship committee to go back to Lane Community College to make the decision between the two applicant sent by and seconded by, motion passed.

South Western Oregon Community College: Direction was given for the scholarship committee to go back to the College and let them know that the scholarship is broader and provide them more direction. We also need to adjust the description of the scholarship to make it broader such that it is education that leads towards the public works field rather than just engineering.

Lane Community College veterans scholarship: Direction was given for the scholarship committee to go back to the College to and talk to the veterans resource center. Perhaps our criteria is too tight, and we could open it up beyond engineering. A motion was made by Todd, and seconded by Delora to change the criteria such that it is aimed at education that leads towards the public works field.

The resolution to spend the funds will be done by email when there is a full slate of applicants.

Proposed Dan Boss scholarship: There was discussion about employees in public works agencies that are going to classes within the field and are not being reimbursed by the agency. We could provide a scholarship for that class on a

first come first serve process. Gregg had written this up, and he read it out. This would be advertised on the Oregon APWA web site, it will be sent to Eric to post. A motion was made by Todd and seconded by Eric to approve the Dan Boss continuing education scholarship. Passed.

There were discussions concerning the proposed joint scholarship with the asphalt paving association. A proposal was sent in but there has not been enough time to review it. Discussion ensued. The general consensus that a joint scholarship would be a good thing, but the details need to be worked out.

Closed the meeting at 11:54 am.

### **Board Business/Updates**

- No discussion.

### **President's Report** – Delora Kerber

- No discussion.

### **Secretary's Report** – Gordon Munro

- June minutes were handed out and reviewed. Tony moved to accept, and it was seconded by Jenifer. The vote passed.
- APWA emails: very few. There was one question about the curriculum for the Fall conference/school? Will forward this to Russ.
- Have not posted minutes yet, but Jenifer has indicated she will assist.

### **Treasurer's Report** – Jenifer Willer

- The financial report for the month was handed out. This is the final report for the six month budget. Elizabeth moved to accept, and it was seconded by Tony. The vote passed.
- The new budget year starts July 1<sup>st</sup>. Our audit process will need to change with regard to schedule. It will likely be July or August.

### **National Delegate's Report** – Dan Boss

- Dan will send out questions with regard to the mid-year report such as membership, training, conferences ect.
- National delegates will be meeting on Saturday of the national conference. Apparently they will be offering for folks to move to different committees.
- National is also going to review the council of delegates to determine if it is working as intended, and may make changes.

### **Foundation Report** – Gregg Weston

- It was noted that having Gregg at the board meeting has been good. Did note that the combined meeting was really a Foundation meeting, and perhaps the agenda can be adjusted. Perhaps there is something that can be done at the conferences with the two boards.

### **Committee Reports**

- Scholarship – Victoria Saager is really stepping out of this position and Laurie is the lead.
- Membership – Leslie Finnigan – She has never done a report so asked what do we want to see? List out current membership, perhaps some metrics, list out what steps are being taken. Delora read off the mission statement that she and Elizabeth put together. Substantial discussion about updating information on the national list. Need to put together a description of the committee chair responsibilities.

- The Board is considering sending out an email to all the committee chairs to put together a description of their responsibilities.

### **Conferences:**

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

- The abstracts have been evaluated and selected. There is a transportation tract, and the other two tracts are a mix.
- Two technical tours are being set up: the white water park, water treatment facility. Bend will provide transportation.
- Bend will be providing transportation to downtown for entertainment in the evening.
- City of Bend will also take care of moderators and facilitators.
- Lots of enquiries about the vendor space.
- National has been invited but no response yet. Jill will attend.
- The vendor bingo may still happen. Discussion ensued about options we have talked about last meeting and how to get those to Cameo.

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

- No steps taken on contacting folks about conference chair.
- The Seaside PW director (Dale McDowel) is new, might check with them.

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

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

### **Review of Strategic Plan/Action Items - All**

- Professional development: lunch in central Oregon will be advertised at the Bend conference.
- Promote free services from National: we do this at the APWA booth at the conferences.
- Foster Foundation/Board relations: Gregg is attending all the APWA Board meetings.
- Involving NWPWLI Graduates: discussions have occurred at the training about getting involved in other parts of APWA such as committees and other activities.
- Outreach with students: nothing has been done.
- Roles and responsibilities for the membership committee: nothing has been done yet.
- Contact committee chairs and invite to Board meetings: People have been making the effort, and Delora has been inviting chairs to the meetings. The GIS folks have been moving forward with what we have asked to form the committee.
- Outreach to other professional organizations: nothing has been done.
- Submitting on national awards: we are going to be advertising for the Oregon awards soon, and these are timed to make the national applications easier. Need to update the web site with the correct chair.
- Recognizing longevity: we are doing this for the next conference.
- Increase participation: nobody has been assigned to this.
- Educate elected officials: attend the LOC conference. We need a different display here than at the APWA conferences. Perhaps showing project awards. AOC: the conference is not as active, and we are not going to attend.
- Marketing, & branding plan: work with a marketing consulting firm to help with the layout for the graphics and messaging. Elizabeth will check some firms to see what can be done. Nikki moved that we allocate \$4,999 to develop a display. Todd seconded. This was amended to allocate \$4,999 towards the marketing. This is aimed at the LOC conference. Motion passed.
- Roles and responsibilities for chapter committees: no work has been done.
- Succession Plan: See discussion below.
- Leadership development: no discussion.

- PWX in 2023: no discussion.
- 5 year financial plan: no discussion.
- Chapter administrator: no discussion.
- Long term investment: we are going to talk with National for more input.
- Pricing: the conference pricing looks good at this time as we essentially broke even at the last conference.
- Photos of chairs: still need to get photos. Could get the photos at the conference.
- Promote Mentorship program at the leadership training: Dan has been doing this.
- Members for leadership & management: Mike knows someone with interest and has spoken to the chair about it.
- Conference guidelines: no discussion.
- Communication award: the awards committee will create an application for the Fall 2016 conference.
- Monthly email to members: no discussion.
- Develop APWA promotional material: need to get Brian Richardson involved.
- Keep Website up to date: this is ongoing.
- Monthly lunches Board presentation: this is ongoing.
- Speaker packets: no discussion.
- Create an electronic evaluation form: this is in process.
- Article on small Cities for the newsletter: not done yet.
- LOC booth: discussed above.
- Pins to ribbons for longevity: discussed above.
- Send email to the City of Portland division chiefs: this has not been done yet.
- GIS committee formation: they are very interested and are taking steps as suggested by the Board.
- Update scholarship policies on the website: no action taken yet.
- Top ten reimbursement policy: no discussion.
- Send out post conference information to first timers: Fred not done this yet.

### **Continuing Business**

- Spring 2017 Conference Chair(s) All
- Succession Plan/Chapter Nominating Committee Kerber

Todd is chair, Mark Schoening. Need three people, so still looking: maybe Allyson Perch, Terry Song, Paul Shirey, Kevin Timmins, Fred Wismer, Stephanie Reid, a vender.

### **New Business**

- RCAC Funding Agency info distribution Munro  
We can put a resource link on our web site.
- Award nominations are due August 19<sup>th</sup>.
- The Board is giving the Foundation direction to have further discussions with APAO Education Foundation about a joint scholarship.
- Form about acknowledgement of duties: discussion ensued.
- Should be getting the notification about the PACE award on Monday.

### **Board Decisions by Email Vote**

- On June 28<sup>th</sup> a motion was made, seconded and voted upon by the Board by email due to timing.
- Motion: "Request for Board approval for up to \$100 of subsidization to help cover the costs for the Rural Gravel Luncheon that Washington County is putting on at Yamhill County."
- Discussion: This request is to help keep the luncheon costs cheap (\$10) for the attendee which will hopefully allow us to draw in a large rural agency contingent. Board members Todd, Russ, Tony & Gordon are supporting this event.
- The motion passed 11 to 0.

Adjourned at 2:30 pm - Kerber

2016 Board Meeting Schedule

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