

Chapter Board Meeting Minutes  
 Oregon Chapter Spring Conference  
 Riverhouse Conference Center – Cascade A  
 Bend, Oregon  
 April 16, 2019



Call to Order: 6:14 pm Nikki Messenger

Board Member Attendance

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

\* Present via Conference Call

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**Guests**

Bill & Molly Spearman – APWA National President Elect  
 Tom Headley & Matt McRostie – Conference Chairs  
 Adrienne Lindsey – Communications Committee Chair  
 Maggie Vohs & Peggy McCormick, event planners extraordinaire

## **Chapter Board Business/Updates**

- **President's Report** – Messenger distributed written report provided by Munro and captured below:
  - National requested a position called the advocacy ambassador to act as a conduit to/from APWA's Government Affairs staff. Tony Roos volunteered, and Tim Blackwood is his back up.
  - The Green Transportation Expo will be May 21-24, and Russ Thomas will be representing APWA. We will be recognized as a partner, and have already advertised the expo as required.
  - Jenifer attended the APAO banquet and helped asphalt awards (she can give a quick review).
  - Gordon attended the extended school and Roadeo in March and help present the awards. The Roadeo was a success. Of note, the job fair portion of the Roadeo did not seem to draw very many people, and there were only a few potential employers. This needs to be re-thought and the Board needs to have some input into this (it does not appear to be appropriate for the venue).
  - The top ten award application was sent in for Russ Thomas, but he was not selected.
  - There were seven other award applications sent into national.
  - The City of Beaverton is now accredited.
  - Kathy Griffin is now up and going with regard to administrative assistance. She cannot access the web site to assist with updates, as she is not an APWA member. Recommended she work with Eric Jones to get access.
  - Water Resources Committee Chair proposal: Jue Zhao, City of Salem Wastewater Treatment Division Manager. If she is an APWA member this would be great as it gets Salem more involved. Dr. Zhao will take over in July.
  
- **Secretary's Report** – Messenger distributed draft minutes from the February meeting. Willer moved to approve the February 8<sup>th</sup> minutes. Second by Blackwood. Motion carried.
  
- **Treasurer's Report** - Roos went over the March financial report that he previously emailed out. Roos reported the following:
  - Revenue was over \$150,000 last month. This included registrations for three events, two schools and the conference.
  - Willer moved to approve the Treasurer's Report. Cantlon seconded. Motion carried.

- National Delegate's Report – Boss sent out Talking Points prior to the meeting and reported the following:
  - Sarah Terry recently moved up from southern California and works at the state lab for ODOT. Sarah was very involved with YP in California and is interested in doing YP events in Oregon.
  - If you have an employee that wants to be certified and went through the Institute – they get \$50 off the cost of certification.
  - 146 chapter leaders attended the mid-winter meeting including members from 56 chapters.
  - Task forces /focus groups. Boss reported his task force has completed their assignment and he will be assigned to another task force in the future. Boss was on national scholastic program. His task force recommended scholarships staying at the chapter level and put together a guide for national to distribute to chapters. Boss indicated the guide should be published on website soon.
  
- Audit committee - Volunteers are needed. Audit is scheduled for the 3<sup>rd</sup> week of July in a location TBD. Williams, Lewis, and Cantlon volunteered. McRostie stated he would bring this item up at the Foundation meeting and get a member to participate.
  
- Scholastic Foundation Update – Song reported the following:
  - The Foundation officially has over \$500k in assets.
  - The board voted to continue 30k scholarships at 30 schools this year.
  - APAO is continuing with the two joint scholarships, one at Portland State and one at University of Portland.
  - Laurie Allen is quite busy this time of year.
  - Shout out to Eric Jones for digging up archives for foundation.
  - McRostie is working on updating the strategic plan.

## Committee Reports

- **Education** – Willer reported the following:
  - The committee will have a meeting here at conference.
  - Instead of the committee meeting during the Thursday breakfast, they will be meeting during a tech session.
  - The committee currently has around 12 members.
  
- **Communication** – Lindsey reported the following:
  - On track to publish four newsletters this year.
  - Committee is looking at options for layout/format.
    - Constant contact
    - Move away from html

- Committee currently has three members and is hoping for more.
- Website update – may work with Kathy to update pictures, etc.
- The Committee is stepping up social media and has added a calendar.

### **Conferences**

- Spring 2019 – Bend, April 16-19, 2019 -- Happening now!  
McRostie/Headley reported
- Have a good program planned.
- Good speakers – Eric King City Manager for City of Bend.
- Entertainment after the banquet will include a pub-crawl with transportation provided.
- Social wall is available. You can add photos with #sc19bend.
- Photo contest – attendees can vote on photos posted.
- Steve Pittman from OSU Cascades is also a keynote speaker.
- Technical tour is at OSU Cascades campus.
- Bend based goodies in goodie bags including staplers.
- Delegates – 182 registered.
- Exhibitors -- 55 companies and 101 representatives registered.
- Over 20 first timers registered.

Fall 2019 – Hood River, Oct 22-25, 2019 - Roos reported he is hoping to meet with the Bend chairs Friday for lessons learned to kick off Hood River.

Exhibitor Relations – Roos reported he will make a presentation to the exhibitor's tomorrow. This conference, they are incorporating the committees into the scavenger hunt. Roos will welcome all exhibitors and explain game, raffle and time frames.

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

Roos –gave list of potential Gizmo candidates and reminded everyone to give and early give often.

Blackwood mentioned he will be at APWA Washington Chapter's conference next week. Blackwood stated he had talked with Matt Emlen and he is interested in being Sustainability Committee chair. Blackwood will request an appointment from Munro. Blackwood – asked about the response to the new ride share concept. Lewis reported he brought two people.

Adjourn: 7:59 p.m. and again at 8:02 pm

**Business conducted via email after the meeting**

Munro appointed John Lewis, Ashley Cantlon and Shannon Williams to perform the APWA Oregon Chapter audit in 2019. (4/25/219)

Via email – Board voted to refund conference fees to City of Pendleton for employees that could not attend due to a flooding emergency requiring their attention and preventing their attendance. (4/26/19)