



APWA Oregon Chapter Scholastic Foundation

Foundation Board Meeting Minutes

Date: December 14, 2018

Location: Conference call

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

Attending: President Terry Song, Treasurer Rick Olson, Secretary Eric Jones, Directors Delora Kerber, Ken Stoneman, Dayna Webb and Gregg Weston, Chapter board member Gordon Munro and incoming Foundation board member Todd Watkins.

I. Call to Order: The meeting was convened by Terry Song at 10 a.m. A quorum of Directors was present.

II. Approval of the Minutes

Minutes of the Oct. 16, 2018, Board meeting were distributed electronically prior to the meeting. **A motion was made, seconded and carried to approve the minutes.**

III. Treasurer's Report

Treasurer Rick Olson said there have been no new revenues or expenses since his last report in October. The Foundation fund balance remains at \$526,404. The updated balance will be reported on the January 2019 financial statements. The second-half scholarship payments will be made before the Christmas holiday.

Regarding next year's scholarship levels, Olson said the eight-quarter average currently ranges from \$23,900 to \$33,400. Jones said the most current 2018 resolution (18-01, amended Oct. 16, 2018) authorizes expenditures totaling \$31,500; this does not include the offset payment of \$2,500 from Asphalt Paving Association of Oregon or the \$750 scholarship to Umpqua Community College (which did not provide a scholarship applicant this year). In discussion, the **Board agreed that the initial 2019 target for scholarships should be \$30,000**, including the \$750 scholarship at UCC, net the APAO payment, and anticipating some level of award from the Dan Boss Tribute Account. **At its February meeting, the Board will review the spending target and consider a resolution to direct Laurie Allen to initiate contact with the schools designated to receive scholarships.**

IV. 2018 Scholarship Update

Laurie Allen was not available to provide an update. The treasurer received an address change from one recipient. Allen is reviewing college term calendars to determine the scholarship process schedule for the 2019-2020 cycle.

V. Modification of Board Resolution

Jones reported that the board's October 16, 2018, action modifying resolution 18-01 has been documented, and the amended resolution has been placed in the secretary's file and [posted online](#).

VI. Planning for February 2019 Board Meeting

Terry Song will confirm the date and location, currently Feb. 1 at Wilsonville Water Treatment Plant.

VII. Summary of Chapter Board Retreat

Gregg Weston and Gordon Munro summarized several items from the Chapter Board annual retreat:

- Jenifer Willer is now heading up the chapter's Education Committee, with a goal of offering at least one new training in 2019.
- The Chapter Board is seeking to strengthen relations with other professional organizations.
- There is good energy to create short videos about public works, to "tell our story"
- The Chapter wants to connect with youth, particularly college students. Perhaps "pizza feeds"?
- The Chapter is considering hiring an administrative support person; does the Foundation have any needs that could be met by such a person?
- National APWA leadership training: Shannon Williams, Tony Roos, Russ Norton

VIII. Committee Reports

Bylaws Update – Following approval of bylaw amendments by the membership on Oct. 18, it was found that the actual number of Foundation Board members, including two members from the Chapter Board, stated in Article IV.A should be 11 (not 9 as stated in the bylaw amendments). Kerber noted that the expectation that the Chapter president and immediate past president serve on the Foundation Board can be found in the Chapter's [Executive Committee Duties and Descriptions](#). **Song moved, Weston seconded, and the Foundation Board unanimously approved a motion to correct the bylaws at the next opportunity, which likely will be the annual meeting of the Foundation members in October 2019.**

Operations, Succession Planning and Process Improvements – Jones has continued to add information to the working draft of the operations manual, most recently with information from Song about the president's duties. Additional information is needed to document the roles of treasurer and Scholarship Committee chair. Jones also has obtained two binders from former Foundation Board secretary Gordon Merseth. **Jones will review the materials in the binder and provide an update to Song by February. Olson will send Jones a document stating appropriate record-retention requirements.** Olson said a key document would be the IRS letter of authorization for the Foundation to operate as a 501(c)(3) organization.

Strategic Planning and Scholastic Criteria and Review – these committees will provide updates at the Board's meeting in February.

IX. Election of Officers

Olson moved, Weston seconded, and the Board unanimously approved the election of officers for 2019: Terry Song as president; Matt MacRostie as vice president; Rick Olson as treasurer; and Eric Jones as secretary.

X. Other Business

Portland State Winter Engineering and Technology Career + Internship Fair – Song asked the Board if there was interest in having Oregon APWA participate. This led to considerable discussion about the timing (the fair is February 13, and the Chapter does not anticipate having display materials ready until summer 2019), and the cost (\$125 fee) and whether the Foundation should incur operating expenses beyond the bare minimum required for fiduciary accountability. **Foundation Board members felt this would be a good item for the joint Chapter/Foundation meeting in July and perhaps engagement of the membership on what kinds of expenses are appropriate for the Foundation.** **Song said there probably will be another opportunity at PSU in October 2019.**

APWA Student Memberships – This issue continues to be unresolved. Olson and other questioned the value of one-year student memberships given to scholarship recipients. **Song will talk to MacRostie and Allen to get their input. Song will put this item on the agenda for the joint meeting in July.**

Emeritus Advisory Panel – This idea was briefly discussed at the Foundation Board’s Oct. 16 meeting, after Jeanne Nyquist announced she would be leaving the board after serving more than 20 years. Song and others support the formation of a non-voting “Friends of the Foundation” group, composed of former Foundation Board members and Chapter past presidents. Song will identify potential panel members, with additional Foundation Board discussion in February.

2019 Meeting Schedule

- 10:00 am, Friday, February 1st (Wilsonville WTP)
- Wednesday, April 17th (at Spring Conference, Bend)
- Friday, July 12th (Joint Meeting with Chapter Board, at WSP Portland office)
- Wednesday, October 23rd (Board at Fall Conference, Hood River)
- Friday, October 25th (Business at Fall Conference, Hood River)
- Friday, December 13th (Conference Call)

Adjourn

The Foundation board meeting adjourned at 11:30 a.m.

Minutes Recorded by Foundation Secretary Eric Jones