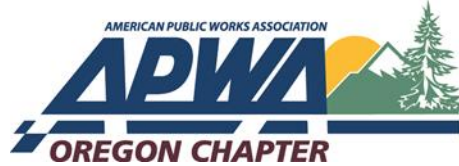


American Public Works Association



Tri Met
4012 SE 17th
Portland, Oregon

BOARD MEETING MINUTES

December 11, 2015

Board Members Attendance:

		Present	Absent
Todd Watkins	President	X	
Delora Kerber	President-Elect	X	
Russ Thomas	Secretary	X	
Jenifer Willer	Treasurer	X	
Dan Boss	National Delegate	X	
Terry Song	Immediate Past President	X	
Mike Bisset	Director	X	
Nikki Messenger	Director		X
Gordon Munro	Director	X	
Elizabeth Papadopoulos	Director	X	
Tony Roos	Director	X	
Paul Shirey	Director	X	

@= Present via Conference Call

Guests; Ron Polvi, Gregg Weston

Meeting was called to order at 11:35 AM by President Watkins.

Good of the Order

President's Report (Watkins):

- President Watkins reported that he had joined the Nordic subcommittee on National International committee. National is trying to enhance international presence in the organization and is looking for a chapter liaison. The chapter president is the default liaison if no chapter liaison is identified. Watkins mentioned that the chapter could put a call out to chapter members to see if there is an interest.

Secretary's Report (Thomas)

- Thomas presented November 2015 board minutes. Corrections were noted. Kerber moved to approve the corrected November minutes, Willer seconded. Motion was approved by unanimous vote of those present.

Treasurer's Report (Willer)

- Willer pasted out copies of the November report. The chapter has received ¼ of the rebate from National in November. A few straggler payment for conference exhibits were received in November. The big bills this month were from Cameo for the fall conference and schools expenses, and the pass through to the Foundation for the funds raised via gizmo. Shirey mentioned that the budget line item for Cameo was over expended. Willer stated that the chapter is working under the existing contract with Cameo, and the fee structure had changed from when the budget was set last year, and that the expenses were under estimated.
- Willer reported that the bank account is in good shape, with the balance over two times the recommended reserve amount. Shirey asked shouldn't the conference expenses balance that out. Willer explained that the conference and schools are intended to break even or have a negative gain, and we had a gain in both, and that Cameo runs the entire conference and schools
- Board discussion on costs and contract with Cameo. Shirey stated that the costs went over by \$22,000, shouldn't that be balanced out? Willer stated that we were under budgeted for the contract expenses, having now just one fee for the conferences, and variable fees in the contract related to costs. Munro noted that year to date (YTD), the chapter has lost \$9,000, and asked shouldn't we have more revenue coming in/ Willer explained that YTD, the chapter has had more revenue and more expenses that budgeted, primarily due to food expenses. Bisset questioned do we expect food and beverage expenses to be higher next year, or is this the new normal. Board discussion on chapter revenue and expenses, and watching fees and expenses for future conferences.
- Papadopoulos moved to approve the November 2015 Financial Report. Boss seconded. Motion was approved by unanimous vote of those present.

National Delegate's Report (Boss)

- Boss discussed the email from Jill Marilley on region vs chapter dinners at the PWExpo. Stated that he told Marilley that the Chapter was in favor of continuing the regional dinners and letting her plan it. With this there is no extra expenses and do all the organization of it for all the region chapters.

PACE Award Review

- Watkins went over the award status, and need two community or environmental events this year to qualify. Asked if the book drive was done at Canyonville? Board members replied that it had and Messenger reported on it at the last meeting.

- Roos asked did the Young Professionals (YP) do kickball this year. Board discussion on this year's events. Boss said aren't we doing something at Hood River, Shirey reported it is in the works, but that is for next year's award. Boss asked didn't they do something in Eugene, He thought there was a blood drive done during the spring 2015 conference. Watkins stated that the chapter was an active participant in the Green Transportation Conference in Portland last spring, which would qualify. Board discussion on past events. Kerber asked Watkins how the chapter is looking for the PACE award. Watkins replied that only the community or environmental events may be the only things left out there, but he would need to confirm that and was reviewing other criteria like chapter advocacy.

Conference Updates

- Spring 2016 Hood River (Shirey)
 - Shirey reported that the call for presentations went out and was due December 16th. Not sure at this point about response so far. Thomas reported that we have about 9 so far.
 - With the narrow focus of the conference, Allison Pynch is working on a keynote speaker for Wednesday. Board discussion on the conference area of focus and the keynote speakers in progress.
 - Working on gifts with Papadopoulos with a long-term disaster theme, such as water straws, water droppers, and information on the 2 bucket system of liquids vs solids. This was discussed at length.
 - Shirey and Troy Bowers to conduct a site planning expedition visit. Watkins asked if Shirey had contacted the City of Hood River, as he understands that their city manager was formerly with the City of Tualatin.
 - Shirey ended his report thanking everyone for his time on the board and the relationships that he has enjoyed over the past few years and plans to stay in touch. Shirey departed the meeting at 1 PM.
- Fall 2016 Bend
 - Watkins reported that Charles Radosta and David Abbas, the City of Bend Operations Manager will be Co-Chairs. They will work together with Maggie Vohs at Cameo on putting it on. Board discussion on the level of experience of the co-chairs with conferences and relying on Maggie Vohs expertise, level of participation by past conference chairs, input by Cameo on what needs to be done and when. Additional discussion on the contract with Cameo and levels of service.
 -
- Spring 2017 – Either Seaside or Salishan – no new information
- Fall 2017 - Pendleton. Bob Patterson handling this.
- Spring 2018 – Eugene – Downtown Hilton contract is signed.

PWExpo - 2019

- Watkins discussed the 2019 bid and the board consensus is not to pursue the 2019 bid, and to work towards being prepared to bid on hosting the 2023 PWExpo. Board discussion on the preparations to bid on the chapter hosting it, development of funds, improving relations between the chapter and the City of Portland in order to be prepared to make a strong bid for 2023. Watkins has notified the City of Portland representative of the chapter's decision.
- Discussion on the development of the 2023 exploratory committee in the future, composition of the committee, and resources for funding, personnel, building relationships in preparation. Anticipate a call by National in 2019 for the 2023 bid. Further discussion on who should be on the committee, timing, city of Portland and ODOT involvement, how to make connections with both, and developing a plan.
- An initial exploratory committee was developed consisting of Watkins, Munro, and Willer.
- Additional discussion on the City of Portland involvement and participation with the Oregon chapter and APWA.

Committee Reports

Education

- Watkins discussed the Education Chair Committee chair position. Is it Bob Patterson? Board consensus was that it is Bob Patterson, Board discussion on the current status of Bob Patterson.

Continuing Business

State Resiliency Officer Position

- Roos reported that ACEC had written a letter in support of the State Resiliency Officer position to be from a technical background. No job description for the position has been finalized yet. Board discussion on the chapter position on support of the position, background experience of the person selected to fill the position, and being ready to be involved in the position selection process.

Joint Conference with Society of American Military Engineers (SAME)

- Roos to connect with Shirey to work on details. Kerber suggested sending the chapter call for presentations to the S.A.M.E. members. Watkins asked if S.A.M.E. will be doing some type of event at the spring conference. Roos replied that he is working on a Fly-By.

New Business

Chapter By-Laws

- Watkins reported that there are two items in the By-Laws that need to be updated, the new Fiscal Year, and terms of officers, to meet Nationals new budget calendar, and reflect the actual terms of officers. Willer recommended also updating the administrative cycle to match the fiscal cycle. Board discussion on these topics and their pros and cons, and other potential changes or updates to the chapter By-Laws. Watkins and Bisset selected to serve on the Chapter By-Laws Review Committee to prepare recommended changes and present to board at a future meeting. It was noted that the By-Laws updates and revisions must be presented and approved by the chapter members at the chapter business meeting at either the spring or fall conference.

2016 Chapter Board meeting dates and locations

- President-Elect Kerber began discussion on setting the chapter board meeting calendar and locations for 2016. The following tentative schedule and sites were set, with confirmation email from Kerber to follow. Site address and times TBD.
 - January 15 – Tetra Tech - Portland
 - February 12 – Eugene
 - March 11 – Oregon City
 - April 19 – Hood River at Spring Conference
 - May 13 – TriMet –Portland – Draft FY 2016-2017 Budget
 - June 10 – Roseburg – Approve FY 2016-2017 Budget
 - July 15 – Wilsonville – Joint meeting with Chapter Foundation Board
 - August – No Meeting – National PWExpo Minneapolis August 28-31
 - September 9 – Kittleson – Portland
 - October 11 – Bend at Fall Conference
 - November 18 – Newberg
 - December 6/7 – Silver Falls Retreat Center – Board retreat

Discussion was raised by Boss on providing information to new board members concerning board meetings, conferences, and duties. His impression is that incoming new directors may not be aware of expectations or duties, and that the board could do a better job of providing that information to the members.

Incoming 2016 President Delora Kerber presented outgoing 2015 President Todd Watkins with the Past President Pin.

New Budget January 2016 June 2016

Willer presented the proposed 6 month budget from January 1, 2016, to June 30, 2016, to meet the new fiscal calendar adopted by the chapter, and to meet National's requirements, Board discussion on setting a new six month budget, revisions, changes, and methodology for the proposed budget. Items discussed included executive committee travel, and product sales. Additional discussion on, conferences & training, related Chapter revenue, expenses and exhibitor space. Willer discussed setting up the proposed 6 month budget to provide a budget correction due to the change in the budget year and the revenues and expenditures that were planned for a full year budget, using cash reserves to cover the 6 month budget changes necessary.

Additional board discussion on several of the budget line items, including the annual Math Counts request that was received, and including it in the budget should it be approved, and corrections on line item allocations.

Roos moved to approve the proposed January 1, 2016, to June 30, 2016 budget as corrected. Munro seconded. Motion was approved by unanimous vote of those present.

Bisset moved to approve the Math Counts request in the amount of \$2,500, as submitted. Roos seconded. Motion was approved by unanimous vote of those present.

Willer began a discussion concerning RegOnline services. Willer reported the Chapter received online donations for the Veterans Scholarship, and that RegOnline charges 4.95% to 5.90%, plus a \$3.35 per transaction fee. APWA National online registration program charges 3.29% and no transaction fee. Board discussion on the online charges and fees, pros, cons, and options for online charges, and that the board has previously committed to RegOnline for 2016. Discussion by Roos and Willer on the chapter luncheons using the national online service to charge for the lunches to check process, including cash flow.

Meeting adjourned at 2:20 PM

Next Meeting: January 15, 2016 at the Tetra Tech offices. Address and time TBA