

Board Meeting
 Kittleson & Associate
 Portland, OR



September 8, 2017

Time	Item	Presenter	Notes
	Call to Order 10:11 am	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

- Fred Wismer

President's Report – Russ Thomas

- PWX: received the PACE award, chapter membership award, project of the year for Gresham and top ten award.
- PWX: Good speakers about community service. Made some good connections across the Country. Lots of exhibitors, lots of new equipment. Four Oregon vendors attended. Les Miller was there with a water dam. There

was an internal repair system for culverts. Had 20 minute vendor presentations. Utilizing social media was a big topic.

- Some of the other conferences at other Chapters have only one speaker that is top notch from outside, and have them in some of the presentations.
- We might want to think about how we share the information from PWX at our conference.

Secretary's Report – Gordon Munro

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

Treasurer's Report – Mike Bisset

- The July and August budget and balance sheets were handed out. Mike described a bit of what is going on with funds.
- Audit on July 19th in Wilsonville – clean audit. Tony, Terry and Gregg
- Submitted the Oregon Chapter financial report to National APWA.
- We received a rebate check from National APWA.
- We closed out the Columbia Bank account in July.
- Mike spoke about the two reports. Mike is adding notes about how the budget is amended based upon Board decisions.
- Tony moved to accept the July and August budget reports, and it was seconded by Nikki. The vote passed.

National Delegate's Report – Dan Boss

- National APWA is rolling out a new software system that we will need to use in the future.
- Brought a hand out from PWX and the Florida magazine. Washington also does a magazine.
- PWX had 1500 full registrations, but many more one day passes.
- Nation was thinking of moving the Winter mtg might be combined with the snow conference. Feedback was not to do this.
- Donald C Stone: certified pw manager and supervisor training is being rolled out.
- National membership was 29,984 going into PWX. It is now over 30,000.
- Backhoe contest: it was a simple contest, and there was lots of interest. Seems like something that we could do. Dan has the rules and is willing to help put that together. Dan, Tony and John will be on a task force to think about how this could be incorporated. Russ will talk to the short schools about this, and if anyone is interested to help.
- Sent out the national reports to the board members.
- National asked about scholarships that Chapters send out, and they are thinking about a National scholarships. Our Chapter does not actually send out scholarships as we have a separate Scholarship Foundation (501 C 3) for scholarships. Dan will answer National and let them know how we set up the scholarships in Oregon.

Foundation Report & Joint Meeting –

- NA

Committee Reports

APWA Luncheons

- **Portland:** Fred Wismer – There were 84 attendees at the last luncheon, which was the ODOT ADA presentation. Things are going well, and usually they get 50 to 60. Might be good to have a day-long presentation just on ADA and ODOT. On line pay for about a year and it is going well, except for the time it takes to reset passwords (people forget). The next Portland luncheon is the last Wednesday of September. There are a significant amount of non-members that attend, but we don't have numbers.

- **Eugene:** Brian Richardson (sent Russ an email) – They are averaging 40 attendees. They have two more luncheons this year. The finances don't go through our books as the attendees pay directly the restaurant.
- **Coast:** They have a presentation on the 20th of September.

Membership

- NA

Nominating, Delora Kerber

- The committee is Delora Kerber, Ken Stoneman and Todd Watkins. The following is the proposed:
 Gordon Munro for president elect.
 Nikki Messenger for secretary.
 John Lewis and Ashley Cantlon for their second appointment as directors.
 Russ Norton for new director position.
 Jenifer moved to accept the ballot, and it was seconded by Tony. The vote passed.
- The National Delegate position is an appointed position, so this does not need to be on the ballot.
- Foundation: There are two positions that are up, but we are still talking with the Foundation about the positions.

Conferences:

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

- We do not have an update from Bob.
- Bo Mills the new National President will attend. The new region 9 director will attend. The National AWWA director will attend.

Spring 2018: Eugene/Hilton, April 2-5 Doug Singer/Patrick Cox/Munro

- Monday through Thursday.

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

- We are doing spotlights for Pendleton.
- Tony will put together the "rules" for the vendors and leave it at each booth.

Continueing Business

- WA Chapter conference (Oct. 3-6) attendance from our Board. Nikki and Tony are checking their calendars.
- Communications: Eric put together a plan and emailed it to Russ.
- Education: Maybe include questionnaire at the conference for additional training topics. Would be good to have the NW training Institute lead come to the board meeting (John).

New Business

- Do we use criteria for the Board members such as geographic location, agency, YP, etc. Right now it is informal, but we may want put together a plan.
- Some Chapter have a delegate and assistant delegate. This was discussed before and we did not move that way, but it might be good to overlap a year.
- City council member from Tigard attended PWX. Elected officials can attend free. Do we want to do the same thing at our conference? Overall impression was not to move in this direction.
- Can we start advocacy for public works week early? Maybe have a presentation in Salem. A good topic to talk about further.
- Delora is going to check in with Jeanie about a celebration for the top ten at the conference.
- Is there anything our Chapter can do to help the flooding in Houston, Texas? It was suggested that it would be more appropriate to do something for the fires in-State like Brookings. Nikki will reach out to Brookings.
- Recommendation for the board to give the president discretionary authority to spend up to a stipulated amount. Delora moved to provide the president authority to spend up to \$1,000 per year without Board authority, and it was seconded by John. The vote passed.

Adjourned 2:23 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

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.