



APWA Oregon Chapter Scholastic Foundation

Foundation Board Meeting Minutes April 3, 2018 and April 27, 2018

Date: April 3, 2018

Location: Eugene Hilton Directors Room

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

Attending: President Terry Song, Vice President Matt MacRostie, Treasurer Rick Olson, Secretary Eric Jones, Directors Delora Kerber, Ken Stoneman, Dayna Webb and Gregg Weston, Chapter board members Jenifer Willer and Russ Thomas, and Chapter Scholarship Chair Laurie Allen.

Call to Order: Terry Song convened the meeting at 8:35 a.m. A quorum of Directors was present.

II. Approval of the Minutes

Minutes of the February 2, 2018, Board meeting were electronically distributed by Eric Jones. **A motion was made, seconded and carried to approve the minutes.**

III. Treasurer's Report

The financial reports were distributed to all Board members by Treasurer Rick Olson. He reported a Foundation funds balance of \$503,000. Rick noted that discussions were ongoing with the Dave Vargas Trust about the allocation of a donation; it will be shown in future Treasurer's reports. Russ Thomas made an on-the-spot cash donation to bring the Past President's tribute account to \$20,000. Terry said Asphalt Paving Association of Oregon was ready to make its \$2,500 contribution to the new joint scholarship fund.

In further discussion, Jenifer Willer mentioned that people making Gizmo donations at the spring conference will receive a receipt (not necessarily a tax receipt) and actual credit card transactions will be batched later. **A motion was made, seconded and carried to accept the Treasurer's Report.**

Old Business

IV. Terry noted that a copy of Resolution 18-01, comprising 20 scholarships totaling \$29,750 was distributed electronically to Board members. The Secretary retains the original signed resolution.

V. Laurie Allen gave a report on the distribution of scholarship materials for the 2018-2019 school year. Application packets have been distributed to all identified colleges and universities, **except for Umpqua Community College, where she is waiting to hear back from Clay Baumgartner, and the scholarships at OSU, which will go out as a comprehensive packet in the next several days.**

VI. Committee Reports

- A.** Bylaws Update – Delora is continuing to research changes to the bylaws that may have been made subsequent to the bylaws posted on the Foundation web site. Ken and Rick have agreed to work with Delora on the Bylaws Committee.

- B. Operations, Succession Planning and Process Improvement – Eric reported that he plans to meet with Rick to identify the procedures related to retention of the Treasurer’s records. He also is working with Gordon Merseeth to transfer the notebooks/files that Gordon has from his years as Foundation Secretary. Board members discussed the volume of files, the importance of keeping those records required of a 501(c)(3) organization, the value of purging non-required or duplicate records, and options for storing those records that must be retained. One idea was to see if the Foundation’s records could be stored by Cameo as an add-on to the records the Chapter stores at Cameo. Once Eric has gathered up the materials from Gordon and met with Rick, a “work party” may be in order to weed out unnecessary documents.
- C. Strategic Planning – Matt reported that he is currently working from a 2017 action plan, plus a memo and notes from a Board discussion last July on the Foundation’s mission and vision. There was considerable discussion by Board members about fund-raising ideas (including “banking” Gizmo points throughout the year, and the cost-benefit of golf tournaments). The Foundation Board concluded that the strategic plan would be a focus of discussion at the July 13 joint meeting with the Chapter Board; that meeting tentatively is scheduled to begin at 8:30 a.m. at the Willamette Water Treatment Plant in Wilsonville. Matt will prepare materials for discussion prior to the joint meeting.
- D. Scholastic Criteria Review and Update – Gregg said he is assembling a file of updated criteria with a goal of correcting any inconsistencies that have evolved over the years as the Foundation has expanded its scholarships to two- and four-year colleges and universities and created revolving “rotating” scholarships such as the Past Presidents and Veterans. **Jenifer moved and Rick seconded a motion to clarify that second-year students at two-year schools and those with junior status at four-year schools be eligible for scholarships that rotate among two- and four-year schools. The motion passed unanimously.**

New Business

VI. Terry reported that the Chapter Board has agreed to fund technical tours for scholarship recipients attending Chapter conferences. Four recipients are attending the spring conference: Savannah Hensley (LCC/Langley Scholarship), Nicholas Hossley (OSU), Tracy Salgado (George Fox), and Max Beaudoin (OSU/Polvi Scholarship).

V. Eric gave a demonstration on accessing Foundation documents (including confidential documents) online. The key is to have an APWA web user name and password and then log in to the Oregon Chapter web site at <http://oregon.apwa.net>. All members of the Foundation Board should have necessary permissions to access the “back end” of the Chapter web site.

Meeting Schedule

2018 Meeting Schedule

- July 13, Joint meeting with Chapter Board at Willamette Water Treatment Plant in Wilsonville, 8:30 a.m.
- October 16, 2018, Fall Conference, Canyonville, 8:30 a.m.
- December 14, 2018 – conference call, 10 a.m.

Adjourn

The Foundation board meeting adjourned at 9:45 a.m. Minutes Recorded by Foundation Secretary Eric Jones

Date: April 27, 2018

Special Email Meeting

Participating Board Members: Terry Song, Gregg Weston, Rick Olson, Eric Jones, Jeanne Nyquist, Matt MacRostie, Dayna Webb, Delora Kerber, Ken Stoneman, Russ Thomas and Jenifer Willer

New Business

Foundation President Terry Song emailed the board with the following information: We have just heard that the University of Portland did not have an applicant for the APAO/APWA Scholarship we planned to award there this year. If we award the scholarship to a student at George Fox this year, Terry will review options for the future rotation to maintain balance. John Hickey and the APAOEF are supportive. Subsequent to the initial information, Terry amended his comments to propose that Laurie Allen work with George Fox, and if they do not have a candidate, then OIT and PSU, in that order, to award the scholarship this year.

Terry made a motion, with a friendly amendment, seconded by Gregg Weston:

In the absence of a qualified candidate for the APAO/APWA Scholarship from the scheduled school for that year, direct the scholarship chair to work with the next available school to award the scholarship each year. The President and Secretary shall update the Scholarship Resolution to reflect the change and revise the rotation schedule. The motion was approved unanimously.

The intent is that we work with the next school in the rotation, George Fox University, to award this scholarship this year and amend the previously passed Resolution 18-01.

Eric will amend the resolution as indicated.