



APWA Oregon Chapter Scholastic Foundation

Foundation Board Meeting Minutes And Email Vote on Resolution 20-01

Date: January 17, 2020

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

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

Attending: President Terry Song, Secretary Eric Jones (phone), Directors Delora Kerber, Sue Nelson, Ken Stoneman (phone), Dayna Webb and Gregg Weston (phone), Chapter Scholarship Chair Laurie Allen.

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 December 13, 2019, Board meeting were distributed electronically. ***A motion was made, seconded and carried to approve the minutes.***

Treasurer's Report

A treasurer's report was not submitted, there being no significant change from the previous report from December 2019.

Regarding signature authority, the board agreed that the existing resolution, 19-01, is sufficient for now because Terry Song is identified as an approved signatory, and few, if any, checks are anticipated for the next several months. The signature resolution will be updated when the discussion about the treasurer's position is resolved.

There was significant discussion of a proposal to modify scholarship levels for several tribute account. Jones proposed in a memo to increase four scholarships – Corey, Lyle, Schut, and Veterans – based on the respective assets in each account. However, board members voiced concern that three of the four scholarships had not yet reached the threshold based on \$10,500 in assets generates \$500 in sustainable scholarships. ***Jones moved, and Weston seconded a motion to increase the Don and Cathy Schut Scholarship at Oregon State University to \$1,000, based on assets of \$22,035 as of December 31, 2019. The motion passed unanimously. Jones will draft a resolution to disburse an amount not to exceed \$33,000 to fund up to 20 scholarships in the 2020-2021 school year. Board members will vote by email on the resolution once it has been drafted.***

2019 Scholarships

Given the challenges in getting scholarships awarded at LCC and UCC, Terry proposed a revised rotation schedule for the Past Presidents Scholarship. Under the proposal, which the board generally supported, the 2020 Past Presidents Scholarship will be offered to a student at Southwest Community College. (see attached for updated schedule)

Terry 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 said he will continue to work on the operations and procedures manual, with a priority on describing the treasurer's position.
- *Financial Subcommittee* - Delora, Gregg and Terry currently comprise the committee. Areas to be reviewed include bonding and insurance requirements, auditing, limiting liability of officers, and costs associated with purchasing financial services (vs the current goal of spending as close to 100% as possible on scholarships). In subsequent discussion about the role of the treasurer a number of ideas were brought up: increasing efficiency of notifications of scholarship awards; sending one check to each recipient (vs the two checks the foundation currently issues); doing a cash-flow analysis to see what constraints, if any, there are on the issuance of scholarship funds; and seeing if electronic payments could be made in place of issuing paper checks. **The Financial Subcommittee will try to meet with Rick Olson in early February to document the existing process. Delora will contact Rick Olson and schedule a meeting using Doodle Poll. This and other efforts will help inform operational improvement recommendations to be brought to the Foundation board at its next meeting in April in Seaside.**
- *Bylaws Subcommittee* - the 2019 bylaws have been placed on the Foundation's web site.
- *Strategic Planning* – nothing to report at this time
- *Scholarship Criteria Review and Update* – **Laurie will update the scholarship criteria language to address concerns about conference accommodation limits and the importance of providing a correct and current mailing address. Gregg will approve the updates.**

Election of Officers

Continuing the discussion of the role of the treasurer, it was agreed that the Financial Subcommittee will help define that role. Responsibilities include bookkeeping (keeping track of income and expenses), writing checks, and preparing periodic treasury reports. It was mentioned that Barbara Blair with 3-J may be a resource to assist in these duties. Additional information about the role of the treasurer can be found in the Foundation's bylaws, Article V C.4.

Eric will update the Foundation's web site with 2020 board members information. He will also update the Foundation's letterhead for 2020.

2020 Meeting Schedule

- 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 11:42 a.m.
Minutes Recorded by Foundation Secretary Eric Jones

Email Vote Adopting Resolution 20-01

On January 23, 2020, Eric Jones moved, Delora Kerber seconded, a motion to approve Resolution 20-01, authorizing the disbursement of funds to fund up to 20 scholarships not to exceed a total of \$33,000 for the 2020-2021 school year. The motion was unanimously approved Jan. 27 by email balloting. Voting in the affirmative were Jones, Kerber, Gordon Munro, Ken Stoneman, Matt MacRostie, Gregg Weston, Dayna Webb, Sue Nelson, Terry Song, and Todd Watkins.

Oregon APWA Rotating Scholarships
Updated Jan. 17, 2020

	<i>OSU</i>	<i>PSU</i>	<i>WWCC</i>	<i>PCC</i>	<i>LCC</i>	<i>UCC</i>	<i>SWCC</i>	<i>OIT</i>	<i>UP</i>	<i>GeoFox</i>	<i>CCC</i>
2016	Past Pres				Vet						
2017		Past Pres				Vet					
2018	APAO/APWA1		Past Pres & Vet							APAO/APWA2	
2019		APAO/APWA1		Past Pres				Vet	APAO/APWA2		
2020	APAO/APWA2						Past Pres	APAO/APWA1	Vet		
2021		APAO/APWA2						Past Pres	APAO/APWA1	Vet	
2022								APAO/APWA2	Past Pres	APAO/APWA1	Vet
2023	APAO/APWA1 & Vet								APAO/APWA2	Past Pres	
2024		APAO/APWA1 & Vet								APAO/APWA2	Past Pres
2025	APAO/APWA2		Vet		Past Pres			APAO/APWA1			
2026		APAO/APWA2		Vet		Past Pres			APAO/APWA1		
2027	Past Pres				Vet			APAO/APWA2		APAO/APWA1	

4-Year School