

Board Meeting

City of Eugene



July 14, 2017

Time	Item	Presenter	Notes
	<u>Call to Order 10:09 am</u>	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	

*= Present via Conference Call

Guests

- Scholarship Foundation: Eric Jones, Terry Song, Ken Stoneman, Rick Olson
- Scholarship Chair, Laurie Allen

President's Report – Russ Thomas

- Jill Marilley is on the ballot for National President Elect, and there is still time to vote.
- Bob Patterson is on the region 9 director nominating committee.
- The Oregon Chapter received the member achievement award. This is the highest percentage membership gain for the year.

- There are at least two Oregon presentations at the National APWA convention this year.
- Russ attended the Oregon coast luncheon, which was the ODOT ADA presentation. All new permits through ODOT will have language about ADA, and they are changing their design standards with regard to ADA requirements.

Secretary's Report – Gordon Munro

- June Board meeting minutes were handed out and reviewed.
- Delora moved to accept the minutes, and it was seconded by Jenifer. The vote passed with spelling edits to the minutes.

Treasurer's Report – Mike Bisset

- The June budget and balance sheet was handed out. Mike described a bit of what is going on with funds. Right now there is about an \$11,000 gain for the year.
- National APWA sent out new categories for accounting. National APWA wants the chapters to apply the new categories retroactive to this last year.
- We are getting ready for our yearly audit.
- The Oregon financial report is due to National APWA on August 1st.
- National financial staff left and they are looking for a new person. We need to change our signature card at the Bank and put Scott Grayson on our accounts. When National hires a new financial staff we will need to change the signature card again.
- Jenifer moved to accept the June budget report, and it was seconded by Doug. The vote passed.

National Delegate's Report – Dan Boss

- NA

Foundation Report & Joint Meeting – Gregg Weston

- Delora Kerber kept separate minutes for the Scholastic Foundation meeting which started at 10:09 am.
- Adjourned at 12:03 pm.

Committee Reports

Scholarships, Laurie Allen

- Spoke during the Scholastic Foundation meeting.
- Can we help the scholarship awardees get work such as help writing resumes? Could post something on the newsletter announcing that one of the scholarship winners has graduated and is looking for work. Laurie and Eric will coordinate.

Conferences:

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

The following text is an update from Bob Patterson from an email sent to Russ:

We will be launching the exhibitor registration next week. I have been coordinating regularly with Peggy and Maggie.

All items are in place locally for the conference from our end. Only outstanding items are my descriptions for keynote speakers and our bus route expenses to get to Peggy this weekend.

Tuesday evening: after party (non-conference event) will be held in the Let'er Buck Room in the South Grandstand of the Round-Up Stadium.

Wednesday AM: We will have two technical tours 1) our public works facilities (up to 40 attendees) and 2) weather service / national guard facilities (up to 12 attendees). \$25/person.

Wednesday keynote: Round-Up 201 - a follow-up to Round-Up's presentation from 2014. It will include details about their plans for their campus as they in discussions about expansion with royalties from Pendleton Whisky. Pendleton High School band and chorale will perform the national anthem for the color guard and presentation.

Wednesday free entertainment: bus routes will be complementing stays at our conference hotels with transportation from the convention center to hotels, then a 30-minute loop to the downtown and back to the hotels. Evening entertainment consists of visiting our downtown establishments with live music at three locations. Establishments will have extended hours to 11 pm.

Wednesday entertainment: Pendleton Underground Tours will have 5 tours, 15 minutes apart, from 7:30 pm to 8:30 pm. Tours are about 1.5 hours in length. \$15/person. Limited to 20 attendees per tour or 100 attendees total.

Thursday: We will have a guest program consisting of an all day trip to Milton-Freewater with visits to three wineries, visit to Clay-in-Motion, and a catered lunch. Leaving at 9 am and returning by 4:30 pm. Cost is \$50/person. Limited to 20 attendees.

Thursday keynote: Happy Canyon will present with a western wear day and BBQ in the Happy Canyon Stadium (weather permitting). Their presentation will include a tour of the stadium and 100th anniversary upgrades (2016), along with a description of the evening performance and volunteer effort.

Thursday PM: We have a technical tour of the Pendleton Unmanned Aerial Systems (UAS) Range. With enough participants, we will have a live demonstration (possibly more). We just had the ribbon cutting for Airbus' pilotless taxi testing at our range and have more companies desiring hangar space. \$25/person. Limited to 50 attendees.

Thursday free entertainment: bus routes will be complementing stays at our conference hotels with transportation from the convention center to hotels, then a 30-minute loop to the downtown and back to the hotels. Evening entertainment will follow awards banquet and consist of visiting our downtown establishments again with live music at two locations, possibly three. Due to the length of the awards banquet possibly going to 9:30 pm, this will be a short evening.

Friday AM: volunteer project at the Round-Up grounds or Happy Canyon arena - this is still a work in progress - it will take place during the first technical session. Project will be expandable based on sign-ups.

Friday keynote: Gizmo!

Public Works Technology committee is coordinating a "new product showcase" for the exhibitors with ten 30-minute time slots through the exhibitor registration process. These "showcases" will be presented concurrent to Tech Session 1, 2, 3, 4, and 5. This committee is also working with CAMEO on an portal app for access to all registration brochures electronically with the roll-out of the app in October. This will be held in a 4th meeting area separate from the exhibitor hall and technical sessions.

Spring 2018: Eugene/Hilton, April 2-5

Patrick Cox/Munro

- Bill Ness with Lane County will help.
- The Eugene folks are still talking to Springfield about assisting.

Fall 2018: Canyonville, Oct 16-19

Messenger/Munro

Spring 2019: Bend,

??*/Bisset

- Need to make a decision between Sun River and Riverhouse. The decision was Riverhouse.

Fall 2019: Hood River?

??*/Bisset

- Still looking at options. Perhaps going to Seaside.

Exhibitor Relations

- NA

Continuing Business

- WA Chapter Fall Conference, Kennewick October 3-6: We need a volunteer from the Board to attend. No volunteers yet as people need to check calendars.

New Business

- Chapter Elections Nominating Committee: As past president Delora Kerber heads up the committee, and she will need to select two more committee members. The recommendations are due back at the September Board meeting in order to be ready for the Fall Conference all member meeting. We will need three directors for board, two members for Foundation Board, Nikki Messenger would move to secretary. Two Board members are eligible for re-election: John Lewis and Ashley Cantlon. Dan Boss is term limited as the National delegate, but that is an appointed position.
- Math counts, APWA Chapter Representation: we have had an APWA member on their board, which is Mark Shoening. Mark wants to step down, so we need a replacement. An advertisement will be placed in newsletter to solicit a volunteer. Jenifer will put this together.
- Pulled the National APWA web site up and looked at the membership.

Adjourned 1:48 pm

2016 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

2017 Oregon Chapter Milestones:

- ~~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 Roos)
- ~~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 Roos)
- ~ 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 18 (Board members)
- ~ Invite National Dignitary to Spring 2017 Conference – December 1 (Willer)
- ~ Year-end Chapter Delegate Report due – December 31 (Boss)

APWA Educational 2017 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

Future Conferences:

- ~~— WA Chapter Spring 2017, April 25-28 Tacoma~~
- ~ WA Chapter Fall 2017, October 3-6, Kennewick
- ~ Spring 2018- Eugene/Hilton, April 2-5
- ~ WA Chapter Spring 2018, April 17-20, Vancouver
- ~ Fall 2018- 7 Feathers, Canyonville
- ~ WA Chapter Fall 2018, October 2-5, Wenatchee
- ~ Spring 2019- Bend
- ~ Fall 2019 – Hood River

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
- ~ Scholarship Chair position description – Watkins
- ~ Conference Guidelines Update – TBD

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.