

**Oregon Chapter APWA Scholastic Foundation
Final Minutes of Trustee Meeting (revised 12/15/08)
November 12, 2008
Tualatin Operations Center**

Present:

Jim Gilmer, President
Dan Boss, Treasurer
Gordon Merseeth, Trustee
Jeanne Nyquist, Secretary
Eric Jones, Trustee (attended by phone)
Victoria Saager, Scholarship Chair

Call to Order: 10 a.m. The meeting lacked a quorum. Decisions will be voted on by the trustees present and will be presented to absent members for ratification via electronic voting.

Minutes: Minutes of the October 21 and 24, 2008 meetings were unanimously approved by trustees present and were ratified by electronic vote by Ron Polvi, Kurt Corey and Greg Miller

Treasurer's Report: Dan Boss presented the Treasurer's Report.

- The Foundation received \$1,405 from the auction at the Fall Conference. Eric Jones suggested that the Board write a thank you letter to Russ Thomas for his fund raising efforts at the conference. Dan reported that Gizmo donations totaled \$3,400 and the donation from registrations totaled \$870.
- Tribute Accounts – Hugh Kalani and Yvonne McClain have established tribute accounts. The 'look back' opportunity for new tribute accounts extends to the end of the 2008 calendar year. Dan reported that we are receiving some contributions through United Way and some donors pay by credit card. In these instances, United Way and the credit card companies apply a service charge. If the donation is toward a tribute account, the full amount of the donation is credited to the tribute account.
- Dan is preparing the annual filing for the Secretary of State's Office.
- The annual audit was completed with the assistance of Ken Fuller and Marty Anderson.
- The Treasurer's report was unanimously approved.

Old Business:

- Polvi Tribute Account – Jeanne reported that Ron is interested in establishing a scholarship at OSU for a student studying sustainability. OSU doesn't have a designated sustainability program, but they do have fields of study that qualify. Two options were discussed: 1) establish a scholarship at Civil & Environmental Engineering Program, or 2)ask OSU if they want to administer a cross-program scholarship. Discussion will be continued at next meeting with Ron's input.
- McClain Tribute Account – Yvonne is willing to establish a tribute account at PSU for female and minority students. Victoria suggested establishing a separate scholarship at PSU civil engineering with the same criteria as the existing scholarship, plus a requirement that the

candidate be female or minority. Jeanne will discuss this option with Yvonne and report back at next meeting.

- Spring 2009 conference – The Foundation will sponsor a session at the spring APWA conference focused on connecting with the next generation. Scholarship recipients will be invited to form a panel, to be moderated by Ken Fuller, to discuss public works from the perspective of young people. Victoria Saager will lead a subcommittee to plan the session. Jeanne Nyquist, Eric Jones and Ken Fuller will assist Victoria.

New Business:

- Nominations: Jeanne reported that Gordon Merseth's term expires December 31, 2008. Gordon is willing to serve another term, but his nomination was overlooked at the recent fall conference. Eric Jones made a motion to appoint Gordon to a 3-year term, to be offered for confirmation by the membership at the fall 2009 conference. Jeanne Nyquist seconded the motion, it was approved by the trustees present, and it was ratified by electronic vote by Polvi, Corey and Miller.
- Election of Officers for the Foundation will be conducted at the January, 2009, meeting. Jeanne Nyquist will gather input from board members prior to the meeting.
- 2009 Meeting Schedule – Trustees suggested the last Friday of the month is the best time for Foundation Board meetings. Jeanne will check the Chapter Board liaison's schedule to confirm that this time is convenient.
- Disbursement Policy – Jeanne Nyquist presented Resolution 08-3 which states that the Board will set the distribution amount for the following calendar year based on 5% of the General Fund value (including Tribute Accounts) as determined by the average of the previous 8 quarters. Gordon Merseth made a motion to adopt the Resolution. Dan Boss seconded the motion, it was approved by the trustees present, and it was ratified by electronic vote by Polvi, Corey and Miller.
- Scholarships 2009-2010 - The Board discussed a desire to set scholarship levels for 2009-2010 at \$13,500, which is consistent with last year. Dan Boss reported that 5% of the average of the past 8 quarters will generate approximately \$10,500. Jim Gilmer reported that he sent a letter to the Chapter President requesting a donation of \$6,000. Jim and Dan will attend the Chapter Board's next meeting to discuss the request. It is recognized that the Chapter has other pressing financial issues that may influence the amount it is able to contribute this year. Jeanne Nyquist made a motion to fund scholarships for 2009-2010 at \$13,500 by designating \$10,500 of Foundation funds, and requesting a \$6,000 contribution from the Chapter, of which \$3,500 will be placed in the annual fund to support scholarships and the remainder will be placed in the general fund. Gordon Merseth seconded the motion, it was approved by the trustees present, and it was ratified by electronic vote by Polvi, Corey and Miller.
- Next Meeting:

- Chapter Board meets December 5, 10 a.m. – 2 p.m. at Washington County. Dan Boss and Jim Gilmer plan to attend. Other Foundation Board members are also welcome to attend.
- Next Foundation Board Meeting is January 30, 10 a.m. – 12 noon at Tualatin Operations Center.

Adjourned: 11:52 a.m.

Respectfully Submitted,

Jeanne Nyquist
Secretary