

**OREGON CHAPTER
APWA SCHOLASTIC FOUNDATION
DIRECTORS MEETING MINUTES**

Date: April 27, 2005
Location: Spring Conference
Canyonville, Oregon

Attending: Directors: Jeanne Nyquist (President), Dan Boss (Treasurer), Gordon Merseth (Secretary), Ron Polvi, Ted Kyle, Jim Gilmer, Mary Meloy, and Greg Miller.
Others present: Gene Appel, Chief Fund Raiser

Call to Order:

The meeting was called to order by President Jeanne Nyquist at 10:05 am. 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 February 25, 2005 meeting.

Treasurers Report:

Dan reported that he had met with James Brinkman, CPA. They reviewed the annual report which Mr. Brinkman prepared for filing with the State of Oregon. Dan noted that we are using the office of Event Solutions, Inc. as our Foundation address and phone number. Dan provided copies of our report to the Directors

Dan distributed quarterly reports for the 1st quarters of 2005. The Foundation showed a March 31, 2005 ending balance of \$146,362.71, down from the 2004 ending balance of \$148,069.11. Part of the reason for this is that the second half of all scholarships were paid in the first quarter.

He also pointed out that two of the funds shown on the Assets page of the Treasurer's report show two funds, the Common Stork Fund and the Growth Fund, with \$0 assets. This is a result of conversion of the old accounts by Columbia Funds to two new funds, the Large Cap Core Fund – Z and the Large Cap Growth Fund – Z.

Dan reported that Chapter Board Members, Yvonne McClain, Rick Olson, and Eric Jones have audited the Foundation's books for 2004 and found them to be in order. The auditor's have signed the audit form and Dan will forward it to the Secretary for the record.

In a follow-up to Dan's request from our last meeting that we use new forms to document donations to the Gizmo, forms were distributed to those Director's who wished to have them. These are to be turned in with any Gizmo donations so the Treasurer will have a record of donors and will be able to provide written confirmation of any donations received. Donors will decide if they want a receipt or not.

He reported that our signature cards are out of date and need to be changed. We will continue to use a two-signature system and need more people available to sign. The

Directors agreed to have Jeanne Nyquist, Ron Polvi, Dan Boss and Gordon Merseth authorized to sign checks.

It was moved, seconded and carried to accept the Treasurers Report.

Old Business:

Officer Bonding. Directors discussed the options outlined for coverage and cost of bonding officers of the Foundation. Gordon reported that we can cover up to 5 people and obtain up to \$100,000 of coverage for an annual fee of \$330, using the same insurance agent that ESI uses. Discussion was both pro and con on the idea. Those in favor pointed out the fiduciary responsibility and those questioning the use of bonding pointed out the added overhead costs associated with the coverage.

Directors asked Gordon to check on who provides bonding for National APWA and get quotes from them.

Bank Account Monitoring. Regarding the question of monitoring our checking/savings account, Dan will check to see if we can get statements sent to someone else on the Board besides himself.

New Business:

Fund Raising. Gene announced that he met with the Chapter Board and received approval to dedicate any Gizmo funds raised at the conference to the Merle Langley Tribute Account. The Board also generously agreed that they would make up any shortfall between the amount raised and the \$10,000 threshold necessary to begin using funds from a Tribute Account.

Gene also said that he and Jeanne had met to discuss the marketing of his NFL book on EBay. They have set a reserve amount of \$4000 on the book. Jeanne will work with Deborah Sievert Morris to arrange for posting the book and soliciting bids.

Ron Polvi has met with Dave from East Jordan Iron Works about creating small castings that the Foundation would sell. They are discussing the details of the piece including the overall design, sizes, costs and the inclusion of EJIW's name on the casting.

Casino Night at the Fall Conference. Mary Meloy said that she has received approval from Fall Conference Chair, Lila Bradley and from the vendors group to hold a casino night fund raiser in conjunction with the vendor sponsored get-acquainted night at the fall conference. Mary has also been in contact with two companies who put on the casino nights, Red Devils and Wild Bills. Red Devils is from Lincoln City and Wild Bills is from Portland. The Red Devils charge a fee of \$100/table for their services and Wild Bills fee will be \$2740 if we have 80 players. She will gather more details from each company about what games they will offer and any other options they offer.

Directors also discussed which firm they prefer. Strong consensus toward using the local company, Red Devils was received from the Directors.

Mary is also looking for 3 people to be a “casino night committee” and take care of things like selling scrip, gathering prizes, and generally handling our part of the event.

Mailing List Update. Jeanne passed around a list of Directors to confirm current addresses, phone numbers, email addresses, etc.

Expanding the Scholarship System. Ted Kyle and Gordon Merseth re-volunteered to contact administrators at Clackamas Community College and see what the possibilities are there for adding a scholarship.

In that same vein, Dan Boss raised the issue of expanding the Lindberg Scholarship to other universities such as the University of Oregon. We have had limited success in being able to award the scholarship at Portland State University and it may be time to change our policy and include other schools where Public Works Administration is a degree program.

Scholarship Chair Transition. As announced at our last meeting, Dave Vargas has submitted his resignation as Scholarship Chair for the Chapter. Jeanne has contacted Bob Deuel regarding accepting the position. After several conversations with Dave, Bob has agreed to become the Chair of the Scholarship Committee. Jeanne said that she and Chapter President, Greg Miller plan to have lunch with Dave and Bob and complete the transition. Jeanne also said that she would ask Bob to check into the Public Administration program at U of O and see if we could begin to advertise the Lindberg Scholarship there.

Next Meeting. The next meeting will be held on July 15th at the DEA office in Bend. This will be a joint meeting with the Chapter Board.

The meeting was adjourned at 11:35 am.

Recorded by Foundation Secretary,

Gordon Merseth