



APWA Oregon Chapter Scholastic Foundation

Foundation Board Meeting Minutes

Date: October 21, 2020

Location: Microsoft Teams (hosted by Terry Song)

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, Todd Watkins, Dayna Webb, Gregg Weston, Chapter board members Mike Bisset and Gordon Munro, and Chapter Scholarship Chair Laurie Allen.

Call to Order: The meeting convened by Terry Song at 9:05 a.m. A quorum of Directors was present.

Approval of the Minutes

Minutes of the July 10, 2020, Board meeting and August 15, 2020, email vote were distributed electronically. ***A motion was made by Watkins, seconded by Kerber and carried to approve the minutes.***

Treasurer's Report

Treasurer Pro Tem Rick Olson was unavailable for the meeting. Discussion of next year's scholarship funding levels was deferred to the December board meeting.

Song reported that a check has been received from Asphalt Paving Association of Oregon for the 2020-2021 joint APWA/APAO scholarships. **Song said the relationship with APAO is going strong, and he plans to reach out to concrete associations to see if there are additional partnership opportunities.**

Jones reported that a Facebook Foundation fundraiser has raised \$400 to date, (\$2,125 as of 11/6/2020) in addition to a Facebook fundraiser previously created by John Lewis.

Allen confirmed that the first half scholarship checks were successfully sent to 2020-2021 recipients in September.

2020 Scholarship Update

Allen reported that all is going well although we did not receive any 2020-2021 recommendations from Lane Community College or Walla Walla Community College. **Song said he will continue to reach out to LCC and plans to contact Walla Walla CC with an assist from Bob Patterson.**

Committee Reports

Bylaws Update – There was discussion about language in the preamble to Article V that requires the "Treasurer ... shall be (a) member of the Board of Directors," which does not reflect the current situation with a "pro tem" treasurer.

Operations, Succession Planning and Process Improvements – **Jones said he will redouble his efforts to document the duties of the treasurer's position, including estimates of the time spent on various tasks.**

This led to additional discussion about the work of the *Financial Subcommittee* (Kerber, Song, Weston). Issues include updating payment/donation systems to be digitally friendly and considering contracting financial management services, as well as other issues identified in previous board discussions.

Strategic Planning – MacRostie provided an update. He will soon distribute the latest iteration of the Foundation’s mission statement. He reviewed an updated list of tactical goals. In the area of student-faculty relations, Jones said he would be sure to notify 2020 recipients and faculty advisors when the next issue of the newsletter is published. There was discussion of ways to stay in touch with students after they graduate. Song with an assist from all board members will help coordinate an effort to reach out to students and encourage them to stay in touch as they move ahead in their careers.

Other Business

The election of 2021 board members was discussed. Song detailed the process used to nominate three incumbents – Kerber, Webb, and Weston – to be re-elected to three-year terms. Jones said chapter members have been invited to nominate from the floor; there have been no nominations as of Oct. 21, and nominations will close on Oct. 23. (Subsequent to the Oct. 21 board meeting, it was decided to conduct the election at the virtual annual business meeting on Oct. 23 rather than electronic balloting through the National APWA web application. Kerber, Webb and Weston were unanimously re-elected by the membership. See [minutes of Oct. 23 annual business meeting](#) for more details.)

The board previewed the information, including a PowerPoint presentation, that will be provided to members at the Oct. 23 annual business meeting.

Upcoming Meeting Schedule

Song will coordinate with Bisset and set an appropriate date for the next board meeting, probably Dec. 4 or Dec. 11, via Zoom or MS Teams.

In January (meeting date TBD) the agenda will include electing board officers for 2021.

The meeting was adjourned at 10 a.m. Minutes recorded by Eric Jones