

Board Meeting Agenda
 Silver Falls, Board Retreat



December 6, 2016

Time	Item	Presenter	Notes
	<u>Call to Order</u>	2:03 pm	Delora 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

Tim Blackwood, in-coming Board member.
 Brian Van Norman, National staff

President's Report – Delora Kerber

- If you owe articles to Erik for the newsletter, get it in by this Friday.
- Still working on City of Portland participation in APWA.
- Talked with ODOT (Matt Garret) about bringing forward things that ODOT is doing to the conferences, and also talked about getting ODOT more involved with APWA. Matt suggested a meeting with his Directors in February about this.

Secretary's Report – Gordon Munro

- November minutes were handed out and reviewed.
- Tony moved to accept with changes, and it was seconded by Dan. The vote passed.

Treasurer's Report – Jenifer Willer

- The November budget and balance sheet was handed out.
- Mike Bisset already met with Jenifer to go over the books preparing for taking over as treasure.
- We are still subsidizing the Portland lunch. Part of this is the credit card fee.
- Transfer of signing authority has not occurred yet.
- Russ moved to accept the October budget, and it was seconded by Tony. The vote passed.

National Delegate's Report – Dan Boss

- Dan is pulling together forms and information for the next national reporting. Items include membership, chapter activities, best practice, innovative ideas and such. If there are items we think should be included, then let Dan know.
- National training is coming up in February. Dan will go to the National Delegate council meeting (this is done twice a year). These meetings allow cross pollination from chapters, and allow for direct input to National.

Foundation Report – Gregg Weston

- A phone conference meeting is to occur next week. It will include election of officers. There are also new members who will be introduced.
- No new scholarships anticipated for 2017.
- Looking at a joint Board meeting in July.
- Student memberships can be paid by the Chapter as they are not voting members. So we can give the scholarship recipients memberships if we want.
- The Board representative may change.

Committees:

- **Water Resources:** Ashley – The committee is requesting support in the form of advertisement and the promise of 2 to 4 registration fees. From an accounting standpoint it would be better if we sponsor the conference and then they can use the money as they wish. This is for the sustainable storm water symposium (put on by ASCE). A motion was made to sponsor the symposium for \$500, they use our logo in advertisement, and we will advertise on our web site. This information will be taken to the committee and a final motion will be taken later. If they want more funds we can consider that.
- **Sustainability:** Mike Faha will make a presentation at the Lucky Lab in December. There is a \$100 room fee. Can the committee ask for money to cover the room fee?. The answer is yes.

Conferences:

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

- Comments were sent out.
- Some complaints about the vendor space.
- Mostly pretty good comments.

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

-
- The second key note speaker will be the public works director for Manzaneta (also fire captain), and he will be talking about the tornado and the aftermath.
- There will be an auction for a private pilot air tour of the coast.
- Entertainment has been selected.

- There will be a pre-conference workshop.
- There will not be a blood drive.
- Dale McDowell will be reaching out to some local non-profits to set up a community event.
- Bo Miles, the National President elect, has been sent an invitation to attend the conference.
- Golf will be at the Gearhart links golf course.
- STEM students (up to 10) from the Seaside High School will attend the conference on Wednesday.
- There are going to be some tweaks to the first timers program.
- Jill Marilley has been invited to attend the conference.
- There are some National web site issues with the chapter leader resources page as we are not been able to send out emails for three weeks. This has slowed down the process of calling for speakers. Jenifer was able to do a work around to send out the emails.
- Areas for talks: transportation, water/wastewater, water resource, GIS, leadership/management, public works technology, local, sustainability, and emergency management.
- We have had some issues with regard to what classes are accepted for CEU's. Steve Sagmier from Lafayette is the appointed APWA representative to OSAC which is the organization that approves classes for CEU's. He is not a member of APWA, it is not clear he is still at Lafayette, and APWA did not make that appointment. Russ is looking into this with OSAC.

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

- Tentative commitment for the National AWWA president to attend the conference.

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

Fall 2018: Looking at Canyonville.

-

Exhibitors Relations: Tony Roos

- Vendor bingo is not working. Could have the vendors hand out raffle tickets similar to the first-timers program.
- Do the vendor raffle earlier before the breakdown.
- May want to give more time the last day to check out in the morning.

Continuing Business

- **Every Day Counts:** Jenifer is a representative and was asked to go to the STIC summits with FHA (two a year). STIC – state transportation innovation council. There is funding available through this program.
- **Chapter leader tools:** Brian will be talking about this later after the Board meeting as part of the retreat.
- **Education Chair:** John presented a potential outline of organization and responsibilities. This included a professional development review panel and a panel coordinator. John indicated that he would be interested in being the panel coordinator. Discussion ensued about what the responsibility would be such as review of APWA classes, other agency classes, identify opportunities and needs. No decision was made.
- **Top Ten:** Delora contacted the University of Oregon about support the applications as they have done in the past, and they indicated that they will not support this year. Delora is willing to do the PACE, but we need help with the Top Ten award application. DEA, Gwynn Berkley may be able to help. Tony will look at the application and see if Kittelson will do this. Eric Jones may be able to help. Jeanie Nyquist was nominated and is willing to do this but she is taking January off.

It was moved by Delora that we spend up to \$2,500 to help with the top ten application. Tony seconded the motion – it passed.

It was suggested that next year we could look for a firm that could do this on a yearly basis. It was suggested that Eric Jones might want to do this.

- **Engineers Week Support:** Tony – has not met with Jason on this yet. There is a vendor booth that we could sponsor. The event is in February in Portland. There is another one in Salem. Tony was thinking about a \$500 sponsorship. John made a motion to support the Portland event with \$1,000, Dan seconded the motion – the motion passed. We will make a decision on Salem in January 2017.
- **Cameo Contract:** Jenifer and Delora made some edits to the agreement and exhibits. Added some language to follow National guidelines for contracting as well as other edits. The fee is higher than previous years. Apparently the fee in previous years was based upon what effort they thought it would take, but they have been tracking the time and the effort is more than they originally expected. So, the higher fee is based upon tracking the actual costs incurred. It appears justified. Also adjusted the contract with regard to payment schedule. They would like to be paid on a monthly basis for the busiest times of the year, such as for conferences. This also appears reasonable.

This contract should be reviewed by National before we sign it.

Tony moved and John seconded to accept the contract with changes that Jenifer and Delora made, and based upon National review – the motion passed.

Maggie is planning on retiring in four years, and Peggy will be taking her place.

- **Class Reporting:** Maggie sent out a report on the classes. There was a question about the breakdown of the agencies that participate. It appears that it is very broad, but we can ask Maggie. Discussions ensued about whether to do more classes. It is limited by the availability of teachers.

Adjourned 4.49 pm - 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

Later in the retreat the 2017 Board meeting schedule was set, and committee attendance suggested.

January 13 th	Tetra Tech – set liaison assignments
February 10 th	Oregon City – Education & awards
March 10 th	Wilsonville – communications
April 10 th	Seaside conference (Monday)
May 12 th	OTAK – water resources, emergency management, YP
June 9 th	Roseburg – leadership and management
July 14 th	Eugene – joint meeting with the Foundation, scholarship, specifications, communications
August	No meeting
September 8 th	Kittleson – membership, luncheons
October 17 th	Pendleton conference (Tues)
November 17 th	Newberg – sustainability, transportation
December 5/6	Silver Falls – retreat

It was suggested that one meeting be focused on communications, and another be focused on education.

