



# APWA Oregon Chapter Scholastic Foundation

## Foundation Board Meeting Minutes

**Date:** February 14, 2019

**Location:** Murraysmith, 101 SW Main St., Suite 1000, Portland

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

**Attending:** President Terry Song, Vice President Matt MacRostie, Secretary Eric Jones (phone), Directors Ken Stoneman, Gregg Weston (phone), Chapter board members Jenifer Willer (phone) and Gordon Munro, and Chapter Scholarship Chair Laurie Allen (phone).

**Call to Order:** Terry Song convened the meeting at 12:40 p.m. A quorum of directors was present.

### II. Approval of the Minutes

Minutes of the December 14, 2018, Board meeting were distributed electronically. ***A motion was made, seconded and carried to approve the minutes.***

### III. Treasurer's Report

Treasurer Rick Olson was not available for the meeting. The treasurer's report will be deferred to the April board meeting.

The board discussed the 2019 scholarship funding level and confirmed the \$30,000 level proposed at the December 14, 2018, board meeting. This amount assumes 20 scholarships totaling \$32,250, a \$2,500 reimbursement from Asphalt Paving Association of Oregon, and approximately \$250 to be expended from the Dan Boss tribute account.

#### 2019 Scholarships

Laurie Allen confirmed the list of scholarships (see Attachment A). Extra outreach may be needed for three schools: Walla Walla Community College (maybe Bob Patterson could assist); Umpqua Community College (maybe Nikki Messenger could assist); and Lane Community College (maybe Jenifer Willer and Doug Singer could assist).

Laurie's goal is to update applications, create online applications (perhaps as fillable PDFs), and distribute the applications and post them online by the first week in March. She would like to have the applications/recommendations back from the schools by April 15. She understands this is an aggressive schedule, but the board agreed that schools need to be motivated to complete the process early, particularly because some school terms end in May. Continuing the schedule discussion, the board agreed that the July 12, 2019, joint meeting with the chapter board would be a good time to approve a list of students for specific scholarships and to approve a resolution authorizing the disbursement of scholarship funds. ***Terry and Eric will draft a resolution prior to the July 12 meeting.*** Students would then be notified in late July or August that they are APWA scholarship recipients, and checks (the first half) would be mailed in September, with the second-half payment around January 1.

Eric noted that Ashley Cantlon is the lead on a chapter strategic goal of engaging students. Gordon said there are no specifics yet as to what, where and when the engagements would occur.

## Resolution to Update Bank Signatures

Eric Jones moved, Gregg Weston seconded, to **resolve that the following individuals have authorization to view and make transactions on behalf of the APWA Oregon Scholastic Foundation at Key Bank and Bank of America cash account at Columbia Management: Terry Song, President; Rick Olson, Treasurer.** The motion passed unanimously.

## Committee Reports

*Bylaws update* – Terry noted that research has found a 2005 board resolution that amended the foundation’s bylaws to authorize 11 board members. The board agreed that is the correct number. However, because the foundation members at last fall’s business meeting approved an amendment incorrectly stating the board should be comprised of 9 members, it was agreed to further amend the bylaws to reference 11 members at the fall 2019 general business meeting. **Eric will draft a motion to that effect prior to the fall 2019 meeting.**

*Operations, Succession Planning and Process Improvements* – Eric provided an update on his work cataloging historical records of minutes, resolutions and other official documents. Bottom line: we have a full record of minutes (except for two meetings in 2016) from 2000 to current. He is still searching for earlier documents. The board generally agreed to allow Eric to use his best judgement in posting electronic copies of these documents to the foundation’s web site. There also was general agreement that unofficial documents such as agendas, hand-written notes, and materials from other groups should be purged from the official files. **Eric will complete online posting and culling non-official documents by April 15.**

*Strategic Planning* – **Matt is planning to have updates of the foundation’s vision and mission statements to present to the board by the April 17 meeting in Bend.** He also asked if there was continuing interest in the Gizmo fundraiser. Despite a few “grumbles” from attendees at past conferences, the chapter board and the foundation board agree that there is no reason to change what has become a very effective fundraising tool.

*Scholastic Criteria Review and Update* – Gregg and Laurie are continuing to look at scholarship materials to ensure they are consistent and appropriate. The updating of materials for the 2019-2020 scholarships will provide another opportunity for review. In general, however, the materials appear to be in good shape.

## APWA Student Memberships

Gregg, Jenifer and Gordon summarized the chapter board’s discussion: the chapter board wants to have responsibility for providing memberships to Oregon APWA scholarship recipients. There has not been a decision on how the funding should be handled. This item will be further discussed at the July 12 joint meeting.

## 2019 Meeting Schedule

- Wednesday, April 17, 8:30 a.m., at Spring Conference in Bend
- Friday, July 12, joint meeting with chapter board, location TBD
- Wednesday, October 23, board meeting at fall conference in Hood River
- Friday, October 25, general business meeting at fall conference in Hood River
- Friday, December 13, conference call

## Adjourn

The foundation board meeting adjourned at 1:38 p.m.

Minutes Recorded by Foundation Secretary Eric Jones

	<b>Campus</b>	<b>Scholarship Amount</b>	<b>Scholarship Title</b>	<b>Advisor &amp; Phone #</b>	<b>Advisor Email</b>
1	Clackamas Community College	\$ 750.00	Civil Engineering, Transfer, Drinking Water, Wastewater or GIS Scholarship	Klaudia Cuevas	<a href="mailto:cuevasklau@gmail.com">cuevasklau@gmail.com</a>
2	George Fox University	\$ 3,000.00	Civil Engineering	Mike Magill	<a href="mailto:mmagill@georgefox.edu">mmagill@georgefox.edu</a>
3	Lane Community College	\$ 750.00	Merle Langley Memorial Scholarship	Angela Martinek / 547.463.5822	<a href="mailto:martineka@lanecc.edu">martineka@lanecc.edu</a>
4	Oregon Institute of Technology	\$ 3,000.00	Civil Engineering Scholarship	Matthew Sleep	<a href="mailto:matthew.sleep@oit.edu">matthew.sleep@oit.edu</a>
5	Oregon Institute of Technology	\$ 750.00	Veterans Scholarship	Matthew Sleep	<a href="mailto:matthew.sleep@oit.edu">matthew.sleep@oit.edu</a>
6	Oregon State University	\$ 1,000.00	Kurt Corey Tribute Scholarship	Thomas Miller	<a href="mailto:thomas.miller@oregonstate.edu">thomas.miller@oregonstate.edu</a>
7	Oregon State University	\$ 500.00	Environmental Engineering Schut Scholarship	Thomas Miller	<a href="mailto:thomas.miller@oregonstate.edu">thomas.miller@oregonstate.edu</a>
8	Oregon State University	\$ 1,000.00	Civil Engineering Sustainability Ron Polvi Scholarship	Thomas Miller	<a href="mailto:thomas.miller@oregonstate.edu">thomas.miller@oregonstate.edu</a>
9	Oregon State University	\$ 1,500.00	Civil Engineering Allen A. Alsing Scholarship	Thomas Miller	<a href="mailto:thomas.miller@oregonstate.edu">thomas.miller@oregonstate.edu</a>
10	Oregon State University	\$ 3,000.00	Civil Engineering / Geomatics Scholarship	Thomas Miller	<a href="mailto:thomas.miller@oregonstate.edu">thomas.miller@oregonstate.edu</a>
11	Portland Community College	\$ 750.00	Civil Engineering Technology, Civil Engineering Transfer Program	Tara Nelson	<a href="mailto:tara.nelson1@pcc.edu">tara.nelson1@pcc.edu</a>
12	Portland Community College	\$ 1,000.00	Past Presidents	Tara Nelson	<a href="mailto:tara.nelson1@pcc.edu">tara.nelson1@pcc.edu</a>
13	Portland State University	\$ 1,250.00	APAO/APWA Civil Engineering Scholarship	Ariel Lewis	<a href="mailto:ariel.lewis@pdx.edu">ariel.lewis@pdx.edu</a>
14	Portland State University	\$ 3,000.00	Civil Engineering/Geomatics/Geotechnical Scholarship	Ariel Lewis	<a href="mailto:ariel.lewis@pdx.edu">ariel.lewis@pdx.edu</a>
15	Portland State University	\$ 2,000.00	Michael Lindberg Scholarship	Robin Michell	<a href="mailto:rmichell@pdx.edu">rmichell@pdx.edu</a>
16	Southwestern OR Community College	\$ 750.00	Forestry / Natural Resources	Tasha Livingstone	<a href="mailto:tasha.livingstone@socc.edu">tasha.livingstone@socc.edu</a>
17	Umpqua Community College	\$ 750.00	Civil Engineering Technology or Civil Engineering Transfer Scholarship	Jessica ValeIntine	<a href="mailto:Valentij@up.edu">Valentij@up.edu</a>
18	University of Portland	\$ 3,000.00	Civil Engineering	Jessica Valentine	<a href="mailto:Valentij@up.edu">Valentij@up.edu</a>
19	University of Portland	\$ 2,500.00	APAO/APWA Civil Engineering Scholarship	Mike Magill	<a href="mailto:mmagill@georgefox.edu">mmagill@georgefox.edu</a>
20	Walla Walla Community College	\$ 750.00	Les Lyle Memorial Scholarship (Oregon Students Only)	Jason Selwitz	<a href="mailto:jason.selwita@wwcc.edu">jason.selwita@wwcc.edu</a>