



APWA Oregon Chapter Scholastic Foundation

Foundation Board Meeting Minutes

Date: February 3, 2017, 10 am.

Location: Internet (Skype) Call-In Meeting
Internet Meeting

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

Attending: President Gregg Weston, Directors Terry Song, Delora Kerber, Matt MacRostie, Ken Stoneman, Eric Jones, Kurt Corey, Treasurer Rick Olson and Secretary Gordon Merseeth. Chapter Scholarship Chair Laurie Allen also attended.

Call to Order: The meeting convened by President Gregg Weston at 10:00 a.m. A quorum of Directors were present.

Approval of the Minutes

A motion to approve the December 12, 2016 Foundation Board minutes was made, seconded and carried.

Election of Officers

A slate of Board officers of President Gregg Weston, Vice President Terry Song, Treasurer Rick Olson and Secretary Gordon Merseeth was offered for Directors consideration. With no other nominees (or volunteers) the slate was elected.

Transition of Scholarship Chair Duties: Gregg, Terry and Gordon will work together with Laurie in the next few months to draft a guidance plan to assist in the transition of Scholarship Chair duties from Victoria to Laurie. Actions will include a review of the current scholarship operations and communication system and pull together any related documents.

Treasurer's Report

The Board reviewed the Foundation financial reports submitted by Treasurer Rick Olson. The report shows a Foundation funds balance of \$417,048.76 as of January 31, 2017. Rick reported that a total of \$8,125 was sent out in payment for the second semester scholarships. He has also filed US Form 1099 with the IRS.

The Treasurer will also update Tribute Account totals after he receives the new information from Maggie Vohs. He reported receipt of \$500 from Don and Kathy Schut as a contribution to their Tribute Account.

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

Old Business

None

New Business

Scholarships

Chapter Scholarship Chair Laurie Allen reported that she has made contact with the receiving schools. A question was raised regarding the schedule for the Veterans Scholarship. The 2016-17 Veterans Scholarship was awarded to a student from Umpqua CC and the school is on the current schedule to receive the same scholarship in the coming 2017-18 school year.

After discussion, the Board's consensus is to stay with currently approved scholarship rotation schedule.

Laurie reminded the Board that scholarships for Southwestern Oregon CC and Clackamas CC were unawarded for the 2016-17 school year. This was primarily due to the inability of either school to provide candidates for consideration.

To help rectify this, Laurie reported that scholarship criteria for Southwestern Oregon CC has been rewritten to more closely align with the schools' status. **Laurie will send the new criteria to Board members for review.** In addition, she has established a new contact with the Clackamas CC administration and expects we will have a better outcome in the coming year.

She also reported that we expect to offer \$17,750 in scholarships to 14 recipients in school year 2017-18

The Board also discussed the possibility of increasing scholarship amounts in some cases and help encourage students to give more serious consideration to applying as costs of tuition, books, fees and living expenses are increasing steadily. Treasurer Rick Olson noted that the 8Q funds average which is used as a scholarship total guide indicates that we should be able to annually award between \$18,900 and \$26,500.

Gregg Weston suggested we increase the annual scholarship amounts at Clackamas CC, Umpqua CC and Southwestern Oregon CC from \$500 to \$750. Following further discussion, Terry Song moved that these scholarships be increased to the \$750 level and that the change take effect beginning with the 2017-18 school year. The motion was seconded and carried.

Gordon will draft a resolution including these changes and submit it for the Boards approval.

Strategic Plan

President Gregg would like the Board to review and update the Foundation's Strategic Plan during 2017. Eric Jones volunteered to work on this as he was very involved in creation of the current Plan. He suggested that the process include review of the sections on Vision and Mission, review the Objectives and with participation of the Board rewrite the Actions section to make the Plan current. Ken Stoneman, Matt MacRostie and Todd Watkins volunteered to assist Eric.

Meeting Schedule

2017 Meeting Schedule

- January/February XX, 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

Good of the Order

Eric Jones said that he has drafted a letter (from the Foundation?) in support of the Chapter's nomination of Jeanne Nyquist for a Top 10 award from the National APWA office.

Adjourn

The Foundation board meeting adjourned at 11:15 a.m.

Minutes Recorded by Foundation Secretary Gordon Merseth.