

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

Date: May 5, 2004

Location: ~~City of Tualatin, Operations Center~~

Seaside

Attending: Directors: Jeanne Nyquist (President), Dan Boss (Treasurer), Gordon Merseth (Secretary), Ron Polvi, Ted Kyle, Stephanie Reid.

Absent: Jim Gilmer, Mary Meloy

Call to Order:

The meeting was called to order by President Jeanne Nyquist at 10:00 am. An agenda had been distributed to all Directors via e.mail.

Minutes of Previous Meeting:

After review, it was moved, seconded and carried to approve the minutes of the Annual Meeting of October 17, 2003 and Board meeting of January 16, 2004.

Treasurers Report:

Dan distributed the financial reports through March 31, 2004. He reported a fund balance of \$135,363 with \$4,100 having been added after the March 31st cutoff date. He also reported that all scholarships for the school year 2003-04 have been paid to the recipients. This included payments to members for continuing education. It was moved, seconded and passed to approve the report.

Regarding filing the Foundation tax report for FY2003, Dan reported that he had met with the accountant and that our taxes will be filed by the May 15, 2004 deadline. He also reported conversations with staff at the APWA National office regarding the Foundation and our finances. They asked for specific information regarding the funds including information on our tax status and filing. Dan sent them all the information requested.

Dan also asked Chapter President Ted Kyle to arrange for names of members who would provide an audit of the Foundation books for 2003. Ted said he would do this. We discussed the possibility of holding a joint Chapter Board / Foundation Board meeting during the next Chapter Board meeting on July 9th in Bend. We agreed that Ted could schedule this and that both Chapter and Foundation audits could be arranged for that same time.

Old Business:

1. Disbursement Policy – Gordon Merseth reported no progress on revisions to the Policy but that he would have something for the next meeting. These changes to the policy will address handling of Tribute Account funds. We also discussed tracking of these accounts and the need to develop policy that can be distributed to members and others.

2. Publicizing the Tribute Account. It was decided to prepare a note for the Chapter newsletter, publicizing the new Tribute Account and encouraging others to begin accounts as well.

New Business:

1. Continuing the discussion of funding Tribute Accounts and fund raising in general, Directors agreed that it is OK for contributors to the Gizmo to designate contributions to individual Tribute Accounts.
2. Scholarships: Dave Vargas has revised scholarship application forms so they are specific to the CE/Geomatics scholarships, the Les Lyle Scholarship and the Lindberg Scholarship. Changes suggested by the Directors included adding the name of the institution and deleting the request that applicants include their social security number. Dave said in a February 25 e.mail, that he would have announcements and applications ready for distribution by March 10th.
3. Fund Raising:
 - a. Jeanne Nyquist said that she would continue to work on setting up an E-Bay auction site.
 - b. Stephanie Reid reported interest of the Chapter to set up an awards event to honor individuals and organizations using the National awards program as a model. She asked if the Scholastic Foundation would be interested in participating in the event, with the possibility of incorporating some of our earlier thoughts regarding combining an award ceremony with fund raising opportunities. Consensus of Directors was that we would like to participate, providing that details can be worked out.
 - c. Directors discussed the question of, "how much fund raising is appropriate"? Ted reported that the Chapter Board has also discussed this and they agreed that we should continue with the Gizmo for the time being. The question remains open for discussion.
4. The next meeting of the Directors is scheduled for July 9th. We will meet with the Chapter Board in Bend.

The meeting was adjourned at 11:05.

Recorded by Foundation Secretary,

Gordon Merseth