

**APWA Oregon Chapter Scholastic Foundation  
Trustee Meeting Minutes**

**Date:** December 3, 2010

**Location:** City of Tualatin, Oregon  
Tualatin Operations Center

**Attending:** Kurt Corey, President  
Dan Boss, Treasurer  
Ted Kyle, Trustee  
Gregg Weston, Trustee, Chapter Past President  
Greg Miller, Trustee  
Eric Jones, Trustee  
Peggy Keppler, Trustee, Chapter President  
Victoria Saager, Chapter Scholarship Chair  
Gordon Merseth, Trustee  
Rick Olson, Friend of the Foundation  
Ron Polvi, Friend of the Foundation

**Excused:** Jim Gilmer, Vice President  
Jeanne Nyquist, Secretary  
Ed Wegner, Trustee

**Call to Order:** President Kurt Corey called the meeting to order at 10:20 a.m.

**Minutes:** Minutes of the October 14, 2010 Board meeting had been distributed and were reviewed. The revised minutes of the October 9, 2009 were also reviewed. A motion was made, seconded and carried to approve the October minutes.

**Treasurer's Report:**

Treasurer Dan Boss distributed 3<sup>rd</sup> Quarter report which showed a Foundation funds balance of \$220,843.93 as of September 30, 2010. Dan noted that the distribution of funds among the investment categories is slightly weighted toward bonds but remain within the Board's parameters. He also said that the first half of the 2010-11 scholarships have been distributed.

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

Dan has also received payment to the Foundation from the 2010 Fall Conference from Conference Chair Bob Patterson. Payment covers the Foundation's share of registration fees, Gizmo funds and proceeds from the raffle held to benefit the foundation. The payment mingled the Gizmo and raffle proceeds so it is difficult to issue tax receipts. It is presumed that most of the raffle funds were gathered as cash as was some of the Gizmo contributions. Dan will contact Bob to get information on the amount for each activity if it can be determined.

Trustees also discussed the importance of management and accounting of Foundation contributions at future conferences. Consensus is that rules for funds accounting should be drafted and available for future conference sponsors. Ted Kyle, with input from Dan Boss, offered to prepare a first draft of rules and will distribute them for Trustee review and comment by January 1, 2011.

Greg Miller also suggested that the Foundation work more closely with conference planners and attend future conference planning committee meetings to help coordinate fund collection and accounting.

### **Old Business:**

#### 1. Report from Fund Raising Task Force

Committee members include Eric Jones, Dan Boss, Ted Kyle, and Rick Olson. Eric Jones reported that the committee's activity included an email was drafted outlining discussion items for the committee. These included setting financial goals, review of data on regular donors, maintaining named scholarship funds, corporate sponsors, and involving scholarship recipients to 'tell the story'.

#### 2. On-line Marketing Research for Gene Appel's Football Book

Ted met with Gene Appel to photograph pages of the football book. He photographed about 25 pages and delivered a CD with the photos to Rick Olson. Rick will contact a friend in California who is in the sports memorabilia business to obtain an estimate of the book's value and report his findings back to the Foundation Trustees.

### **New Business:**

#### 1. Fall Conference Proceeds

This item was covered with the Treasurer's report.

#### 2. Spring Conference Fundraising Opportunities

Kurt reviewed his recent exchange of emails with Lauren Behm from the APWA Washington Chapter regarding fund raising at the 2011 Joint Spring Conference. The conference committee is considering three fundraising events; 1- a wine tasting competition, 2 – a raffle and 3 – the Gizmo. He suggested that the Foundation Board take full responsibility for management of and fundraising for the Gizmo and that Delora Kerber appoint a subcommittee to work with the conference committee on the wine tasting and raffle.

The Trustees agreed with Kurt's suggestions. Kurt will contact Delora to include her in our position and suggested that Trustees consider participating on the subcommittee if asked.

Peggy Keppler confirmed that \$10 of the Oregon Delegates' registration fee will be earmarked for the Foundation.

#### 3. Scholarship Update

Dan Boss distributed a table showing the funds available from the Foundation for scholarships for the 2011 – 12 school year. The table shows about \$10,000 available from Foundation proceeds and was calculated according to the Foundation policy on distribution. Victoria reminded the Trustees that we have recently been providing \$16,000 in scholarships each year so we would need an additional \$6,000 to continue with the current plan.

Dan pointed out that the \$2,000 Century West (CWEC) Scholarship at the University of Oregon is a pass through so that one will only be awarded if CWEC provides the \$2,000. Dan also noted that the CWEC contribution needs to be in the Foundation account before January 1<sup>st</sup> in order to make a commitment to the scholarship program. Ted Kyle offered to contact Ned Dempsey at CWEC regarding the contribution.

In addition, Ron Polvi has generously offered to provide \$500 for the Polvi Tribute Account making the total needed from the Chapter \$3,500.

Victoria reminded the Trustees of Chemeketa CC's plan to discontinue their engineering technical program which qualified for a scholarship. She surveyed institutions in Oregon where a new scholarship program could be started and found three candidates; Mt Hood Community College in Gresham, Southwest Oregon CC in Coos Bay and Linn Benton CC in Albany. Each offers technical degree's which align with public works interests. After discussion, Trustees decided to move the \$500 scholarship to Southwest Oregon CC if Chemeketa decides to drop their engineering program. SWOCC offers a technical degree with engineering emphasis which is intended to lead to a 4 year degree at a university.

**A motion was made, seconded and carried to move the \$500 scholarship to Southwest Oregon CC given that Chemeketa CC no longer qualifies for the program.**

Victoria said that she will also contact the other participating institutions to be sure they are continuing to offer degree programs that are acceptable to the Foundation. She will also survey other schools in Oregon to see if there are any others that may be added to the Foundation scholarship program in the future.

**A motion was made, seconded and carried to offer scholarships to the following schools for the 2011 – 2012 school year:**

Portland State University – Civil Engineering	\$3,000
Portland State University – Public Administration	\$2,000
Oregon Institute of Technology – Engineering/GeoT	\$3,000
Oregon State University – Civil Engineering	\$3,000
Blue Mountain Community College	\$ 500
Lane Community College	\$ 500
Umpqua Community College	\$ 500
Oregon State University – Sustainability	\$ 500
Southwest Oregon Community College*	\$ 500

Clackamas Community College	\$ 500
University of Oregon (go Ducks) Sustainability**	\$2,000

\* Contingent on Chemeketa CC dropping the engineering program

\*\* Contingent on CWEC contribution

#### 4. Election of Officers

Dan Boss indicated that he would like to relinquish his position as Treasurer this year. He has done this for a number of years and it is time for someone else to learn the processes of the Treasurer's office and take that position. Following brief discussion during which Rick Olson volunteered to be nominated as Treasurer (providing Dan was always available for consultation, assistance, and venting), the following Trustees were nominated for Foundation officer positions in 2011:

President – Kurt Corey  
Vice President – Eric Jones  
Rick Olson – Treasurer  
Gordon Merseth – Secretary

**A motion was made, seconded and carried unanimously to elect the slate and to have both Dan Boss and Rick Olson as signatories on the Foundation account.**

#### 5. Chapter Board Contact

Kurt will prepare a letter to the Oregon Chapter Board requesting a \$6,000 contribution during 2011 and ask that \$3,500 of that be an early payment to cover scholarship contributions. Kurt is not able to attend the Chapter Board's December meeting so Vice President Elect Eric Jones will attend and present the Foundations' request.

#### **2011 Foundation Meeting Schedule**

Trustees will meet on the following dates and locations:

March 31 -	Vancouver OR/WA Joint Conference
June 10 -	Meet with OR Chapter Board TBD
October (tbd)	Eagle Crest - OR Fall Conference
December 2	Tualatin Operations Center

#### **Adjourned:**

With no further business brought before the Trustees, the meeting was adjourned at 12.21 p.m.

Minutes recorded by Gordon Merseth