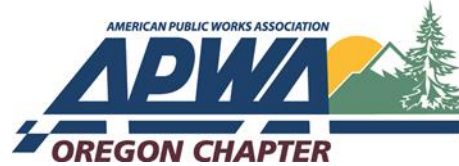


American Public Works Association



WH Pacific
9755 SW Barnes Rd, Ste 300,
Portland, OR 97225

BOARD MEETING MINUTES

July 17, 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; Gregg Weston, Gordon Merseth, Jeanne Nyquist. (Eric Jones & Rick Olson via Conference Call)

Meeting was called to order at 10:18 AM by President Watkins.

Guests included:

- Gregg Weston, Foundation Board
- Gordon Merseth, Foundation Board
- Jeanne Nyquist, Foundation Board
- Eric Jones, Foundation Board (via conference call)
- Rick Olson, Foundation Board (via conference call)

Chapter Board meeting recessed at 10:19 AM to allow for Foundation Board meeting.

Chapter Board meeting reconvened at 11:08 AM

President's Report (Watkins):

- President Watkins had failed to present the Past President lapel Pin to Terry Song, which he did once he was able to get the package open.
- Congress Chapter dinner- 8 people from Oregon have registered to attend, over 40 to attend from all of the region chapters.
- Confirmed the chapter did receive the PACE award, will officially receive it at congress. Watkins has the "tab" to add to the physical award, who has it? After some discussion and a couple phone calls, it was discovered to be on Rick Olsen's desk. The award became a perpetual one while he was chapter president, and has remained there since. Discussion on where will it be kept. Decision that the current Past President would pass it on to the next past president.
- Discussed email about Kickball that Ashley Cantlon sent out.

Secretary's Report (Thomas)

- Thomas presented June 2015 board minutes. Corrections noted by board. Roos moved to approve June minutes as corrected, Willer seconded. Motion was approved by unanimous vote of those present.

Treasurer's Report (Willer)

- Willer sent out the corrected June 2015 financial reports via email. There was a slight difference in the numbers due to a typo, which has been corrected
- Getting the exhibitor registration fees for the Fall Conference
- Moved \$500 for the community outreach funds to the Publicity line item.
- We still have funding available for the Young Professionals for another social
- Last month transferred \$85,000 for the education funds to the money market account.
- The check to Greg McDonald for the Confined Space training at the Wastewater and Street Maint School has cleared the bank.
- Roos moved to approve the June 2015 Financial Report. Messenger seconded. Motion was approved by unanimous vote of those present.

Scholarships (Watkins)

- Watkins continued discussion concerning the creation of a new Veterans Scholarship that was brought up at previous board meetings, Entertaining an idea of the chapter providing 50% (\$5,250) of the funds needed to set up the perpetual scholarship tribute account, with the fall conference "Gizmo" fundraising and donations to be applied towards the balance, and be announced at the conference. Boss Moved to provide \$5,250 from chapter funds to establish

the Veterans Scholarship Tribute account. Shirey seconded. Motion was approved by unanimous vote of those present.

- Willer reported she would get the check to Foundation Board treasurer, Rick Olsen, and pick up the PACE award plaque.

National Delegate's Report (Boss)

- Boss reported that National sent out an email reminder of chapter report by him due in mid-July. He will complete and send out on time.
- Questioned if the chapter had invited a representative from National to the conference. Watkins reported that we are good to go.
- Reported on Nationals competition for the membership drive. Alaska won our region with a 1.67% increase.
- National sent out an email looking for advocates. We can do an email blast on it. Roos suggested that we wait until the chapter advocacy committee is up and running and they can do it.
- Watkins brought up that there are over 40 email addresses for members that are bad, and over 50 do not have email addresses. A letter was sent out by chapter membership chair Leslie Finnigan to contact her and update the member's info, including email addresses. (i.e. Al Alsing is still on the membership list). Work is being done to clean up the list and email data base. Leslie will do a membership audit once a year to clean up the information.

Foundation Report (Weston)

- No report, due to Foundation Board meeting earlier

Review of Strategic Plan (Watkins)

- Watkins asked if there was any progress on strategic plan items. After noticing all the other board members present shaking their heads no, he decided to move on to the next board item.

Nominating Committee

- Watkins announced that the committee is comprised of past presidents Terry Song, Mark Schoening, and Bob Patterson.
- For 2016, chapter will need the secretary position filled, a new board member to replace Shirey, who will be term limited, and a director to fill the position for the secretary, who will be moved to President Elect.
- Munro indicated that he is interested in the Secretary position
- Messenger said that she is not sure where she is as far as term limit.
- Doug Singer and John Lewis have indicated interest is serving on the chapter board.

- Watkins noted a balance between agency and consultant representation on the board should be maintained.
- Willer questioned about having agency replace agency and private replacing private position currently held on the board, Board discussion ensued on this topic and the availability of possible candidates in the private sector.
- Messenger began discussion on getting representation for the Young Professional group on the board, and having more than one (1) from same agency or firm.
- Song state that he would reach out to gauge interest and bring back a proposed slate to the September board meeting.
- Roos asked when the slate needs to be announced. Consensus was 30 days and would be done at the September 2015 board meeting.
- Song suggested adding to the next year strategic plan to work on geographic representation.
- Roos asked if we have records of the board member terms for chapter member's discussion on this.
- Watkins stated he will add this to the September agenda and to the boards retreat in November for discussion on the geographic representation.

Board recessed for lunch at 11:20 Am
Board meeting reconvened at 12:25 PM.

Conference Updates

- Fall 2015 Canyonville. (Messenger)
 - Messenger reported a little behind, getting stuff to Maggie Vohs and working on keynote speakers. Entertainment has fallen through and working on replacement. Anyone got a good idea?
 - Watkins reported that the keynote speaker contract has been signed by Kerber.
 - National President-Elect will be attending the conference and has let Watkins know of his expectations.
 - Fred Wismer will be taking over the First Timers Program.
 - Kerber has more session submissions than space.
 - 2 Pre-conference workshops planned
 - Have 34 Exhibitors so far out of total space for 67.
 - Sponsorships for the bags, First timers, 2nd day luncheon, and wine are filled.
 - 3 of 4 scholarships for local cities are filled
 - Working on a volunteer project.

- Spring 2016 Hood River (Shirey)
 - Shirey reported no contact from Hood River Public Works. Watkins to contact them.
 - Will be working with the Port of Hood River.

- Fall 2016 Bend
 - Watkins Talked with David Abbas, who will be the local contact for technical tours, golf tournament, etc.

Spring 2017 – Seaside – Nothing to report

Watkins reported the contracts for the Street Maintenance and Wastewater Collection School at the Seaside Convention Center and the Pavement Maintenance schools at Eagle Crest are signed. Willer stated that she would like someone else to take the lead on the Pavement Maintenance Training school from an operations background. Board discussion on potential people to lead the Pavement Maintenance School.

Conference Exhibitors (Roos)

- Reported that 2 people have signed up for the exhibitors spotlight so far, and have a total of 8 slots. Watkins reported that it is on the pdf signup sheet with a check box for the exhibitor's registration's.
- Discussed ideas on getting exhibitor contact by members, the bingo worked well and will probably use again.

Standing Items

Communication Plan (Messenger)

- Messenger asked has the board talked with Eric Jones about doing it via a contract? Munro was to contact. Board discussion on this and potential others for website, newsletter, etc.
- Discussion on how articles get into newsletter. Willer discussed committee chairs have access to the chapter website to do their own thing with info and programs.
- Discussion on contracting this out vs. Eric Jones. Willer will touch bases with Eric first.

PACE Award Status

- Watkins reported that there is a mid-year PACE award meeting requirement. Can discuss when Song can be available.

Conference Registrations

- Willer discussed RegOnline service for the conference registration and its renewal. National has a registration program and payment processing at a lower rate that the chapter needs to look at. Suggested using it for smaller classes and school. Discussion on how and when to proceed, number of registrations, fees, reducing the limit, limited time, no renewal of current program and other options.

- Watkins discussed email from Maggie Vohs about RegOnline and the need to renew, and its fees.
- Thomas moved to renew RegOline for one more year, Shirey seconded. Motion was approved by unanimous vote of those present.

New Business

Watkins reported that John Lewis want to pass the baton for chair of the Awards Committee.

Song provide additional update information on the PACE Award. It has been updated for chapter status to date, and requirements next year of one (1) environmental and one (1) community service project. Papadopoulos may work on the Portland Sunday Parkways, and Messenger will have something at the fall conference.

Meeting adjourned at 1:26 PM

Next Meeting: September 11, Roseburg, Oregon. Location TBA