



APWA Oregon Chapter Scholastic Foundation

Foundation Board Meeting Minutes

Date: December 12, 2016

Location: Wilsonville City Hall
Wilsonville, OR

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

Attending: President Gregg Weston, Directors Terry Song, Delora Kerber, Matt MacRostie, Ken Stoneman, Vice President Jeanne Nyquist, and by phone, Eric Jones, Kurt Corey, and Treasurer Rick Olson. Chapter Scholarship Chair Laurie Allen also attended.

Call to Order: The meeting convened by President Gregg Weston at 10:04 a.m. A quorum of Directors were present.

The President introduced Matt MacRostie and Ken Stoneman as new Board members. Matt and Ken will provide Eric with photos for the Foundation page. He also recognized retiring Board members Ron Polvi and Ed Wegner and thanked them for their service.

Approval of the Minutes

Minutes of October meeting were not available.

Treasurer's Report

The Board reviewed Foundation financial report submitted by Treasurer Rick Olson. There was discussion regarding the Veterans Scholarship and the application and DD214 requested from the selected candidate Michael Hoie. Eric tracked this down and will send it to Laurie and Gregg. Once received, **Laurie will confirm and let Rick know he can send the scholarship check to Michael.**

There was discussion about the annual request for funds for the Oregon Chapter. Gregg attended the December Chapter Board and retreat but there was not a discussion or approval of the Chapter's 2017 budget. Gregg will attend the January Chapter Board meeting and request funds from the Chapter for the next fiscal year. Discussion was held regarding the amount of the request. It was suggested that we continue to base the request on the past practice of trying to fund the initial scholarship checks which represent half of the awarded amount to the individual. Based on last year's total award. The Board agreed to request \$8,000. Gregg will draft a letter requesting this amount from the Chapter Board. Part of that request will discuss our goal of raising scholarship amounts and number of schools including in our program and the reasoning behind requesting the \$8,000.

Eric made a motion to approve the \$8,000 request which was seconded by Kurt. The Board voted unanimously to approve the motion.

Eric made a motion to approve the Financial Report as submitted by Rick Olson which was seconded by Kurt. The Board voted unanimously to approve the motion.

Discussions followed concerning allocations of the funds from the conference. A letter will be sent out to the past presidents to try to get more funds for that account. **Todd will send it out.** There was some

discussion about \$2,000 being transferred from the general fund if the past presidents donate \$2,000 to the Presidents fund, but no decision was made. A decision had already been made to provide a \$1,000 scholarship from the Past President account and the shortfall will be made up from the general account. A motion was made by Kurt and seconded by Eric to allocate \$5,000 to the Veterans Tribute Account. The motion passed.

Motion to accept the financial report. Moved by Eric, seconded by Curt, passed.

Old Business

None

New Business

Election of Officers

A discussion centered around the transition of officers, formalization of duties and operation of the Foundation. Terry Song worked with the Chapter Board in a similar effort and agreed to work with the Foundation to codify the responsibilities of the Board and officers and to work with Gregg on a transition plan during 2017. Part of this effort will be to revisit the Strategic Plan and set up a calendar of critical dates for deliverables to support the scholarship program.

Current officers include Gregg Weston, President, Jeanne Nyquist VP, Gordon Merseth, Secretary and Rick Olson, Treasurer. Gregg will contact Jeanne, Gordon and Rick to discuss their interest in continuing and how we transition to new officers in 2017. Kurt suggested we focus on building a base of new leaders within the Foundation.

The decision was made to delay election of new officers until our January meeting.

Scholarships

Laurie Allen discussed the scholarships awarded for the current (2016-17) school term. We were not successful in awarding a scholarship at Clackamas Community College but did establish a contact for this next year. Southern Oregon College does not have a pre-engineering program and could not provide a candidate. We had difficulty with Lane Community College but ended up with an award there.

We discussed modifying the selection criteria for Southern Oregon Community College in the same way we did for the Veterans Tribute scholarship by opening up the criteria to include other programs that lead to or support careers in Public Works. Eric made a motion which was seconded by Kurt to have Laurie draft language for review by the Board to modify the selection criteria for the Southern Oregon Community College scholarship to allow candidates that are pursuing public works related fields to qualify.

The Board voted unanimously to approve the motion.

Eric made a motion which was seconded by Kurt to increase the Umpqua Community College scholarship from \$500 to \$750. **The Board voted unanimously to approve the motion.**

Gregg will provide Eric with the criteria for the Dan Boss Scholarship so that it is listed on the Chapter website.

No other to do items were identified for this scholarship since it is outside of the normal college scholarship program.

The Board also agreed to keep the same list of scholarships and receiving institutions that was used for the 2016-17 school year.

Meeting Schedule

2017 Meeting Schedule

- February 3, 2017, WH Pacific Office, Portland
- April 11, 2017, Spring Conference, Seaside
- July 14, 2017, Joint Chapter/Foundation Board Meeting, Eugene
- October 18, 2017, Fall Conference, Pendleton
- December 8, 2017, Teleconference

Adjourn

The Foundation board meeting adjourned at 11:18 a.m.

Minutes Recorded by Foundation President Gregg Weston.