

Chapter Board Meeting Minutes  
 City of Oregon City  
 625 Center St.  
 Oregon City, Oregon  
 February 8th, 2019



Call to Order: 10:02 a.m. Gordon Munro

		<u>Board Member Attendance</u>	
		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 11am	
Ashley Cantlon	Director	X	
John Lewis	Director	X	
Russ Norton	Director	X	
Doug Singer	Director	X	
Shannon Williams	Director	X	
Gregg Weston	Foundation Liaison	X	
Terry Song	Foundation Liaison		

\* Present via Conference Call

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**Guests**

Krey Younger – Awards Committee Chair

Chase Welborn – YP Committee Chair

## **Chapter Board Business/Updates**

- **President's Report** – Munro reported that he cannot make APAO awards on March 19<sup>th</sup>. Willer will attend in his place. APAO may request help next year looking at/rating projects.
- **Secretary's Report** – Messenger distributed draft minutes from the January meeting. Bisset moved to approve January 4<sup>th</sup> minutes. Second by Cantlon. Motion carried.
- **Treasurer's Report** - Bisset/Roos distributed and went over the November financial report. Bisset also reported the following:
  - The signature card has been carried to Kansas City by Roos to get National's signature. Bisset drove to Eugene to get Willer's signature. Somehow, there was still an issue with Columbia Bank and that was not good enough. So new card is on its way to Kansas City for signatures AGAIN. Roos and Bisset are keeping parallel books until hand off can occur with the bank.
  - Roos thanked Willer for the detailed information provided.
  - Bisset presented December and January financial reports.
    - Willer moved to approve December financial report. Seconded by Singer. Motion carried.
    - The post office has returned missing Cameo checks. The checks had already been cancelled and reissued.
    - Roos moved to approve January financial reports. Lewis seconded. Motion carried.
- **National Delegate's Report** – Boss sent out Talking Points prior to the meeting and then went to Hawaii. Williams read/summarized for the group.
- **Scholastic Foundation Update** – Weston reported the following:
  - Not a lot to report. Will have treasurer's report next week. Over \$500k in account on last statement balance, but expect some loss on latest statements. The loss will not affect the amount that will be awarded this year.
  - Laurie Allen is getting ready to contact schools and get applications out for next year.
  - He has been accepted as an industry expert/speaker for Clackamas CC and will be speaking with science and technology students.
  - He has been asked to join the Metro task force regarding a transportation funding bond measure. Weston would appreciate input from the board as details come forward.

- Foundation will meet next week.
- Roos gave a summary of national training.
  - There is a push on first responders theme and getting recognition.
  - National signed contract with Deloitte to manage investments. Will be available for chapters to use for investment services. Webinar on roll out coming. There is a one percent fee.
  - National is going to QuickBooks Online and chapters will need to convert.
  - Region 9 meeting – Canadian chapters do a Roadrunner magazine. A third party produces and sells advertising. Chapters write articles and get a portion of the revenue from ads.
  - Colorado does an inspector conference
    - Front Range CC has a highway maintenance AA degree. Students can do most of the degree online and can get credit for work experience.
  - Advocacy training available from National. May make good conference training in the future.
- Williams reported the following on training
  - Really enjoyed session regarding outreach/engagement and how to connect and get people to say yes – how to use social media to get information out and get people involved. Would be interested in getting him to come speak to us.
    - Norton added information regarding the mid-career folks – We are concentrating on YP and getting older members to volunteer. How do we get more participation on committees etc. from the mid-career demographic?
    - Munro suggested getting additional information to Roos and Younger for consideration for Hood River conference.
- Discussion regarding City of Beaverton getting accredited and wanting to participate in their presentation. Williams will reach out.

## **Committee Reports**

**Awards** – Younger reported the following:

- National awards are due on March 8. He will be reaching out next week to Oregon winners to encourage them to submit.
- He is working on finding help in evaluating awards.
- Willer mentioned that Welborn might not be eligible for YP award based on years of membership. He will be eligible next year and will submit then.
- Munro asked if administrative assistance would help. Younger answered yes.

- Blackwood asked how we are doing with getting applications. Younger stated:
    - Gave nine awards last fall.
    - Saw fewer this year due to everyone being so busy.
    - Williams suggested using LinkedIn and other social media to get a campaign to get more applications.
  - Discussion regarding number of categories – sixteen potential project of the year awards and how to get more applications
  - Cantlon stated how well we all believe the awards presentations have been going and thanked Younger for doing a great job!
- **Strategic Plan**
- Training Survey - Willer reported no news yet
  - Training Module – Willer reported the education committee had a conference call last month and want to proceed with project management training. They are working on next steps to flush out topics and make assignments on who is doing the research. Nyquist provided some previous trainings. They will be pulling the agenda together to determine length and timing based on agenda topics. Had good attendance for committee call in. Lewis said it was good progress taking small bites at a big task.
  - Student Outreach – Cantlon reported she has been in touch with Eric Jones. Step one is to get something on the website and then can start advertising to people. Sarah Terry is a new employee working for ODOT. She helped get California branch's YP going. She has ambition to be really involved here. Conference call Monday to see what she can or is willing to do.
  - PSA's (June) - Lewis reported he would be working with new Public Information Officer and company that does PEG channel about helping with public works videos. Meeting Monday to discuss ideas. Leaning towards 2-4 minute videos that can be shared on social media. They are off to a good start. Younger suggested reaching out to Brittney in his office for ideas and/or help. Discussion ensued.

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

- Promotional/Booth Materials (June) – Cantlon brought mock ups for the sub-committee to review. The tablecloth has been ordered and will be here for ASCE student banquet in Portland on 2/27. The other materials are getting close. There are a lot of really good photos to include. More to come next month.
- Part-time Admin Help – Munro reported the following:

- He is looking at two options. Kathy and Cameo as they already have general admin on their contract for 2 hours per month.
- He spoke with Maggie. She thought it might be a better value to get it through another party.
- Cameo would be \$60 per hour and have availability in June and July (busy other times of the year).

Lewis reported that Kathy is still working for Oregon City part time. Lewis distributed the draft position and agreement that she prepared and will send it out for review. Hourly rate is \$36. She is interested and available. Discussion ensued regarding how to manager/monitor contract usage. Blackwood made a motion to use national contract for up to 5000 this fiscal year. Willer seconded. Discussion ensued regarding contract management and what the contract may cover.

Motion was amended to \$10,000 through December 31, 2019. Amended motion was accepted by both Blackwood and Willer. Amended motion carried. Lewis will finalize the contract. A copy will be sent to national.

- New Member Welcome – Munro reported nothing to report.
- Committee Chairs – Munro reported that Katie Marwitz is stepping down as chair of the Leadership & Management (L&M) committee. Discussion ensued regarding the amount of committee activity (pretty quiet). Discussion regarding issues with finding committee chairs and how to deal with committees that have become inactive. Should L&M be included with education committee? Williams mentioned that diversity is included in L&M. Lewis brought up the potential for reaching out to retired members to find chairs. Williams mentioned Nikki ? may be interested. Discussion about emulating Washington's structure of committee meetings during tech sessions. Discussion regarding bringing committee chairs to the social with First Timers and/or YP members.
- Engineer Week Portland – Munro stated there is room for five people to attend. It is at the Doubletree Lloyd Center on February 20th. Cantlon will be there but looking for more people to attend. Younger stated he would show up and look pretty.
- Green Transportation – Thomas will be our representative to the Green Transportation Conference.

### **Conferences**

- Spring 2019 – Bend, April 16-19, 2019 - Bill Spearman president elect will be National's representative.

- Fall 2019 – Hood River, Oct 22-25, 2019 - Willer has been in contact with ODOT. ODOT would like to do another pre-conference workshop. Right-of-way, Railroad, Utilities and Hazmat for the certified users group. This allows ODOT to participate in APWA. Discussion ensued regarding a lunch subsidy and space limitations. Willer will get back and let them know we will facilitate their training.
- Exhibitor Relations – nothing to report.
- **Training**
  - Job Fair Advertising – no clear answer on how this came to fruition at the short school.
  - Board Involvement at Rodeo – Munro stated he would attend.
  - Rodeo Video -- Question regarding potentially filming portions for future PSA's. Willer will follow up with the Brian Richardson.

Other business –

Northwest Public Works Institute – Willer reported there were 67 graduates last year. So far, the institute has had 444 total graduates. Munro mentioned National has approved it for another 5 years. Willer recommended a letter from the President to graduates congratulating them and introducing them to APWA.

Blackwood stated he is waiting for the code to sign up for the Washington spring conference. Blackwood also mentioned that Matt Emlin with Trane is interested in the Sustainability Committee and may potentially be a candidate to chair.

Blackwood reported draft QBS bill is out. He will email it out to the board.

Adjourn: 2:23 p.m.