

Board Meeting – Year End Retreat

Silver Falls Conference Center, OR



December 5, 2017

Time	Item	Presenter	Notes
	Call to Order: 2:11 pm	Russ Thomas	

Board Members Attendance:

		Present	Absent
Russ Thomas	President	X	
Jenifer Willer	President-Elect	X	
Gordon Munro	Secretary	X	
Mike Bisset	Treasurer	X	
Dan Boss	National Delegate	X	
Delora Kerber	Immediate Past President	X	
Doug Singer	Director	X	
Nikki Messenger	Director	X	
John Lewis	Director	X	
Tim Blackwood	Director	X	
Tony Roos	Director	X	
Ashley Cantlon	Director	X	
Gregg Weston	Foundation Liaison	X	
Russ Norton	2018 Director	X	

*= Present via Conference Call

Guests

- Brad Patterson, National APWA

President's Report – Russ Thomas

- Future PWX Bid: Russ told National APWA that we are not prepared to look at the 2020 bid, but will consider a bid four years down the road.
- Green Transportation Summit Community Partnership (April 17-19, 2018 Tacoma, WA): Russ told the GTS that Oregon APWA will advertise in our newsletter and send out an email to our membership.

Secretary's Report – Gordon Munro

- November Board meeting minutes were handed out and reviewed.
- Tony moved to accept the minutes, and it was seconded by John. The vote passed.

Treasurer's Report – Mike Bisset

- The November budget and balance sheets was handed out. Mike described a bit of what is going on with funds.
- Tony moved to accept the October budget report, and it was seconded by Doug. The vote passed.
- Jenifer indicated that she thought it would be a good idea to send out copies of the bank accounts twice a year to the Board.

National Delegate's Report – Dan Boss

- The date is set for mid-winter meeting in February, and Dan is registered.
- The end of year report coming up and Dan will need the president's goals, updates on classes and such. The report is due in mid-January and Dan will aim to get it done early January.

Foundation Report – Gregg Weston

- The Foundation met last Friday (December 1st) and had election of officers: Terry Song president; Matt McRostie vice president; Eric Jones secretary; and Rick Olson treasurer. Gordon Merseth will continue on with the Board as a "friend of the Foundation". Gregg Weston will still be the liaison the APWA Board
- The total amount in the fund is \$492,450 which includes the general fund and tribute accounts. There is \$294,198 in the general fund.
- The Kurt Corey tribute account is now \$25,454, so we will be talking to the family about the account.
- There is \$20,356 in the past president tribute account.
- There is \$15,797 in the veterans tribute account.
- Approved three new scholarships, PCC at \$750, Kurt Corey tribute account at \$1,250, and the joint APWA/Asphalt Paving Association with two scholarships at \$2,500 each.
- Still talking about a scholarship at the Clackamas Community College.
- There is \$30,000 approved for scholarships next year. It was noted in the treasurers report the current fund balance can fund a total outlay of \$21,497 to \$30,096 (5 to 7 percent of the principal). At \$30,000 this represents an increase of \$11,800 in scholarships since the 2016-2017 school year, and the introduction of six new scholarships since 2015-2016 school year.
- There was a question about how the funds are invested. Gregg did not have the details, but there are various accounts. There is an audit once a year.

Committee Reports

- Russ appointed Guy Hakanson the new specifications committee chair.

Conferences:

Fall 2017: Pendleton, October 17 -20

Patterson/Willer

- The books are closed.

Spring 2018: Eugene/Hilton, April 2-5

Doug Singer/Patrick Cox/Munro

- No major report at this time.
- The proposed theme is "making progress".
- Have been in contact with Maggie to get started on the particulars.
- The abstract call will be sent out soon by Gordon.
- There was a question about having the fourth technology track. The question is whether there is enough people to support four tracks. Could have the vendors submit for presentation, maybe have the option for 30 minutes sessions. The conferenced chair can make this decision.

Fall 2018: Canyonville, Oct 15-18

Messenger/Munro

- Monday through Thursday.

Spring 2019: Bend, April 16-19

??/Bisset

- Tuesday through Friday.

Fall 2019: Hood River, Oct 22-25

??/Bisset

- Tuesday through Friday.

Exhibitor Relations

- NA

Continuing Business

- Top Ten PW Leadership Application will be Gregg Weston. Eric Jones will assist putting together the application. We already had it in the budget to pay for the assistance.
- NWPWLI Registration Fees: ODOT T2 is pulling back about \$4,360.95 per year for text books. ODOT had direction from the Governor's office to look at ways to trim their budget such that expenses were directed more to their mission (only one person from ODOT has attended each of the last two years). They will continue to fund the course notebooks. In 2016 the gain from the class was \$7,952.

Nikki moved that we keep the registration fee schedule for 2018 the same as it is now. It was seconded by Jenifer. The motion passed.

- Equipment Rodeo Status: Russ has been following up on this, and it is still in process.

New Business

Student Outreach:

- Ashley spoke on a panel at a PSU prep class for FE exam. The professor wants to enhance the connection with the professional organizations.
- Not sure what our long term goals would be such as student chapters, or promoting more interactions. This could include going to a senior design class or an evening talk (with pizza), engineer week, career fairs, public works week, resource to talk to and ask question (email), other.
- We need to look at budgeting for this, and possibly wear an APWA shirt or something to brand us.

- It was suggested that we have a separate student outreach committee, and at the next conference we reach out to see who would be interested.

Resiliency & Emergency Management: (Tim Blackwood)

- Allison Pynch just returned from Mexico (earthquake) and she would like to present what she has learned.
- It could be a pre-conference workshop. Jenifer has already talked to Patrick for the Eugene conference.
- Could be a lunch time presentation.
- National has short webinars she could do. Brad Patterson can help with this.

Email Business

The following email business was conducted on November 20, 2017. Gordon made the motion that “the advertised registration fee remains the same for the upcoming classes currently advertised. The board will review the information on registration fees, textbook cost, and impact on the overall gain or loss of the class, to make a determination on future class registration fees.” It was seconded by Tony. The vote passed.

Installation of New Board Members

- Transfer of the president position will officially be made to Jenifer Willer in the morning, but gave the gavel Jenifer now.

Adjourned 5:28 pm

2017 Board Meeting Schedule					
Jan 13 th Canceled	Feb 10 th Oregon City	Mar 10 th Wilsonville	Apr 10 th Seaside	May 12 th Tetra Tech	Jun 9 th Roseburg
Jul 14 th Eugene	Aug None- PWExpo	Sep 8 th Kittleson	Oct 11 th Pendleton	Nov 18 th Newberg	Dec 5 th /6 th Silver Falls

- ~~1099 forms due — Jan 15 (Willer/Bisset)~~
- ~~Top Ten Leader nomination (Jeanne Nyquist) due — March 1 (Kerber)~~
- ~~National Award nominations due — March 1 (Krey Younger)~~
- ~ Public Works Week Proclamation to Governor’s office — March 20 (Thomas) (sent March 2, 2017)
- ~ Appoint Chapter Audit Committee — March 30 (Thomas) (Appointed Gregg Weston, Terry Song, Tony Rees)
- ~~PACE Award nomination due — June 1 (Kerber)~~
- ~~Adopt FY17 Budget at June 10 Board Meeting (Bisset)~~
- ~~Mid-year Chapter Delegate Report due — June 30 (Boss)~~
- ~~Invite National Dignitary to Fall Conference — June 1 (Thomas)~~
- ~~Chapter Audit — July 19, Wilsonville (Bisset, Cameo Mgmt., Audit Committee Gregg Weston, Terry Song, Tony Rees)~~
- ~~Annual Chapter Audited Financial Report Due to National — August 1 (Bisset)~~
- ~~Chapter Award nominations due — August 22 (Krey Younger)~~
- ~~Present Officer Nominations to Executive Board — September 8 (Kerber/Nominating Committee)~~
- ~~Present Officer Nominations to Voting Chapter Members — October 20 (Kerber/Nominating Committee)~~
- ~~2017 Top Ten Nominee selection — November 17 (Board members) Gregg Weston~~
- ~~Resolutions to Update Chapter Bank Account Signature for New Officers — November 17 (Bisset)~~
- ~ Invite National Dignitary to Spring 2017 Conference – December 1 (Willer)
- ~ Year-end Chapter Delegate Report due – December 31 (Boss)

APWA Educational 2017/2018 Lineup:

- ~~— The Developing Leader, March 7-10, Mt. Bachelor, Bend~~
- ~~— Street Maintenance & Collection Systems Spring School, March 28-30, Eagle Crest, Redmond~~
- ~~— Oregon Chapter Spring Conference, April 10-13, (M-Th) Seaside Convention Center, Seaside~~
- ~~— Street Maintenance & Collection Systems Fall School, October 24-26, Best Western, Newport~~
- ~~— Oregon Chapter Fall Conference, October 17-20, Convention Center, Pendleton~~
- ~~— Public Works Leadership, November 7-10, Surfsand, Cannon Beach~~
- ~ Public Works Essentials, December 5-8, Red Lion Jantzen Beach, Portland
- ~ Street Maintenance & Collection Systems Spring School, March 6-8, 2018, Riverhouse, Bend
- ~ Street Maintenance, April 24-26, 2018, Eagle Crest Resort, Redmond

Future Conferences:

- ~~— WA Chapter Spring 2017, April 25-28 Tacoma – OR-APWA Chapter Board Representative(Thomas)~~
- ~ Spring 2018 - Eugene/Hilton, April 2-5, 2018
- ~ WA Chapter Spring 2018, April 17-20, Vancouver – OR-APWA Chapter Board Representative
- ~ 2018 PWX – Kansas City, MO, August 26- 29, 2018
- ~ Fall 2018 - 7 Feathers, Canyonville, October 16-19, 2018
- ~ Spring 2019 - Bend Riverhouse, April 16-19, 2019
- ~ 2019 PWX – Seattle, WA, September 8-11, 2019
- ~ Fall 2019 – Hood River Best Western, October 22-25, 2019

APWA National Events;

- ~~— North American Snow Conference, April 23-26, 2017 Des Moines, IA.~~
- ~~— National Public Works Week, May 21-27, 2017~~
- ~~— PWX, August 27-30, Orange County Convention Center, Orlando, FL.~~

Ad Hoc Committees:

- ~ Long Term Investment Strategy – Roos and Willer

National APWA Committee Members: Mike Bisset - Project of the Year; Kurt Corey – DCS Credentialing; Michael Adams – Small Cities/Rural Communities; Peggy Keppler – Professional Development; Matt Rodrigues – Sustainability; Tom Hickmann – Water Resource Management; Pam Berrian – DCS Research Council; and Todd Watkins – International Affairs Committee.