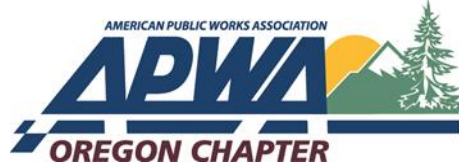


American Public Works Association



Eugene, Oregon

BOARD MEETING MINUTES

February 12, 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	
Ashley Cantlon	Director	X	
John Lewis	Director	X	
Nikki Messenger	Director	X	
Elizabeth Papadopoulos	Director	X	
Tony Roos	Director	X	
Greg Weston	Foundation Liaison	X	

@= Present via Conference Call

Guest: Doug Singer, Eugene Luncheon Committee

Guest: Kerry Werner, Transportation Committee

Guest: Robert Tintle, Leadership & Management Committee

Guest: Matt Rodrigues, City of Eugene

Meeting was called to order at 10:04 PM by President Kerber.

Good of the Order

Request for Community Outreach Grant (Rodrigues)

As part of his 2016 Jennings Randolph International Fellowship, Matt will travel to Sweden this fall to study their implementation of Net Zero Initiative. His anticipated cost is \$5200; \$2000 is covered by the fellowship. The City of Eugene is proposing to cover \$1700 and Matt is requesting a Community Outreach Grant to cover the remaining \$1500. Matt is willing to present/share his findings at various APWA forums.

President's Report (Kerber):

- Kerber emailed Marilley Talking Points to Board members.
- Kerber will assist with awards presentations at the Asphalt Paving Association of Oregon Annual Conference this month.
- Milestones check-in:
 - Top Ten Leadership application – Watkins
 - National Award application – Lewis
 - CY15 Audit Report due – Willer
- Discussion on how Action Items is working- generally good.

Secretary's Report (Thomas for Munro)

- December 2015 Board minutes were presented. Bisset moved to approve, Roos seconded. Motion was approved by unanimous vote of those present.
- January 2016 Board minutes were presented. Papadopoulos moved to approve with minor corrections, Messenger seconded. Motion was approved by unanimous vote of those present.

Treasurer's Report (Willer)

- Willer presented the January Budget Report. Exhibitor revenues are coming in: delegate travel and Cameo invoices from 2015 came in; discovered and made some corrections to the year-to-date report (\$10K to the better).
- The report format is changed to use check register balance instead of bank balance. This change allows for more accurate tracking.
- The audit took 3 ½ hours and went well. Everything balanced, Terry Song signed, and it was sent to National.
- Maggie will keep copies of all items requiring dual signatures.
- Boss moved to approve the January Budget Report, Lewis seconded. Motion was approved by unanimous vote of those present.

Roos requested a Community Service Grant to fund a booth at the Joint Corps of Engineers/SME (Society of Military Engineers) trade show for high school students. Boss moved to approve \$75 co-sponsorship, Messenger seconded. Motion was approved by unanimous vote of those present. Boss moved to fund up to \$125 for APWA give-aways (brochures, pencils with logo, etc), Lewis seconded. Motion was approved by unanimous vote of those present.

Rodrigues grant request was discussed. Boss moved to approve a \$2000 grant to support Rodrigues Vision Zero study, Messenger seconded. Discussion included options for disbursing (to be worked out with recipient) and grant is outright (no invoices, no reimbursement). Motion was approved by unanimous vote of those present.

National Delegate's Report (Boss)

- National President has been unable to carry out duties of office due to health reasons; the President Elect has been covering well.
- Next week is the midwinter Council of Chapters meeting.
- No new news on National search for the Executive Director post.

Committee Reports

Transportation (Werner)

- Kerry Werner reported the Transportation Committee is doing well. They continue to meet about four times per year and have enough topics. They want to focus on getting their webpage up and going.

Eugene Luncheon (Singer)

- Doug Singer reported the Eugene luncheon is doing well with about 35-50 attendees per luncheon. There are five committee members who have one planning meeting each year to set the schedule for the coming year and work to cover a variety of topics.

There was a general discussion about calendaring events; the mechanics of the website causes the closest events to display and does not prioritize items like the conference in the Upcoming Events list. It was agreed that events should be added as soon as a date is set, even though that may mean more important events further out may show.

There was interest in some kind of a speaker's package (like ASCE had or has) and/or some kind of PowerPoint that speakers could use to integrate or advertise APWA.

Leadership and Management (Tintle)

- Robert Tintle reported the committee has 4 members, all from the City of Eugene. They've made several efforts to reach out for a more diverse membership; including holding a recent meeting at MSA in Eugene.
- Tintle presented their 2015 work plan and their 2016 draft work plan. Overall they are focused on the relational aspects of work. In 2015 they did a pilot mentorship program with Northwest Public Works Institute students. Based on positive feedback from a survey, they will run the program again in 2016.

Foundation Report (Weston)

- Gregg Weston reported they had good attendance at their latest meeting and their year-end balance is about \$404,000.
- Weston reported they are developing the scholarship list for coming awards, including:
 - Developing criteria for a new Alsing scholarship
 - Possibly replacing the Blue Mountain Community College scholarship with a Mt Hood Community College scholarship (Blue Mountain no longer has a suitable program)
 - The new Boss and Veteran's Scholarships
- Weston reported he and Watkins put together a scholarship rotation plan.
- Weston noted Victoria Saager will continue as Scholarship Committee Chair this year with Lori Allen in training to take on the committee when Victoria retires.

Watkins has developed a job description covering the duties of the position and Victoria worked to make the process more routine with much of the work shouldered by the schools.

Conference Updates

Spring 2016 Hood River (Lewis & Thomas)

- Registration announcement just went out.
- Conference hotel is already full.
- Technical sessions are all set (handout was provided).
- Will be contacting Board members for moderator/facilitator help.
- Community event will be Hope Chest for Foster Teens goods donations.
- Tours are set for Hood River Distillery; three groups of eight people with no other tours or workshops planned.

Lewis initiated discussion about purchasing gifts for the Gizmo bidding; the group supported this as a conference expense.

Fall 2016 Bend (Watkins)

- Kerber noted the kickoff meeting is set for next Friday and sees it as a place for the President to participate.
- General discussion ensued regarding the purpose of the conference guidelines and need to update.
- Discussed was the need to replace our technical person and that people doing this type of work should be covered for conference room and board.
- Roos noted Bingo cards need to be updated; he will work with Maggie.
- Roos also noted display logos promised to sponsors didn't come to pass at conference lunches, etc. so he will work on this.
- Committee Liaisons are tasked with getting photos of their Committee Chairs to Tony Roos.

Strategic Plan Review (All)

Kerber led a review of Strategic Plan action items; the list is extensive. The Board worked through most of the items, removing, modifying and/or assigning. Review of action items will be completed at the March meeting.

Director Initiated Items/New Business

Pricing for Conferences and Training (Boss/Messenger)

Boss and Messenger are still working on this topic but are suggesting it is okay to make a reasonable gain as long as there is a purpose for the money. There are many possibilities including more money for the Foundation, ensuring scholarship needs are met, etc.

Chapter Liaison International Affairs Committee (Kerber)

Kerber noted she is the default liaison but was looking for anyone interested in the position. Watkins is on the Committee, but neither Watkins nor Kerber had much information on the value/function of the position. It will be discussed when more is known.

Eric Jones Retirement (Willer)

Jones' retirement party is coming up; the group considered what to do to honor his many years of considerable service to APWA. Messenger moved to allocate \$300 for honoring Eric at his retirement party; Boss seconded. Motion was approved by unanimous vote of those present. Also discussed for

later consideration is the development of a new annual award.

Portland Chief Engineer Meeting (Roos)

Roos is invited to the next City of Portland Chief Engineer's meeting to pitch more participation in APWA. Roos, Watkins, Bisset and Cantlon will attend.

Green Transportation Conference (Thomas)

Oregon APWA is a key sponsor; which includes no-cost attendance for any APWA members. This will be the last conference; there is discussion about replacing with a public fleet management and mechanics school.

Meeting adjourned at 2:40 PM

Next Meeting: March 11, 2016, 625 Center Street, Oregon City