



APWA Oregon Chapter Scholastic Foundation

Foundation Board Meeting Minutes

Date: October 16, 2018

Location: Seven Feathers (Canyonville)

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, Jeanne Nyquist, Ken Stoneman, Dayna Webb and Gregg Weston, Chapter board members Jenifer Willer and Russ Thomas, Chapter Scholarship Chair Laurie Allen, and Foundation Director nominee Todd Watkins.

Call to Order: Terry Song convened the meeting at 8:30 a.m. A quorum of directors was present.

II. Review of the Minutes

Minutes of the July 13, 2018, Board meeting have been distributed. ***A motion was made, seconded and carried to approve the minutes.***

III. Review of Financials

The financial reports were distributed to all Board members by Treasurer Rick Olson. He reported Foundation assets total \$526,404 as of September 30, 2018. First-half payments of scholarships have been made or are in the process of being made. Olson clarified that the summary of scholarships listed under "additional information" in the report was based on information available when the report was prepared and will be amended by resolution (see item V, below). Regarding tribute scholarship accounts, Olson noted that several accounts continue to grow due to additional donations; however, two accounts have stalled well below the \$10,000 threshold for issuing scholarships. Looking to 2019, Olson said the eight-quarter average of assets is well within the policy-set 5% to 7% range needed to support the current level of scholarships. ***Motion was made by Stoneman, seconded by Willer, and carried to accept the Treasurer's Report.***

IV. Student-Faculty Relations

A lively discussion was held on how to improve participation by students and faculty in the foundation's scholarship program. A question was asked about students who receive multiple APWA scholarships in a year or over a period of several years, and whether this was consistent with the foundation's goal of helping as many qualifying students as possible. It was suggested that the current application process could be electronically processed to feel more "modern" to students. The chapter board has expressed appreciation for the revamping of the scholarship web page. The role of advisors (who in some cases are teaching faculty or department heads) was discussed, and while there were no simple solutions it was agreed that there is value in reaching out to students and finding ways to maximize the time and effort spent by students and faculty in the scholarship process.

Weston will talk to the counselor at University of Portland about the importance of requirements such as Oregon residency.

Dan Neidecker from Portland Community College, a 2018 scholarship recipient, is attending the conference in Canyonville.

Laurie Allen reported that Lane Community College has recommended Phela Chuey receive the 2018 Merle Langley Scholarship. ***A motion was made by Weston, seconded by MacRostie, and carried to approve the disbursement of funds for the LCC scholarship.***

V. Modification of Board Resolution

Jones explained several changes to Resolution 18-01, initially approved Feb. 2, 2018, and subsequently amended April 27, 2018. The annual APAO/APWA joint scholarships should be listed in the resolution as \$2,500 each because that is the amount actually disbursed by the foundation (partially offset by \$2,500 revenue from APAO). The 2018 Veterans Scholarship has been moved to Walla Walla Community College from Southwestern Oregon Community College and awarded to William Thomas per a determination by Song and Weston that he is eligible for the scholarship. Per the motion passed earlier in the meeting, \$750 will be included for the 2018 Merle Langley Scholarship at LCC. Funding is not included for Umpqua Community College, which did not submit any candidates for the UCC scholarship. **A motion was made by Olson, seconded by Willer, and carried to approve the amended resolution dated October 16, 2018.**

VI. Committee Reports

Bylaw Update – Kerber reviewed the proposed amendments to the Foundation Bylaws, which will be presented to the general membership for approval at the annual meeting on Thursday morning. There was discussion of Article VIII (Review) and general agreement that the process should be amended so that the three-person audit committee is appointed by the president of the scholastic foundation. Willer will propose an amendment to the motion to that effect prior to the vote at the annual meeting on Thursday. There was further discussion about audit committee criteria, and the board generally agreed that these criteria could best be codified in a policy document or resolution instead of a bylaw change.

Operations and Process Improvements – The board expressed concern about the lack of historical documentation of minutes, resolutions, and approved foundation policies. Jones said there are online minutes from 2001 to present; he said he will copy them onto a flash drive. It is unknown where or if earlier minutes or copies of resolutions or policies may be stored. Jones will again attempt to contact Gordon Merseeth, the previous foundation secretary, to see what he may have. Jeanne Nyquist, who is retiring from the board at the end of the year, will assist. Jones also will continue to work on an operations and policy manual.

Strategic Plan – MacRostie asked if the board felt the foundation needs a new fundraiser. Several ideas were suggested: keep the Gizmo going strong; leverage golf donations by selling mulligans or putting string; create new tribute categories; and approach exhibitors and trade associations.

Scholastic Criteria Review – Weston will look at the various scholarship application forms for inconsistencies and opportunities for clarifications. Schools with a limited number of engineering students are significantly constrained by the Oregon residency requirement. Board members suggested that the chapter membership be polled on whether Oregon residency should be a requirement for all Oregon APWA scholarships. Song will work with Watkins to conduct a poll.

VII. Other Business

Student Memberships – Terry described a task force to include members of the chapter board, the foundation board, and others. Possible task force members: Mike Bisset, Matt MacRostie, Laurie Allen.

Students Receiving Multiple Scholarships – Terry will include this discussion, as well as continued discussion on how to further engage students, on the December board meeting agenda.

Board Personnel Changes – Terry thanked Jeanne Nyquist for 22+ years of service to the foundation, including terms as board president and secretary. Rick Olson said he would like to find a replacement treasurer by the time his term expires in 2019. The Board discussed the formation of a “Board Emeritus” group for founding and long-time members to continue to participate and advise the Board. Terry will work on a proposal for the next meeting.

Adjourn: The Foundation board meeting adjourned at 10:25 a.m. Minutes recorded by Eric Jones

Meeting Schedule

December 14, 2018 – 10 a.m. conference call. Terry will set it up. 2019 schedule TBD