

**Oregon Chapter APWA
Scholastic Foundation Meeting Minutes**

Date: Friday, June 1, 2007

Location: Lincoln City Hall

Attending: Treasurer Dan Boss, President Jeanne Nyquist, Trustee Gene Appel. Since a quorum was not present, recommendations will be referred to Foundation Board for approval at next meeting.

Call to Order: The meeting was called to order at 10 a.m.

Minutes: The minutes of the May 3, 2007 meeting were reviewed. **Approval is recommended.**

Treasurer's Report: Dan Boss presented the Treasurer's Report. An update will be provided at the July 27 meeting.

Old Business:

- Resolutions previously approved by the Board were signed by the appropriate officers.
- Disbursement policy – Dane, Gene and Gordon are meeting to review the disbursement policy and will have a recommendation for the Board's review by fall. We currently fund part of our scholarships with a pass through contribution from the Chapter Board. The Board has been very reliable and generous. However, if for some unforeseen reason the Board was not able to make the annual contribution, we would be faced with reducing the amount of our scholarships. The Foundation Board members present agreed that it would be prudent for the Foundation to set a goal of increasing the general fund to an adequate level to fully fund the scholarship. We would still encourage the Chapter Board to make an annual contribution, but that contribution would go into the general fund, rather than being 'passed through' directly to fund the current year's scholarship. This concept will be discussed with the Chapter Board.
- Tribute accounts – Gene reviewed progress on tribute accounts. Board members are reminded to contact prospects.

New Business:

- Scholarships – Bob Deuel has sent the scholarship announcements to the various schools. He anticipates receiving applications and having a recommendation prepared by July 27.

Adjourn: The meeting was adjourned at 11:30 a.m.

Discussion with Chapter Board: The Foundation Board joined the Chapter Board at 11:30 a.m. for a joint discussion on the following items:

- The purpose of the Foundation was reviewed to provide a common base of knowledge for the Chapter Board members.
- Dan provided an overview of our financial policies, how the Foundation raises and disburses funds, etc. He also reviewed past financial goals, fund raising efforts and results.
- Dan explained the Foundation's current disbursement policy. He presented the idea of increasing fund raising to generate enough money to fund the scholarships from the general and tribute accounts, at which time the Chapter's annual contribution would become part of the General Fund balance, rather than being used as a pass through to fund annual scholarships. The Chapter Board generally liked this idea. They expressed strong support for the Foundation and encouraged us to set a new fund raising target sufficient to support the annual scholarships. They asked that we come back to their August 10 meeting to discuss the new goal and collaborate in planning fund raising efforts.

Next Foundation Board Meeting: July 27, 10 a.m., Tualatin Operations Center

Next Chapter Board Meeting: August 20, location tba