



# APWA Oregon Chapter Scholastic Foundation

## Foundation Board Meeting Minutes

**Date:** October 19, 2011

**Location:** Eagle Crest Conference Center  
Redmond, Oregon

**Attending:** Kurt Corey, President  
Eric Jones, Vice President  
Dan Boss, Soon not to be Treasurer, Trustee  
Jim Gilmer, Trustee  
Gregg Weston, Friend of the Foundation  
Jeanne Nyquist, Friend of the Foundation  
Victoria Saager, Chapter Scholarship Chair  
Gordon Merseth, Secretary

**Excused:** Peggy Keppler, Trustee, Chapter Past President  
Mary Meloy, Trustee, Chapter President  
Rick Olson, Treasurer to be, Trustee  
Greg Miller, Trustee  
Ed Wegner, Trustee  
Ted Kyle, Trustee

**Trustee's note:** *action items in bold italics*; individual assignments highlighted in yellow)

**Call to Order:** President Kurt Corey called the meeting to order at 11:00 a.m.

### **Approval of the Minutes:**

Minutes of the June 10, 2011 Foundation Board meeting were approved as distributed. Today's agenda had been distributed electronically prior to the meeting. Gordon reported that he had met with former Foundation Secretary Jeanne Nyquist and received the 'official' records book containing minutes, policies, and resolutions.

### **Treasurer's Report**

Dan Boss presented the Treasurer's Report in the absence of Treasurer Rick Olson.

The Foundation's financial records for 2010 were audited by Chapter Board Members Marty Andersen and Elizabeth Papadopoulos. Dan reported that the audit found the records to be accurate and in accord with the Foundation's guidelines.

Dan hopes to be able to transfer the books to new Foundation Treasurer Rick Olson sometime in November. Busy schedules for each have delayed the transfer. Signature cards will be redone when the books are transferred. He also distributed copies of the 2<sup>nd</sup> Quarter finances as the report was not ready when the Trustees last met. The

report showed a balance of \$258,279.66. A 3<sup>rd</sup> Quarter report was also presented with an ending balance of \$227,840.86. Dan observed that the drop in the fund was a result of a declining equity market. He also noted that the 3<sup>rd</sup> Quarter report does not reflect recent scholarship payments so the Foundation's account currently stands at about \$219,000. Eric pointed out the change in the fund balance between equities and bonds and indicated that it may just be a result of the higher change in equity value than any change in bond values.

Dan provided Trustees a copy of the Treasurer's annual report which will be provided to all members at the Friday annual meeting.

Trustees discussed the status of several Tribute Accounts which have been languishing. Dan pointed out that the Trustees have the authority to move Tribute Account funds into the General Fund if there is no activity after a set time period. He suggested that the Board take no immediate action and approach this issue with caution.

Eric suggested that the Board come up with a proposal to suggest combining some of these funds for consideration at our next meeting. Eric and Gordon will draft a proposal.

**A motion was made, seconded and carried to accept the Treasurer's report for the 2<sup>nd</sup> and 3<sup>rd</sup> quarters.**

## **Old Business**

### *1. Ted Kyle's resignation*

Kurt reported the resignation of Ted Kyle from his position as Trustee of the Foundation. Ted's resignation follows his career relocation to Hawai'i. As we will be addressing nominees for upcoming Trustee positions, Kurt said that he asked the nominations committee to include a nomination to fulfill the remaining time in the position formerly held by Ted. Nomination committee to report later.

### *2. Donation Accountability Policy*

Discussion of this document was tabled for future consideration. Kurt noted that the document has been drafted by Ted and is currently posted on the Foundation's web page for review by Trustees. Eric will send a reminder to all Trustees to review the document before the next meeting.

### *3. Nominations Committee Report*

Eric Jones reported for the committee, consisting of himself, Dan Boss and Jim Gilmer. Current Trustees who are completing their 3-year terms include Kurt Corey, Greg Miller and Gordon Merseth. Eric reported that all three individuals have indicated a willingness to be nominated for another 3-year term. Terms will extend from 1/1/2012 to 12/31/2014.

Eric also reported that the committee nominates Gregg Weston, Chapter Past President and a Friend of the Foundation to fill the remaining term of resigning Trustee Ted Kyle. This position extends to December 31, 2012.

A motion was made, seconded and carried to accept the Nominating Committee report and the slate of nominees.

#### *4. Scholastic Foundation Fundraising -*

Prior to this agenda item, Chapter Board Member Russ Thomas delivered to the Trustees \$500 which was raised during Tuesday's golf tournament by the participants. Trustees thanked Russ and asked that he convey our thanks to the golfers as well.

Kurt reviewed the fundraising activities for the Fall Conference. In addition to the funds raised by the golfers, the Foundation is sponsoring a basket raffle which consists of 7 baskets donated by Trustees. Raffle tickets will sell for \$1 each and the drawing will be held at the banquet on Thursday. Kurt asked the Trustees to contribute time to sell tickets throughout the conference before the drawing. Dan pointed out that we should tell people that raffle tickets are not tax deductible.

As holder of the Gizmo, Todd Watkins will run the program along with help from Russ Thomas and Dewey, Cheat'm and Howe. Trustees are asked to help take Gizmo funds and be sure to note on any receipts' which program is supported, ie., Gizmo, raffle, cash donation, etc.

### **New Business**

#### *1. Scholarship*

Victoria is looking for guidance at the Foundation Trustee's December meeting regarding the total funds available for distribution in the 2012-13 school year. Once she has that and the amounts for each institution, she will send out information to each contact person.

She also noted that no scholarship resolution for awards was adopted for the current year. The Foundation Secretary will prepare the resolution for signature. He will also check for earlier resolutions that need signatures and have them executed.

#### *2. Chapter Board – no report*

#### *3. General Discussion*

Victoria noted that the Chapter's 50-Year Anniversary is approaching and would be a good time for a Chapter fund raising event. She suggested that Trustees keep this in mind and see what we can come up with in the next year.

Eric reported that the Foundation now has a Facebook page and will be connected to the Chapter's Facebook page too.

With no further business, President Kurt Corey adjourned the meeting at 12:05 p.m.

Minutes recorded by Secretary Gordon Merseth

### **2011 Foundation Meeting Schedule**

December 2<sup>nd</sup> (time TBA) Location: Tualatin Operations Center