



# APWA Oregon Chapter Scholastic Foundation

## Foundation Board Meeting Minutes

**Date:** October 23, 2019

**Location:** Fall Conference, Best Western Hood River Inn, Hood River, OR

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

**Attending:** President Terry Song, Secretary Eric Jones, Directors Delora Kerber, Gregg Weston and Dayna Webb, Chapter Board President Gordon Munro, and Chapter Scholarship Chair Laurie Allen.

**Call to Order:** The meeting convened by Terry Song at 8:40 a.m. A quorum of Directors was present.

### Approval of the Minutes

Minutes of the April 17, 2019, board meeting were distributed electronically. ***A motion was made, seconded and carried to approve the minutes.***

### Treasurer's Report

Treasurer Rick Olson was not available for the meeting but he provided a report dated September 28, 2019, which President Song summarized. The chapter continues to be in a strong financial position with total assets of \$543,970 as of August 31, 2019.

First-payment checks were sent to this year's scholarship recipients in September; however, several checks had to be reissued because of student address changes. **Allen and Jones will work together to document a timeline and address verification process for the Foundation's operations manual; this could include clear language in the award letter/email that emphasizes the importance of a current and correct mailing address to receive checks in a timely manner.** Foundation board members also noted the importance of having a process when changing recipients and their contact information. The treasurer needs current and accurate information to distribute checks, Laurie Allen needs the information for her tracking purposes, and the Chapter (and its administrative assistant Kathy Griffin) needs the information to correctly notify National APWA about student memberships.

Discussions of **banking signature authority** and the **2020-2021 scholarship funding level** will be held at the **December board meeting.**

### Scholarships

A total of 17 students at 9 colleges and universities received a total of \$31,000 in Oregon APWA scholarships for the 2019-2020 school year.

There was considerable discussion about two colleges that did not submit recommendations for scholarships: Lane Community College, and Umpqua Community College. LCC did not list the APWA scholarship on its student web site, and Allen was unable to contact staff at UCC. **Song will reach out to the presidents at both colleges.** However, it may be prudent to **revise the rotation schedule for the 2020-2021 Past Presidents scholarship**, which is currently slated at LCC. This will be **further discussed at the December meeting.**

Also, we need to be sensitive and involve Rick Olson in any discussions about the Merle Langley Scholarship at LCC because it is a tribute account.

### **Foundation Committee Reports**

Bylaws Update – The members at the annual business meeting on Oct. 25 will be asked to approve an amendment to the bylaws (Article IV.A) clarifying that there are 11 members on the Foundation Board, including two members from the Chapter Board.

Operations, Succession Planning and Process Improvement – Jones reported that the duties of the president and the secretary have been documented, but work still needs to be done on documenting the processes of the treasurer and the scholarship committee. With Rick Olson soon to leave the Foundation Board, there was considerable discussion about the Foundation's options for finance management in the future, including the possibility of a third-party finance manager. Items that need to be addressed include having the treasurer/finance manager bonded, the auditing process, managing investments in dynamic markets, evaluating liabilities, and fees for services. Song will form a Financial Subcommittee, with members to include Song, Kerber, Weston, and the yet-to-be-identified new treasurer.

No other committee reports were presented.

### **Other Business**

Several scholarship recipients have registered to attend the fall conference, perhaps more than the number of rooms set aside for them. There was a discussion about the chapter's policies for room reservations, and the expectations students have based on the language in the awards letter. Jones and Allen will draft changes to the awards letter/email clarifying that there is a maximum number of rooms available, and students will receive free lodging on a first-come, first-serve basis.

### **Adjourn**

Song adjourned the foundation board meeting at 10 a.m. Minutes recorded by Foundation Secretary Eric Jones

### **2019-2020 Meeting Schedule**

- Friday, December 13, 2019, 10 a.m. conference call
- Friday, Jan. 17, 2020, 10 a.m. to noon, Murraysmith Portland office
- Wednesday, April 8, 2020, Spring Conference, Seaside
- July TBD, Joint Board Meeting (location TBD)
- Oct. 21, 2020, Fall Conference, Pendleton
- December 2020, TBD (conference call)