



APWA Oregon Chapter Scholastic Foundation

Foundation Board Meeting Minutes

Date: December 13, 2019

Location: Conference call

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 Delora Kerber, Ken Stoneman, Dayna Webb and Gregg Weston, Chapter Scholarship Chair Laurie Allen, and incoming Director Sue Nelson.

Call to Order: Terry Song convened the meeting at 10:13 am. A quorum of Directors was present.

Approval of the Minutes

Minutes of the October 23, 2019, Board meeting were distributed electronically. ***A motion was made, seconded and carried to approve the minutes.***

Treasurer's Report

Rick Olson presented the report dated Dec. 9, 2019, showing assets of \$561,062. The cash balance is slightly above target but well within in the approved range. Income included \$7,458 from the fall conference in Hood River and a \$5,000 tribute account donation from Don Schut. Rick will confirm that he received \$2,500 from the Asphalt Paving Association of Oregon for the two 2019-2020 joint APWA/APAO scholarships. ***Dayna Webb moved, Delora Kerber seconded, a motion to approve the treasurer's report. The motion passed unanimously.***

Rick reiterated that he will retire from the board on Dec. 31. Before he leaves, he will send out the second-half scholarship checks for 2019-2020. The Foundation needs to **designate an agent of record for the Oregon Corporation Division's business registry**. Also, the board needs to **approve a resolution updating bank signature authority**.

Rick noted that two of the September scholarship checks had to be reissued because of incorrect address information; this cost the Foundation \$68 in bank fees. It is very important that students understand that they must provide correct and current mailing information. **The award letters and, possibly, the scholarship application forms should provide this notice.**

There was discussion of the scholarship funding levels for various tribute accounts. Eric prepared an **tribute account analysis, and he will put together a recommendation for the board's consideration at the Jan. 17, 2020, board meeting**. The board also discussed four tribute accounts that are not producing scholarships – the Vargas, McClain and Century West accounts, which have not reached the \$10,000 threshold, and the Boss account which has approximately \$20,000 but no defined purpose. **Terry will reach out to Yvonne McClain and the Vargas family, Matt will talk to the owners of Century West, and Terry and Matt will continue to work with Dan Boss on viable options for distributing funds from the Boss account.**

2019 Scholarships

Terry will continue to outreach to the presidents at Lane Community College and Umpqua Community College. Given the challenges in getting scholarships awarded at LCC and UCC, the board is considering reallocating the Past Presidents scholarship (currently designated at LCC in 2020 and UCC in 2021). Terry will adjust the scholarship rotation schedule for the board's review and approval at the Jan. 17 board meeting.

Terry also is continuing to work on an action plan to outreach to OSU's Bend campus. Century West is assisting in that effort.

Committee Reports

- *Operations, Succession Planning and Process Improvements* – Eric will look to the treasurer's transition as an opportunity to add that function to the operations manual he has drafted.
- *Financial Subcommittee* - Delora, Gregg, Terry, and the as-yet-undesignated treasurer are the members. As a preliminary step, Terry has looked into bonding requirements and found that they appear to be doable.
- *Bylaws Subcommittee* - needs to put the 2019 bylaws on the Foundation's web site.
- *Strategic Planning* – nothing to report at this time
- *Scholarship Criteria Review and Update* – review applications to see if we can reinforce the importance of a correct and current mailing address.

Election of Officers

Terry opened the floor to nominations. Terry said he would consider serving a third term as board president. Matt said he was open to serving as vice president in 2020. Eric affirmed his willingness to continue as board secretary.

Rick briefly described the duties of the treasurer, which include disbursing scholarship checks, keeping financial records using Quick Books, creating periodic reports, and reviewing the Foundation's assets to ensure an appropriate balance is maintained. There were no nominations for treasurer at the meeting, and Terry will continue the discussion at the Jan. 17, 2020, board meeting. Rick said he would continue as interim treasurer until that date to ensure continuity of operations.

2020 Meeting Schedule

- Friday, Jan. 17, 10 a.m., at Murraysmith, Portland
- Wednesday, April 8, at Spring Conference in Seaside
- Friday, July 10, joint meeting with chapter board, Murraysmith, Portland
- Wednesday, October 21, board meeting at fall conference in Pendleton
- Friday, October 23, general business meeting at fall conference in Pendleton
- December date TBD, conference call

Adjourn

The Foundation board meeting adjourned at 11:25 a.m.

Minutes Recorded by Foundation Secretary Eric Jones