



# APWA Oregon Chapter Scholastic Foundation

## Foundation Board Meeting Minutes

**Date:** April 18, 2012

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

**Attending:** Eric Jones, President  
Rick Olson, Treasurer  
Dan Boss, Trustee  
Ed Wegner, Vice President  
Mark Schoening, Trustee, Chapter President  
Gregg Weston, Trustee  
Doug Singer, Chapter Scholarship Committee  
Gordon Merseeth, Secretary

**Excused:** Peggy Keppler, Trustee, Chapter Past President  
Ron Polvi, Trustee  
Kurt Corey, Trustee

**Call to Order:** President Eric Jones called the meeting to order at 10:00 a.m.

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

Minutes of the December 9, 2011 Foundation Board meetings were unanimously approved.

**Minutes (*action items in bold italics*; individual assignments highlighted in yellow)**

### **Treasurer's Report**

Treasurer Rick Olson deferred to former Treasurer Dan Boss as the transition between the two is still underway.

Dan had provided financial reports to all trustees via electronic mail prior to the meeting. He reported that the fund balance was \$237,276.08 as of December 31, 2011. He also reported filing the Foundation's annual tax statement and that the second half of the 2011-12 scholarship checks had been mailed out during the quarter.

The Foundation currently has no outstanding bills and all deposits have been made to our accounts.

Dan also recommended that we have the annual audit of the Scholarship Foundation books done during the fall conference.

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

## Old Business

### *Tribute Account Letter*

A draft letter prepared for distribution to current Tribute Account sponsors was provided and reviewed by the Trustees. It was agreed that the Foundation should proceed with personal contacts to the sponsors followed up with distribution of the letter to those individuals. **Eric and Gordon will make the contacts.**

## New Business

### 1. Scholastic Foundation / Chapter Relationships

President Eric explained that this was placed on the agenda to open a discussion on revitalizing the relationship between the Chapter Board and Foundation Board. He said that the Chapter Board had placed two items regarding the Foundation in their strategic plan; 1 – engage scholarship recipients in future APWA activities, and 2 – work to reinforce the Chapter / Foundation relationships. He referred to his memo of March 9<sup>th</sup> following his attendance at a recent Chapter Board meeting. He posed the question, 'How do the two Boards best collaborate'?

Discussion followed:

Gregg Weston noted that the two Boards and their respective entities needed to maintain a certain separation in order to follow set procedures and maintain Foundation autonomy.

Doug Singer thought it is also an issue of membership, making sure Chapter members also know they are Foundation members too.

Rick Olson thought we both need to focus on growth but with caution toward taking on too much risk. Thought a joint meeting would be very helpful.

Ed Wegner indicated his support for closer ties in that APWA has a strong interest in growing the profession and needs to plan for an educated, well trained staff.

Dan Boss suggested that perhaps a group of past Chapter presidents could be drafted to provide mentoring to scholarship winners and help with collaboration between the Chapter and Foundation since many of them have served on both Boards.

Eric suggested that we work with the Chapter Board to invite Brian VanNorman from the national APWA office to lead a workshop where members of both Boards could join to do common strategic planning. **Mark and Eric agreed to discuss this with national to see if a work session could be planned.** He noted that our annual joint Board meeting is scheduled for June 15<sup>th</sup>.

### 2. Update on Scholarships

Doug Singer reported that the current scholarship process is underway and on schedule. **Doug will contact Victoria to let her know about the Item 1 discussion regarding the two Boards.**

### 3. Spring Conference Fundraising

Eric reviewed fund raising activities for the current conference. The Foundation will receive \$10 for each registered delegate, two gift baskets will be raffled off, we

received \$450 from the golf tournament and we are all encouraged to actively promote the Gizmo voting.

In terms of handling Gizmo funds, Eric and Gordon will be sure there is a Gizmo box at the front desk and that all delegates will receive voting cards. They were inadvertently omitted from the registration packets. They will also be sure there is a receipt book at the front desk. Dan also recommended that anyone collecting funds through use of a credit card donation be sure to write 'Gizmo' on the receipt.

4. Foundation Accounts

Dan noted that we will be changing signatories on the Foundation bank account. He suggested that the following individuals be named on the account: Rick Olson, Eric Jones, Ed Wegner, and Dan Boss.

**A motion to draft and adopt a resolution to make this change made, seconded and carried unanimously. The secretary will draft the resolution and distribute it to the group for signatures.** Dan reminded each that they must bring proof of identification when signing the new cards.

5. 2012 Foundation Board meeting Schedule

June 15	Meet with OR Chapter Board, Washington County
October 3	Salishan - OR Fall Conference
December 7	Tualatin Operations Center

6. Adjourn

President Eric Jones adjourned the meeting at 11:10 a.m.

Minutes recorded by Secretary Gordon Merseth