



APWA Oregon Chapter Scholastic Foundation

Foundation Board Meeting Minutes

Date: December 1, 2017, 10:00 a.m.

Location: Conference Call via Skype

Minutes (action items in bold italics; individual assignments highlighted in yellow)

Attending: President Gregg Weston, Treasurer Rick Olson, Directors Terry Song, Delora Kerber, Matt MacRostie, Ken Stoneman, Eric Jones, and Secretary Gordon Merseth. Chapter Scholarship Chair Laurie Allen and Foundation Board nominee Dayna Webb also attended.

Call to Order: The meeting convened by President Gregg Weston at 10:07 a.m. A quorum of Directors were present.

II. Approval of the Minutes

Minutes of the July Board meeting have been distributed with one correction noted. **A motion was made, seconded and carried to approve the minutes as corrected.**

Minutes of the Board's October 18th meeting were reviewed. A correction to the text regarding application of the 8-Quarter moving average was noted and will be made by the Secretary. **A motion was made, seconded and carried to approve the October minutes as corrected.**

In related discussion of Foundation records, Rick Olson suggested the Board review the process of archiving written records including the Articles of Incorporation, By-Laws and their changes, meeting minutes, resolutions, etc. He suggested the process for making changes to the By-Laws by reviewed and understood by the Board Members. The Board agreed.

III. Treasurer's Report

The financial reports were distributed to all Board members last night by Treasurer Rick Olson. He reported a Foundation funds balance of \$492,351 including \$12,557 contributed to the new Kurt Corey Tribute Account. He also reported that the second half scholarship checks will be sent to recipients by December 31st.

A new Tribute Account has also been established in honor of Dave Vargas and he has received additional funds from Kay Alsing, increasing the funds in the AI Alsing Tribute Account.

The Foundation received a check for \$8900 from the Chapter as the proceeds from the fall conference. These funds will be added to the Foundation general account. Investment earnings will be distributed proportionally among the existing Tribute Accounts with balances over \$10,000.

Rick also estimates the 8-Quarter average of the Foundation assets for 2017 will fall into the \$21,000 - \$30,000, funds that will be targeted to non-Tribute Account scholarships during the next school year. This is in keeping with the Foundation policy of allocating between 5- and 7-percent of the assets to scholarships. He is working with Dan Boss and Kurt Corey's family to establish the terms and conditions for those Tribute Accounts.

A motion was made, seconded and carried to accept the Treasurer's Report.

Gregg Weston is planning to attend the Chapter Board meeting next week and will report the Foundations' financial status to them.

Old Business

None

New Business

IV. Election of Officers for 2018

The following Foundation Trustees were nominated to serve as officers for 2018:

- President – Terry Song
- Vice President – Matt MacRostie
- Treasurer – Rick Olson
- Secretary – Eric Jones

A motion was made, seconded and carried to elect these members to their respective offices.

Treasurer Rick Olson offered to draft the resolution naming new checking account signatories.

V. Potential New Scholarships

a. Kurt Corey Tribute Account –

Treasurer Rick Olson reported that the Tribute Account established in Kurt's memory has exceeded \$25,000 and could sustainably support an annual scholarship of at least \$1,250/year. Rick has been in contact with Kurt's family, discussion specific parameters of a scholarship should the Board establish one. The Board concurred with the scholarship be established at Oregon State University and directed toward the Civil Engineering program. He will continue the discussion and bring more information and a recommendation to a future meeting.

b. Portland Community College –

Laurie Allen, Gregg Weston and Terry Song met with administrators at PCC to offer and discuss the possibility of a new \$750 scholarship for the school. School representatives will consider the offer and suggest possible uses. School representatives will contact us with their response.

c. Asphalt Pavement Association of Oregon, Education Fund (APAOEF) –

Terry Song has been in contact with APWA officers regarding their request to establish a jointly-funded scholarship to be managed as a part of our scholarship program. He presented them with the guidelines and criteria we use to select scholarship recipients and they have agreed to accept these criteria.

Initial recommendations are:

1. Two scholarships, each in the amount of \$2500 will be funded each year,
2. Each scholarship will carry the APWA/APAO sponsorship,
3. Each organization will commit to a \$2500 contribution each year,
4. Scholarships will be directed to OSU, PSU, OIT, University of Portland and George Fox.
5. Scholarships will be rotated among these schools each year.

Discussions between the two organizations will continue on key decisions, primarily regarding distribution schedule, whether to award both scholarships to one or two schools each year, setting the rotation schedule, etc.

A motion was made to move forward for the 2018-19 school year authorizing Scholarship Committee Chair Laurie Allen to publicize three new scholarships; (1) \$1250 from the Kurt Corey Tribute Account, \$750 for Portland Community College from the general fund, and \$2500 for the joint APWA-APAO scholarship. The motion was seconded and carried.

d. Clackamas Community College –

Gregg Weston stated an interest in reestablishing a scholarship for Clackamas Community College (CCC) and has spoken with John Lewis, Public Works Director in Oregon City about it. John will contact the appropriate person at the College to gauge their interest and ability to manage the selection process. Eric suggested that the Board budget \$750 for the next school year in case the scholarship program at CCC can be resumed.

Regarding these scholarships, Laurie Allen asked that she needs details and specific criteria for each of the new scholarships **by mid-February** to maintain her schedule of providing schools with timely scholarship information.

Other Business

Dayna Webb offered to speak with John Lewis about the Clackamas Community College contacts and assist where needed.

Eric Jones reported that he has contacted Dan Boss regarding finalizing criteria for the scholarship to be funded from his tribute account. He is awaiting Dan's response. Eric also stated that Laurie has arranged for a recent scholarship recipient to write an article for the newsletter. He is also bulldogging the recipient of the Veterans Scholarship to submit an item for the newsletter as well.

Eric also suggested that Terry consider writing a piece regarding development of the new APWA-APAO scholarship. He noted that with addition of these new scholarships, we could be awarding about \$30,000 in scholarships in the next school year. GOOD WORK ALL!!

Meeting Schedule

2018 Meeting Schedule

- o February 2, 2018, WH Pacific offices, Portland
- o April 3, 2018, Spring Conference, Eugene
- o July 13, Joint meeting with Chapter Board
- o October 16, 2018, Fall Conference, Canyonville
- o December, 2018 – Location TBD

Adjourn

The Foundation board meeting adjourned at 11:35 a.m.

Minutes Recorded by Foundation Secretary Gordon Merseth

Thanks to all of you for accepting my interpretations of our proceedings, tolerating my grammar, syntax and spelling and patience with my procrastination.