



APWA Oregon Chapter Scholastic Foundation

Foundation Board Meeting Minutes And Special Email Actions on April 14, 2020, May 8, 2020, May 27, 2020

Date: April 8, 2020

Location: Tele-conference (GoToMeeting hosted by Dayna Webb)

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

Attending: President Terry Song, Vice President Matt MacRostie, Secretary Eric Jones, Directors Delora Kerber, Sue Nelson, Ken Stoneman, Dayna Webb, Gregg Weston Todd Watkins, Chapter Board members Mike Bisset (president) and Gordon Munro (immediate past president), and Chapter Scholarship Chair Laurie Allen.

Call to Order: Terry Song convened the meeting at 9:30 am. A quorum of Directors was present. Song facilitated a brief round-table discussion on how each member was doing in the midst of the COVID-19 pandemic. Impacts are being felt in every corner, but the overall message was of teamwork and appreciation for how agencies, schools and individuals are coping in these uncertain times.

Approval of the Minutes

Minutes of the January 17, 2020, Board meeting were distributed electronically prior to the meeting. **A motion was made, seconded and unanimously carried to approve the minutes.**

Treasurer's Report

A treasurer's report, prepared by Rick Olson and dated April 2020, was distributed electronically prior to the meeting. It concluded that the foundation continues to be in a strong financial position with assets totaling \$583,561 and liabilities totaling \$0 as of December 31, 2019. It was noted that the COVID-19 pandemic has resulted in significant investment losses in the first quarter of 2020, and the foundation's tribute accounts will be adjusted to reflect current conditions after the March 2020 investment reports have been received. The foundation's use of an eight-quarter average will help level some of the impact. It was also noted that there were several non-delivered scholarship checks in the 2019-2020 school year, and the board may want to consider sending a notice to scholarship recipients prior to the issuance of the next batch of checks in September. **Kerber moved and Weston seconded a motion to approve the treasurer's report. The motion passed unanimously.**

Regarding signature authority, the board agreed that the existing [Resolution 19-01](#) is sufficient because Terry Song and Rick Olson are identified as approved signatories.

Jones reported that he attended the March 6 chapter board meeting in Eugene, and the subject of the chapter's annual donation to the foundation (typically in the range of \$6,000 to \$7,500) was discussed. At the foundation board meeting Mike Bisset said canceled conferences and trainings in response to the coronavirus pandemic are having a significant impact on the chapter's finances. Bisset said he hopes to have a better sense of the budget, including funds for the foundation, in several weeks.

Song reported that a ~\$1,200 donation has been made to the Dave Vargas tribute account. That account remains below the \$10,500 threshold required to establish a sustainable scholarship.

2020 Scholarships

The not-to-exceed total of \$33,000 for the 2020-2021 school year is detailed in [Resolution 20-01](#).

- Laurie Allen reported that most schools have been very helpful in working with her despite the closures in response to the pandemic. As a courtesy, Laurie has extended the application

deadline to May. Two schools – Lane Community College and Umpqua Community College – have not yet responded to the 2020-2021 call for scholarship applicants. Allen wondered if Facebook could be used to directly engage students as UCC. Board members had concerns about receiving applications directly from students (vs having an academic advisor recommend a recipient). The board was OK with communicating the availability of scholarships via Facebook, and Jones will get Allen the appropriate permissions to post to <https://www.facebook.com/APWAOregon/>, including the group Oregon APWA Scholastic Foundation.

- Allen will contact Nikki Messenger to see if she can motivate a student advisor at UCC. Allen has contacted a new group of advisors at LCC, and she is hopeful that at least one of them will respond to the call for applicants for the Merle Langley Memorial Scholarship.

Committee Reports

- *Operations, Succession Planning and Process Improvements Financial Subcommittee* (Song, Kerber, Weston) – The group has contacted Rick Olson and continues to work on a financial review plan. There was brief discussion about the distribution of scholarship checks and whether any changes will be made during the 2020-2021 cycle. Allen said she is trying to increase awareness that a valid mailing address is essential for students to receive their checks. She recommended more discussion on this matter at the board's meeting in July.
- *Strategic Planning* (MacRostie) – Additional information and ideas will be emailed to board members in the near term.

Election of Officers

Song announced that Rick Olson has volunteered to serve as the foundation's 2020 "transitional" treasurer. Song said this not only meets the foundation's short-term financial needs but it also creates a training opportunity. Song will shadow Rick to facilitate future succession planning. He encouraged any board members who have an interest or are willing to serve as treasurer to contact him.

- ***Jones made a motion, seconded by Webb, to name Rick Olson as the foundation's interim treasurer for 2020. The motion passed unanimously.***

2020 Meeting Schedule

- Friday, July 10, joint meeting with chapter board at Murraysmith Portland (or virtual meeting TBD)
- 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 10:25 a.m.

Minutes Recorded by Foundation Secretary Eric Jones

Special Email Action by Foundation Board on April 14, 2020

At the request of Tasha Livingstone, instructor of forestry and natural resources at Southwestern Oregon Community College, the foundation board considered a minor exception to the GPA criteria. On April 14, 2020, Gregg Weston moved, Ken Stoneman seconded, a motion to "accept the Southwestern Oregon CC's candidate's 2.96 GPA as qualifying for the 3.0 GPA requirement in light of the student's past academic performance and extenuating circumstances." The foundation board voted by email unanimously to approve the motion. The 10 members approving the motion were Weston, Stoneman, Terry Song, Eric Jones, Gordon Munro, Mike Bisset, Delora Kerber, Dayna Webb, Matt MacRostie, and Sue Nelson. Laurie Allen will follow up with Tasha Livingstone.

Special Email Action by Foundation Board on May 8, 2020

At the request of the coordinator at Portland Community College, a motion was made on May 8, 2020, by Sue Nelson and seconded by Ken Stoneman to allow an exception to the two-year residency requirement for this year's Portland Community College Civil Engineering Technology scholarship for the recommended candidate in consideration of their family's military service effect on their residency. The motion passed unanimously with all board members participating in the vote.

Email Discussion Regarding Non-Citizen Scholarship Applicants on May 27, 2020

The board held an informal email discussion about the eligibility of scholarship applicants who are non-citizens but who have been granted political asylum. Upon review of comments, the board took no action.