

**APWA Oregon Chapter
Scholastic Foundation
Meeting Minutes**

Date: 4/16/08

Location: Spring Chapter Conference
Valley River Inn, Eugene, Oregon

Attending: Jim Gilmer, President
Dan Boss, Treasurer
Jeanne Nyquist, Secretary
Gene Appel, Trustee
Gordon Merseth, Trustee
Eric Jones, Trustee
Kurt Corey, Chapter Immediate Past President
Rick Olson, Chapter President
Victoria Saager, Scholarship Committee Chair

Call to Order: 9:15 a.m.

Minutes: The Board unanimously approved the 1/11/08 minutes.

Treasurer's Report:

- Treasurer Dan Boss reported that the Foundation fund balance was \$230,556.11 as of 12/31/07.
- Ron Polvi has established a new tribute account, which will generate a new \$500 scholarship.
- The market is down for the first quarter of 2008. The Board discussed various investment strategies to hedge against the market downturn. Dan reported that he is getting ready to move some cash from the checking account into the investment account. Gordon Merseth made a motion to invest the cash transfer in bonds. Jeanne Nyquist seconded the motion. The motion passed with 6 yes votes and 2 no votes. The Board discussed that they generally want to stay the course with the investment strategy, but want to make this minor adjustment now to provide more stability to our fund during this economic downturn.
- The second-half scholarship checks for the 2007-2008 school year have been distributed.
- Chemeketa Community College returned a \$250 check for Joseph Frank as the student is no longer in school. PSU Public Affairs student, Rebecca Toland, did finally cash her second-half scholarship check. PSU confirmed that she is still in school and is doing very well.

Old Business:

- Oregon Trust Application – Our application for partnership with the Oregon Cultural Trust was denied.
- Disbursement Policy – A committee of Dan Boss, Gene Appel and Gordon Merseth has been established to review the provisions of the Disbursement Policy. The subcommittee reported that they are discussing the following adjustments:
 - 5% annual disbursement - Our accountant has advised that we are not strictly required to disburse 5% annually. The committee discussed the benefits of establishing the 5% annual disbursement as a guideline, rather than as a strict requirement.
 - Tribute Accounts – Tribute accounts are recorded solely on contributions and do not accrue market fluctuations. Scholarship distributions from tribute accounts will be decided by the Board annually.
 - Scholarship Schedule – The committee discussed updating the scholarship award schedule to make the scholarship decisions earlier in the school year and to provide flexibility for dealing with community colleges. Victoria and Jeanne will get feedback from the schools before making a recommendation.
 - Scholarship categories need to be updated to reflect our current practice of giving scholarships to universities, community colleges, continuing education, and graduate studies.
 - Scholarship criteria needs to be updated and included in the policy.The committee will finalize their recommendations on changes to the Disbursement Policy and report back to the Board at the next meeting.
- Communication Tools – Eric Jones reported on his plans to update the website. A new Foundation logo has been developed. Eric will send Dan the logo, and Dan will create a letterhead template for Eric to post on the web page for use by Board members.
- Fund Raising –
 - Gizmo – Jim reported that the Eugene conference is going green and is not distributing paper. However, the conference will distribute paper to account for Gizmo votes.
 - Tribute Accounts - Rick Olson made a motion to extend the \$1,000 minimum contribution to establish a tribute account until the end of the fall 2008 conference. Gene Appel seconded the motion and the Board unanimously approved it. Rick Olson made a motion that once a tribute account is established, we will allow a 'look back' *for individual donors only* to credit the account for historical contributions based on our existing records. Eric Jones seconded the motion, and it was unanimously approved by the Board.

New Business:

- Scholarship Awards – Scholarship Chair Victoria Saager reported that the scholarship application materials have been mailed to all schools. The schedule for scholarship awards is as follows:
 - Applications due to school coordinator by June 15
 - Candidate applications due to Scholarship Chair by June 27
 - Recommendations due from Scholarship Chair to Foundation by July 18
 - Foundation notifies applicants by August 29Victoria also reported that she is working on updating the scholarship information on the Chapter’s website.

- Fall Conference Meeting – We will plan to meet at 9 a.m. October 22, 2008, and our annual meeting will be October 24, 2008, at the Fall Conference.

- Chapter Board – Rick reported that the Board is reviewing budget practice and cash flow. They will know by fall how much they can contribute to the Foundation.

Meeting Dates for 2008:

June 13, 2008	9 a.m.	Bend – joint meeting with Chapter Board
October 22, 2008	9 a.m.	Welches – fall conference
October 24, 2008	9 a.m.	General Business Meeting at fall conference
December 5, 2008	9 a.m.	Tualatin Operations Center

Adjourned: 11:55 a.m.

Minutes submitted by Jeanne Nyquist