

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

Date: March 22, 2007
Location: Tualatin, Oregon
Tualatin Maintenance Center

ATTENDING: Directors: Jeanne Nyquist (President), Dan Boss (Treasurer), Ron Polvi (Vice President), Gordon Merseeth (Secretary), Jim Gilmer, Ted Kyle, Kurt Corey, and chief fund raiser, Gene Appel.

CALL TO ORDER

Jeanne convened the meeting at 10:15. An agenda had been distributed to all Directors via e.mail.

MINUTES OF PREVIOUS MEETINGS

A motion was made, seconded and passed to approve the minutes from the meeting of January 5, 2007.

TREASURERS REPORT

Treasurer Dan Boss distributed a report showing that the foundation showed a fund balance at December 31, 2006 of \$199,986.09. He informed the board that the balance as of March 21, 2007 stood at \$204,510.91. Not all spring term scholarship checks have cleared yet and the fall term check to Jason Munoz has not cleared our account yet. The Directors reviewed the fund allocations and income reports.

Dan will meet with the CPA who will prepare the tax return for the Foundation. He asked that the board approve a resolution stating the people who will be on the account for the coming year and one to formalize the foundations' new address, changing from ESI to Cameo.

A motion was made, seconded and passed to accept the Treasurer's report.

OLD BUSINESS

1. Welcome to Kurt Corey: Jeanne welcomed Kurt's attendance as the new Board member, a function of his position as Chapter President.

2. Chapter Board Contact/Relations: Jeanne reported her attendance at the last Chapter Board meeting with a good exchange of information and reiteration of the relationship between the Chapter and the Foundation. She also reported that the Foundation may have been paid twice for the \$10 registration from the Pendleton conference. If this is the case, the Foundation will return the overpayment to the Chapter Treasurer.

Kurt reinforced Jeanne's report, noting that Chapter Board members bring various backgrounds, longevity, and history with the Chapter. He sees a good relationship between the two groups. He noted that each Chapter Board member takes time to get up to speed on the function and relationship of the two Boards. One of his priorities this

year is to work on long-term transition plans for each of the two Boards, helping both to think through their missions and prepare for governance over time.

He suggested that the two Boards hold a joint meeting again this year. After discussion, it was agreed to meet on June 8th in Lincoln City. The timing and agenda will be sent to all members. As before, each Board will hold their own meeting with the other invited to sit in.

A related suggestion was to include Chapter Board members in scholarship presentations, especially when the recipient or the school have a tie with the Board member.

3. Medallions: Ron reported that he still has 40 medallions. All members are urged to market these at every opportunity.

NEW BUSINESS

1. Resolutions

A resolution was made, seconded and carried to name the Foundation Secretary as the Foundation's Agent on all official documents with the documents updated annually to reflect a change in secretaries.

A second resolution was made to name Cameo Management at 215 N. Deer Drive, Otis, Oregon, 97368 as the registered address for the Foundation.

2. Audit

Kurt reported that the Ron Polvi and Dan Boss with two others will audit the Chapter's books.

3. Scholarships

New applications are now out and available at all schools. Dan will determine the 5% share provided by the Foundations investments.

4. Spring Conference

Jeanne has been in touch with Nancy Slocum, Spring Conference committee member, regarding Foundation fund raising activities. Our presence will be noted by announcing and encouraging members participation in the Tribute Account drive, use of the Gizmo again, and display of the scholarship recipients on the display provided by Jim Gilmer.

Jeanne said that the Foundation Board will meet in Ashland on Thursday, May 3rd at 9am (location to be determined). She also announced that the Chapter Board will be meeting on Tuesday at 7 pm and encouraged any Foundation members who could, to attend.

5. Web Site

Following discussion of the Foundation's portion of the Chapter web site, Ted Kyle agreed to take on the duties of web master for the Foundation.

6. Tribute Accounts

Gene Appel discussed tribute account progress. He reported that one member has indicated a likelihood to begin one with another unlikely. Ron Polvi reported a "maybe" from one member. Jeanne will contact four other members.

In a related matter, Kurt suggested that we remind all members that they may be able to direct their United Way donations to the Foundation.

7. Good of the Order

Jeanne will order new letterhead for the Foundation.

Dan, Gene and Gordon will review the Disbursement Policy and recommend any revisions.

5. Meeting Schedule for 2007: The Foundation Board will meet on **May 3rd, (June 8th – added), July 13th, October 17th, and December 7th**. The added meetings will focus on the Gene-turns-70 initiative.

ADJOURN

With no further business, the meeting was adjourned at 12:15 pm.

Recorded by Gordon Merseth
Secretary