

Chapter Board Meeting Agenda  
 City of Eugene Public Works Engineering  
 99 East Broadway, Suite 400 (Wells Fargo Bank Building)  
 Eugene, Oregon  
 September 14, 2018



Call to Order: 10:05 a.m. Jenifer Willer

Board Member Attendance

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

\* Present via Conference Call

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**Guests**

Eric Jones (Scholastic Foundation), Katie Marwitz (Leadership & Management), Guy Hakanson (Specifications), Delora Kerber (Foundation)

## **Chapter Board Business/Updates**

- **President's Report** - Willer reported PWX was great and had good keynote speakers. She encouraged others to check the website to see replays. Willer stated there were about 50 competitors in the Equipment Roadeo and that it was a great experience for our competitors.
- **Secretary's Report** – Messenger distributed the July draft minutes. Motion to approve by Lewis. Seconded by Cantlon. Motion carried.
- **Treasurer's Report** - Bisset distributed the July and August financials. He stated that July is pretty quiet with not much to report for first month of the fiscal year. August started to see registrations for fall conference and leadership classes. Currently there is more revenue than expenses headed into the conference. Lewis moved to approve the July report. Motion was seconded by Boss. Motion carried. Munro moved to approve the August Report. Motion was seconded by Boss. Motion carried.
  - **Cameo Contract Renewal** – Bisset presented draft changes to the Cameo contract. Bisset reported the main changes to Exhibit A deal with no longer mailing out conference and class information other than post cards. Exhibit B is the cost proposal. Bisset reported Cameo is proposing a 3% increase for 2019 and a 2% increase for 2020. Other costs above base fee remain the same. Bisset mentioned that Blackwood had previously brought up sustainability improvements. Willer asked if Bisset had chatted with Maggie around sustainability. Bisset stated that removing paper printing is an improvement. There was some discussion around requiring waste composting. Messenger suggested these may be aspirational but the contract should not require it due to recycling constraints in some communities. Bisset mentioned that it could be looked at as part of the individual conference contracts. Willer suggested having the conversation but not formally including it in cameo contract. Bisset suggested having a conversation with Cameo at the October Board meeting at the conference. Jones questioned why credit card services for the chapter were being struck from the contract. Bisset will follow up and clarify. Lewis questioned if we should include the Roadeo in Cameo contract. Boss and Thomas stated that the Roadeo will be included in short school. Bisset will follow up on that as well.
- **National Delegate's Report** – Boss reported that the summer meeting was two days prior to PWX. He thought there were a lot of good meetings. The Region 9 group met. The national scholarship committee, of which Boss is a member,

met. The committee is sharing information on how chapters can set up a scholarship program and gives an opportunity to learn how others are doing it. Some chapters are doing internships instead of scholarships. Boss reported the following:

- APWA membership is over 30,000. Of that, there are approximately 16,000 agency employees, 3,000 corporate employees, 8,000 individual memberships, 131 students and 2400 life members.
  - Tweets were up to 17 million during Public Works Week. This number is up from 1 million in 2015.
  - National is pushing the caucus of large cities in DC to sit down with their legislative group to support public works issues. The national board is actively meeting with congressional staff.
  - National is pushing the new first responder logos/stickers/etc. Bisset stated they are putting the stickers on their vehicles to raise public awareness.
  - National is working on a fallen heroes memorial program.
  - The APWA reporter will have more digital presence.
  - A new salary survey tool is coming out.
  - A new PSA is coming out on value of public works for k-5 for Public Works Week.
  - A Joint US/Canadian infrastructure roundtable will be happening.
  - The new public works manager certification testing has done the first round.
  - PWX 2019 is in Seattle, 2020 is in New Orleans, 2021 is in St. Louis, 2022 is in Charlotte, North Carolina .
- Scholastic Foundation Update – Jones stated he didn't have much new to report since the July joint meeting. Jones reported the following:
    - As of December 2017 the Foundation has just over a half million dollars in assets.
    - The Foundation has issued 226 scholarships, and will award 17 scholarships totaling \$30k for this year including the two shared scholarships with APAO. Two are still hanging out; the Veterans scholarship is waiting for paperwork. Umpqua CC and Lane CC have not submitted a recommendation yet. Laurie Allen continues to reach out to those folks and is doing a great job.
    - The Foundation Board is working on bylaws and intend to present updates to chapter members at the fall conference.
    - Two Foundation Board positions are coming due. Thomas will be responsible for putting forth candidates.
    - Kerber stated she is working on the bylaws. One item being included is a change to process for nominating. Kerber stated the gist of the changes are as follows:

- Nine members instead of seven.
    - The Foundation bylaws currently put the burden on Chapter for nominations. The Chapter bylaws do not include that language. The proposed language states that the Foundation Board will come up with candidates and bring to the Chapter Board and then on to membership for approval.
  - Jones talked about process for getting scholarship recipients to sign up for chapter membership. Willer suggested that may fit within student outreach process that Cantlon is heading up for the chapter. Jones stated the Foundation Board will continue to follow up on that.
- Thomas passed out a proposed slate of candidates for the Foundation Board. Thomas stated that Terry Song and Jeannie Nyquist's positions expire this year. Thomas stated that Song is interested in continuing and Nyquist would love to but does not have the capacity currently, so there is one position open. Nominations need to be posted one week in advance of the Chapter Business Meeting. Thomas stated he will email the Foundation Board to come up with a nominee. Jones stated the Foundation will be sending an email blast about the proposed bylaw updates and will include the candidate slate. Willer clarified that the Chapter President and Immediate Past President are on Foundation Board.
  - For the Chapter Board positions Thomas, Kerber, and Watkins were the nominating committee. The slate of candidates for the Chapter Board positions are as follows:
    - Bisset – President-elect
    - Roos – Treasurer
    - Blackwood & Singer – Re-elect to 2<sup>nd</sup> term
    - One vacant position – Shannon Williams – currently Chair of Water Resources
- Messenger moved to approve proposed slate. Cantlon second. Thomas will send email notice to entire chapter. Motion carried. Bisset abstained.

### **Committee Reports**

- Leadership & Management – Katie Marwitz reported that the committee has been quiet for a while. They are looking for opportunities to partner with other committees to get momentum built up. The committee currently reviews proposals for conference technical sessions, but has not been doing much else. Norton asked what committee is supposed to do. Marwitz stated it is her understanding that they are supporting the chapter by looking for opportunities to facilitate growth and advancement opportunities. Jones read the committee responsibilities which included to promote and develop leadership qualities for the Public Works community and to promote diversity. Munro mentioned they need help finding candidates for the young leader award. Kerber added it's nice

to see L&M tech sessions and that it might be interesting to partner with PW Institute to deliver one of the modules and promote the institute. Marwitz stated the committee is down to four members and looking for people to join, but she would like tasks to promote. Boss suggested getting involved with PW Institute. Jones suggested having a technical session at the short school. Boss encouraged more contact with PWI. Munro suggested contacting national. Cantlon thanked Marwitz for reaching out to her and thinks it is a great idea to comingling the committee with YP. Lewis asked who is responsible for picking speakers. Willer stated the conference chair. Lewis and Willer agreed that the most memorable keynotes have been around leadership and management topics. Lots of suggestions ensued.

#### Lunch Break

- Specifications – Hakanson stated that he received a list of what the committee does from Klope. They are primarily a committee via email (40-50) that review proposed updates to specifications. Hakanson stated he typically gets responses from 2 to 4 people that are actively engaged. Hakanson stated they did not have a lot of input for the 2018 update since so much effort put into the 2015 version. The committee will be actively looking at next update. Willer stated that ODOT is requesting an updates to boiler plates be submitted prior to next update. Hakanson stated it is more of an ODOT specification now than a joint ODOT/APWA spec. Hakanson stated he would like to call a meeting of the committee and get back together to strategize before they start working on the 2021 book. Hakanson stated the website needs to be updated as it still has Klope's information.

### **Continuing Business/ New Business**

#### Continuing Business

- Promotional/Booth Materials – Kerber handed out some items they have been working on for a table/booth/overhead banner. Kerber stated the intent is to reach out to non-members and entice them to become members. Boss suggested getting a set and see how much it gets used. Discussion ensued. Bisset suggested getting a marketing firm to finish it up. Cantlon volunteered to check with the OTAK marketing department to see if they can help. Willer summarized. More discussion ensued. Willer encouraged the board to send any comments or suggestions to Delora.
- There was discussion regarding the site of the November board meeting. Willer will follow up.

## **Conferences**

- Fall 2018 – Canyonville, Oct 15-18, 2018. Messenger gave an update. Jones suggested making sure photographs are more readily available.
- Spring 2019 – Bend, April 16-19, 2019 - discussion regarding potential chairs included Matt McRostie or someone else from Century West's Bend office.
- Fall 2019 – Hood River, Oct 22-25, 2019.

Boss moved to have Kerber spend up to \$250 to get a table cloth for the naked table. Lewis seconded the motion. Motion carried.

Other business – N/A

Adjourn: 2:03 p.m.