

**APWA SCHOLASTIC FOUNDATION  
MINUTES  
of the  
DIRECTORS MEETING**

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**Date:** October 13, 2004  
**Location:** Resort at the Mountain  
Welches, Oregon

**Attending:** Directors: Jeanne Nyquist (President), Dan Boss (Treasurer), Gordon Merseth (Secretary), Ron Polvi, Ted Kyle, Stephanie Reid, Jim Gilmer, Mary Meloy, and Ted Kyle.

**Others present:** Gene Appel (Program Manager for Organizational Delight).

**Call to Order:**

The meeting was called to order by President Jeanne Nyquist at 2:30 pm. An agenda had been distributed to all Directors via e.mail.

**Minutes of Previous Meeting:**

It was moved, seconded and carried to approve the minutes of the July 9<sup>th</sup> meeting.

**Treasurers Report:**

Dan distributed a Foundation Balance Sheet showing assets and liabilities through October 8, 2004. He reported a fund balance of \$ 131,264.06. He pointed out that this compares with the June 30<sup>th</sup> balance of \$141,164. The fund total dropped for two primary reasons; the first half of the scholarships have been paid since June 30<sup>th</sup> (\$5,450) and a drop in the stock market affecting our equity investments. Scholarship checks in the amount of \$1,400 were written to students at PSU, OSU and OIT, \$1,000 to a student at the PSU Public Administration program and a check for \$250 to a student at BMCC. The second half of the scholarship checks will be sent in January.

He reported that the chapter web site is current as of June 30, 2004. The figures shown on the site are updated quarterly with the next update coming after he receives reports from Columbia Funds for the 3<sup>rd</sup> quarter.

He also provided the Directors with a statement prepared by Chapter officers Greg Miller and Rick Olson who completed an audit of the Foundation financial records.

In discussion of the audit, the question of bonding arose. Dan noted that we had looked into this previously without taking action. Gordon Merseth said he would check with an insurance agent to get current options and costs for bonding of the Directors and/or those with check signing authority.

On another financial matter, the Directors discussed the use of receipts for members who contribute to the Gizmo and similar cash donations. After discussion, it was decided to provide blank forms which donors would be offered to donors at the time of the donation which they would complete and turn in with the donation. This will allow

the Treasurer to track donations and provide a letter receipt to the donor. Jeanne will make up the forms and have them ready for use on Friday.

Dan also requested that he be provided assistance in counting the Gizmo donations gathered during the conference. Ted offered to help count.

Dan passed around a thank you note we received from Laurie Harris, the recipient of the Lindberg scholarship.

Mary Meloy indicated that she is interested in learning the duties and skills of the Treasurer, anticipating that she may be available to take over that position when the position becomes vacant. All Directors were pleased to hear this and promised to hold her to it.

It was moved, seconded and carried to accept the Treasurer's Report.

### **Old Business:**

#### **Fund Raising:**

Ron Polvi discussed the idea of providing iron/brass castings for sale to the members and others. He said that other organizations and APWA chapters have done this and that we could do the same. He has a sample of a 6-inch diameter casting and said that we could also get them in 12-inch diameter. It was suggested that we may want to use something smaller than the 6-inch version as well. Smaller ones could be used as paperweights. He will confirm the costs and quantity that we would have to order to make them profitable.

Ron said he would also check with Event Solutions to see if services of a graphic designer could be available to come up with an attractive design.

Gene Appel said that he has acquired more signatures in his coffee-table football book. He also indicated that he is still willing to have the Foundation auction it with the provision that the minimum bid exceed \$5,000. He said that he also has contact with an individual who may be willing to purchase it although they haven't discussed the price.

### **New Business:**

#### **Fund Raising (continued):**

Directors discussed other ideas for funding the scholarship program. Ideas include:

- Include envelopes in the December chapter newsletter,
- Host a Super Bowl party
- Host a casino night
- Raffle off a years tuition with board, room and books at OSU. Jeanne said she would check into the state's raffle laws to see whats possible.

Ron, Stephanie, and Gene volunteered to be an ad hoc fundraising committee of the foundation. Ron said that Greg Miller had indicated an interest and will ask him to participate too.

**Publicity:** Ted said that he would announce the new formation of Tribute Accounts by Ron Polvi and Dan Boss. He will also introduce Christopher Goins, the scholarship winner from OSU.

**Director Nominations:** Jeanne Nyquist and Mary Meloy will end their terms on December 31, 2004. Each has agreed to continue in 3-year terms if elected. Dan Boss nominated Jeanne and Mary to the open positions. It was moved, seconded and carried to close the nominations and forward them to the members at the annual meeting on Friday.

**Annual Meeting:** The agenda for the annual meeting will be: Approval of the 2003 Minutes, Treasurers Report, Election, Fund Raising Promotion, Scholarship Announcements, and New Tribute Account Announcement.

The meeting was adjourned at 4:15 pm. No decision on a future meeting schedule or location was made.

Recorded by Foundation Secretary,

Gordon Merseth