

Chapter Board Meeting Minutes  
 Tetra Tech, Inc.  
 15350 SW Sequoia Parkway, Suite 220  
 Portland, Oregon  
 January 4, 2019



Call to Order: 10:01 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
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**

Chase Welborn (Young Professionals) – arrived around noon

Maggie Vohs (Cameo) – via conference call during discussion on short/extended school fees

## **Chapter Board Business/Updates**

- **President's Report** – Munro reported the following:
  - Strategic Plan Update – will be discussed later in the agenda
  - Misc.
    - Cameo sent a thank you letter to ODOT T2 research manager for supporting institute classes.
    - APWA National Leader training – Boss, Williams, Norton and Roos are all going to Kansas City.
    - National sent out information on lobbying versus non-advocacy technical advice and reporting requirements. Munro will forward.
  
- **Secretary's Report** – Messenger distributed draft minutes from the December Board Meeting and December Board Strategic Planning Session. Lewis moved to approve December 5<sup>th</sup> minutes. Second by Singer. Motion carried. Willer made a motion to approve the December 4<sup>th</sup> minutes. The motion was seconded by Boss. Motion carried. Messenger passed around updated letterhead for final review.
  
- **Treasurer's Report** - Bisset distributed and went over the November financial report. Bisset also reported the following:
  - Since the board meeting dates have moved, most months the previous month won't be available by the board meeting.
  - He will send out the December report and bank statements once he has received and reconciled them.
  - He is working on IRS reporting due 1/19.
  - Columbia Bank signature card updating requires everyone to re-sign and will not be complete for a couple of months...so Mike is stuck signing checks for now.
  - A large check to Cameo never arrived. It has been cancelled and reissued. Two others have not been received by Cameo and may have to be stopped and reissued. Munro asked if we should look at a different bank. Discussion ensued.

Messenger moved to approve Treasurer's report. Second by Lewis. Motion carried.

- **National Delegate's Report** – Boss reported the following:
  - He emailed out National's Talking Points.
  - At the end of the month he will be in Kansas City for mid-winter meeting of national delegates.
  - End of year report is due soon.
  - He will be absent from the February board meeting – he will be in OAHU.

- Discussed National's push towards starting a national scholarship program.
- Scholastic Foundation Update – Song reported the following:
  - Foundation Board had a December conference call.
  - Revenue and budget about the same as reported at the Chapter business meeting.
  - Foundation is planning to give same number and amount of scholarships as last year. Hoping to award the Boss scholarship this year.
  - Succession planning/process improvement has been going well. Jones is doing lots of research.
  - Portland State has a winter engineering and technology career fair February 13<sup>th</sup>. Foundation Board thinks APWA should participate.
  - APWA student membership issue for scholarship winners remains unresolved. Spirited ensued discussion at the Foundation Board meeting regarding the value and whether the students take advantage. Discussion to be continued at the joint Chapter/Foundation Board meeting. Willer stated that she recalled that the Chapter was planning on taking the responsibility back from Foundation, but the Chapter needs contact information for recipients.

### **Committee Liaisons**

Munro assigned the following committee liaisons:

Awards – Lewis

Education - Lewis

Communication - Singer

Membership - Williams

Water Resources – Cantlon

Young Professionals - Cantlon

Technology - Lewis

Public R/W - Blackwood

Luncheons - Singer

Leadership - Williams

Specifications - Norton

Emergency Management - Blackwood

Sustainability - Blackwood

Scholarships - Norton

Transportation - Norton

- Discussion ensued regarding the need to find chairs for the Water Resources, Public Right-of-Way, and Sustainability Committees. Singer stated he will reach out to Nick O'Quinn regarding the Public R/W Chair.

- Discussion ensued regarding the need for Rodeo Committee and chair.....or whether Short/Extended School Committee is handling it. To be continued.
- Willer recommended adding training as a standing agenda item on Board agendas.
- Bisset recommended meeting twice a year with Cameo to discuss upcoming trainings so we are not just reacting to hurried requests. Willer will reach out to Cameo.

Munro went through the milestones listed on the back of agenda.

Munro reported that the price has been negotiated with Eric Jones to prepare the PACE, Top Ten, and Young Professional award applications.

Lunch break

### **Committee Reports**

- Young Professionals – Chase Welborn reported the following:
  - YP had a successful year with 3 social events in 2018 – two APWA stand alone and one joint with AWWA/PNWS. The joint one was more expensive due to the size.
  - Committee is looking for a better way to do larger events.
  - They are getting new people each time.
  - Katie Marwitz had one event in Eugene.
  - Next event will probably be in early February.
  - ASCE wants to do a joint event this year.
  - There was discussion at last event about doing a charity event. Committee will be shopping for a fun event to do.

Song questioned how the events are publicized. Wellborn stated he works from an email list, with well over 200 people on it. Song suggested using LinkedIn. Singer volunteered to do a Eugene event. Ryan Kilgren from Tetrattech is interested in helping in Eugene. Lewis asked about format regarding what is discussed at the socials. Wellborn stated they discuss how jobs are going, active projects, socializing with a work theme. Boss talked about the humane society as an opportunity for charity participation. Munro mentioned making sure if they do charity to let us know so it can go in the PACE award application. Cantlon suggested once a year sending the YP social announcement to the entire chapter so that members can get it out to young people that may be interested. Lewis questioned if administrative support would be helpful. Wellborn answered web site help would be somewhat helpful. His biggest challenge is finding new people to invite and getting the word out. When they start coming up with larger events it would be helpful to get administrative help arranging space, etc.

The Board extended their thanks to Welborn and congratulated him for his nomination for the national YP award.

- Water Resources – Munro read email from Williams reporting the following:
  - Committee had a planning meeting in December.
  - Next meeting in scheduled for January.
  - They are looking for committee chair.
  - Planning presentations on fish passage and culvert replacement on North Fork of Johnson Creek in February and City of Saint Helens Godfrey Park tour in July.

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

- Promotional/Booth Materials – Cantlon reported she has gotten a bunch of photos and went through them with Brian Richardson. They are looking into getting first responders logo and are in the process of getting permission to use photos and correct the resolution to get them to the designer.
- 2019 Retreat – Munro reported he has contacted Silver Falls and is waiting for a contract.
- New Public Works Director outreach – Munro brought up the topic of what we could/should be doing as outreach. Discussion ensued regarding how to best accomplish this.
- Administrative Support - Lewis reported he had spoken with retired Administrative Assistant Kathy and she is interested, but no details have been discussed. Lewis stated it sounded very promising. Munro recommended the next steps should be to put together a scope and pay proposal. Willer mentioned she has an email from Brad that has a template for administrative support. Boss brought up the concept of using Cameo for this function. Discussion ensued. Bisset mentioned we pay \$300 per month to Cameo for support services and encouraged a discussion with Cameo prior to making a decision. Munro suggested that he will chat with Maggie. Willer will forward the national template to Lewis. To be continued.

**STRATEGIC PLAN** – Munro distributed the updated draft strategic plan and requested that Board members email him any comments.

## **Conferences**

- Fall 2018 – Munro distributed the fall conference report for Canyonville. Munro mentioned that overall the comments were positive – people like the conference but do not like the smoke in the casino. Attendance was up. Signage could be better. Generally, a good conference. Willer stated she forwarded the information to Bend co-chairs.
- Spring 2019 – Bend, April 16-19, 2019 - Willer stated we have 28 submittals for 22 spots for technical sessions. She has sent the submittals out to committee leads for rankings.
- Fall 2019 – Hood River, Oct 22-25, 2019
- Spring 2020 – Seaside, April 7-10, 2020
- Exhibitor Relations – no report

## Other business –

- Suggestion to include training as an agenda item every month
- Cameo Request for registration fee increases for short/long school – the Board reviewed information provided by Cameo regarding fee increases. Discussion ensued. Called Maggie to discuss. Munro stated he will send email to Maggie and Peggy for the Eugene school with the following information: \$350 for full conference, \$195 for one day, \$275 for two days, Roadeo \$25 – no registration required to participate in Roadeo only, leave equipment training as is. Singer moved to approve that fee schedule. Cantlon seconded. Motion carried.

Adjourn: 2:40 ish p.m.