



APWA Oregon Chapter Scholastic Foundation

Foundation Board Meeting Minutes

Date: April 17, 2019

Location: Riverhouse on the Deschutes, Cascade D, 3075 N Hwy 97, Bend, Oregon

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

Attending: President Terry Song, Vice President Matt MacRostie, Secretary Eric Jones, Treasurer Rick Olson, Directors Ken Stoneman, Gregg Weston, Dayna Webb, Delora Kerber, and Todd Watkins, Chapter board member Jenifer Willer, 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 14, 2019, Board meeting were distributed electronically. ***A motion was made, seconded and carried to approve the minutes.***

III. Treasurer's Report

Rick Olson presented the treasurer's report, showing a strong financial position with total assets of \$535,964 as of March 31, 2019. Second-half scholarship payments have been made for the 2018-2019 school year, for a total of \$31,750 for 2018-19. A scholarship for Umpqua Community College was not issued due to lack of a recipient. Annual 1099 forms have been filed with the IRS, and the annual filing with the Oregon Secretary of State has been made.

Jones noted that several tribute accounts (e.g., Corey, Lyle) are approaching the threshold for increasing scholarship amounts, under the rule of thumb that each \$10,000 in an account can sustainably generate a \$500 annual scholarship. Olson counseled that the foundation should wait and see how the market fares over the next several months, keeping in mind that an eight-quarter average is used to calculate the long-term performance of tribute accounts.

Regarding an update on signature authority, Jones stated that he has finalized and posted to the web a resolution approved by the board at the February 2019 board meeting naming Rick Olson and Terry Song as having authority to access foundation accounts in 2019. **Olson will work with Song on completing the necessary paperwork with the bank.**

A motion was made by Stoneman, seconded by Weston, to approve the treasurer's report. The motion passed unanimously.

2019 Scholarships

Laurie Allen reported that she is doing well on communicating with colleges and universities on the 2019-2020 scholarships. Portland State University has already selected a nominee for the Michael Lindberg Scholarship, and she has confirmed her contacts at Umpqua, Clackamas and Lane community colleges, which have been challenging in the past.

Southwestern Oregon Community College has identified a candidate for a \$750 forestry/natural resources scholarship, but due to difficult circumstances the student is unable to meet the required

credit hours. After discussion, **Weston moved, Olson seconded, and the board unanimously approved a one-time waiver of the SWOCC credit hour requirement.**

Allen noted that four 2018-19 scholarship recipients – Kelsey Stewart, Gregory Collins, Nicholas Hossley, and Sarah Crisp – are attending the spring conference.

Committee Reports

Bylaws update – Prior to the fall 2019 meeting Jones will draft a motion to amend the bylaws to reference 11 members.

Operations, Succession Planning and Process Improvements – Jones has completed his work cataloging historical records of minutes, resolutions and other official documents. He maintains a binder with a full record of minutes (except for two meetings in 2016) from 2000 to current, as well as resolutions from 2000 to current. Both minutes and resolutions also are [posted on the web](#). Dan Boss may have some documents prior to 2000 and will send them to Jones if he does. Jones' next project will be to draft an operations manual after meeting with Olson and Allen to document their operational procedures on treasury and scholarships, respectively.

Strategic Planning – MacRostie is planning to have updates of the foundation's vision and mission statements to present to the board at the July board meeting.

Scholastic Criteria Review and Update – Weston reported that the review of scholarship materials has been completed, and no significant issues remain at this time.

Other Business

There was considerable discussion of the Dan Boss Tribute Account, which currently has a balance of \$18,841. A scholarship has never been awarded from this account, in part because the criteria may be unclear and also because there isn't a defined marketing or outreach strategy (it is posted on the web, and at least one chapter newsletter article has been written, but with no results). The board reviewed the online criteria and agreed that some modifications are necessary, particularly in regard to the "math" (amount(s) offered) and the review and approval process (clarifying that the foundation board will make any decisions about disbursing funds and that Boss should be made aware of any changes in the process but cannot specifically direct the board's actions). MacRostie will redraft the criteria for board review and further discussion. Meanwhile, Watkins, Kerber and Willer agreed to come up with a plan to effectively promote the Dan Boss Scholarship.

It was noted by several board members that the foundation does not currently offer scholarships to Central Oregon Community College (which has an engineering track) or OSU's Cascade Campus. The board agreed that central Oregon is an underserved area for foundation scholarships, and in the future one or more scholarships may be added in this area as funds become available. Song will work with Tom Headley of Century West to establish contacts with the area's schools.

2019 Meeting Schedule

- Friday, July 12, joint meeting with chapter board, WSP Portland office
- 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 9:50 a.m.

Minutes Recorded by Foundation Secretary Eric Jones