

**Oregon APWA Scholastic Foundation
Trustee Meeting
Minutes**

Date: December 4, 2009

Location: Tualatin Operations Center

Attending:

Jim Gilmer, President
Jeanne Nyquist, Secretary
Dan Boss, Treasurer
Ed Wegner, Trustee
Eric Jones, Trustee
Greg Miller, Trustee
Ted Kyle, Trustee
Gordon Merseith, Trustee
Victoria Saager, Scholarship Chair

Minutes: The October 7 and 9, 2009, meeting minutes were approved as submitted.

Treasurer's Report: Treasurer Dan Boss distributed the Treasurer's Report which shows a balance of \$201,183.97 at end of third quarter (9/30/09). The first half of the 09/10 scholarships have been distributed. This does not include any contributions from the Fall conference. The third quarter Treasurer's Report was unanimously approved as submitted.

Dan reported on other contributions received since end of third quarter:

- \$4,285 from Fall conference, including Gizmo, golf tournament, registration receipts and speaker gifts
- \$4,000 from Century West Engineering to support a new scholarship at University of Oregon

The Chapter completed the audit for 2009.

The Treasurer's report was unanimously approved.

Old Business

Scholarship Distributions 2010/11

The Foundation Board annually determines the level of scholarships based on our policy to distribute 5% of the fund annually, calculated on an average of the prior 8 quarters. The Foundation also receives additional donations from the Chapter and other donors that may be used to fund scholarships and/or contribute to the long-term growth of the fund. Dan Boss reported that the following should be considered in setting the scholarship amounts for 2010/11:

- Distribution from Foundation fund: Calculation of the 8 quarter average fund balance yields a distribution for of \$10,000 for 2010/11.
- Century West contribution: The Foundation received a \$4,000 donation from Century West Engineering. The donor requested that \$2,000 be used to fund an annual scholarship at

University of Oregon and \$2,000 be used to start a new Tribute Account for Century West Engineering.

- OSU Sustainability Scholarship: The Polvi Tribute Account balance has fallen below the \$10,000 required to generate an annual scholarship.

Jeanne Nyquist made a motion to set the scholarship distribution for 2010/11 at \$16,000 to fund a total of 11 scholarships listed below:

PSU Civil Engineering	\$ 3,000
PSU Public Affairs – Lindberg	\$ 2,000
OIT – Engineering/Geomatics	\$ 3,000
OSU Civil Engineering	\$ 3,000
Blue Mountain CC – Les Lyle	\$ 500
Lane CC – Merle Langley	\$ 500
Umpqua CC	\$ 500
Chemeketa CC	\$ 500
Clackamas CC	\$ 500
OSU Sustainability – Polvi (added last year)	\$ 500
<i>U of O Sustainability-Century West (NEW 2010/11)</i>	<i>\$ 2,000</i>
Total	\$16,000

The motion specified that the scholarships would be funded by \$10,000 from the Foundation’s annual distribution (5% of 8 quarter average), \$2,000 annual contribution received from Century West Engineering, and a \$500 annual donation be requested from Ron Polvi. In addition the Foundation will request a \$6,000 annual contribution from the Oregon Chapter. \$3,500 of this donation will be used to fund scholarships and \$2,500 will be deposited in the fund to contribute to fund growth.

Ed Wegner seconded the motion and it was unanimously approved by vote of the Trustees. Jeanne Nyquist will send a letter to the Chapter Board requesting an annual donation of \$6,000. She will also contact Ron Polvi to request a \$500 contribution to fund the OSU Sustainability scholarship.

Fund Raising Ideas

- Eric Jones will write a newsletter article regarding Century West’s contribution, which may encourage others to contribute.
- Jeanne Nyquist will contact Gene Appel to explore the possibility of selling his football book on Craig’s list or EBay.

Resolutions

Jeanne Nyquist presented the following resolutions. All were unanimously approved by the Trustees.

- 09-1 Establishes Polvi Tribute Scholarship at OSU
- 09-2 Establishes distribution of the Polvi Scholarship funds for the first year
- 09-3 Establishes new University of Oregon Scholarship to be titled, ‘The APWA –Century West Sustainable Cities Scholarship, University of Oregon’

Election of Officers

Eric Jones nominated , Gordon Merseeth seconded and the Board unanimously approved the following slate of officers for 2010.

Kurt Corey for President
Jim Gilmer for Vice President
Dan Boss for Treasurer
Jeanne Nyquist for Secretary

New Business

New Trustee – Jim Gilmer welcomed Ted Kyle to the Board.

Scholarship Chair Report

Victoria reported that a thank you letter had been received from scholarship recipient Stephen Medina (OIT) and has been posted to the Chapter's web site. She also said that with the Board's action today regarding 20010-11 funding, she is ready to contact the schools to begin the scholarship application process in January. Once the Chapter Board decides on our request for additional scholarship funding, she will be able to finalize the announcements to individual schools.

Victoria will contact each school in January to confirm the contact person at each institution and review the process with them. Written materials will go to each school in March. It is her intention to have the pdf forms in a fill-in format this year so they will be easier for applicants to complete.

Jeanne will write the request letter to the Chapter Board, asking for a commitment of \$6000 for school year 2010-11 with a minimum of \$3500 needed to maintain the current scholarship giving levels.

Eric reported that he has received 5 bios and photos from scholarship recipients. We will continue to ask all recipients to provide both for our records and posting to the web site. He also suggested that we obtain a photo of Ned Dempsey for use with the announcement of the U of O Sustainability scholarship. Ted Kyle will ask Ned for this when the Futures Committee meets on Monday.

2010 Meeting Schedule

The following meeting schedule for 2010 was established:

January 29th - 10 am at the Tualatin Operations Center
April 28th at a time TBD at the Spring Conference – 7 Feathers
June 11th - 9 am at Washington County, prior to Chapter Board meeting
October 13th at a time TBD at the Fall Conference – Pendleton
December 3rd at a time and place TBD. It was suggested that we hold this meeting at one of our scholarship schools. Victoria will ask school contacts about the possibility of this when she contacts them.

Adjournment

With no further business, the Board meeting adjourned at 11:32 am.

Respectfully Submitted,
Jeanne Nyquist, Secretary

