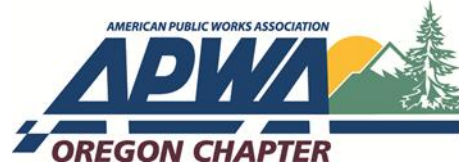


American Public Works Association



City of Wilsonville
Water Treatment Plan
10350 SW Arrowhead Creek Lane
Wilsonville, OR 97070

BOARD MEETING MINUTES

June 12, 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

Meeting was called to order at 10:04 AM by President-Elect Kerber. Good of the order followed. President Watkins arrived at 10:23 AM.

Guests included:

- Gregg Weston, Foundation Board

President's Report (Watkins):

- Received notice of the PACE Award, Thanks to terry Song for working on this.
- Web Site – Discussed information from National on web site updates. Roos commented it need the conference dates and save the date info on a banner on

the front page of the web site. Board discussion on web site navigation techniques, and not accessible from different work site systems. Roos asked can we include future conference tabs.

- Watkins discussed APWA Executive Director Peter King has announced his resignation, and will be taking a position with the State of Washington.
- Watkins announced that Joe Primeau will be stepping down from the First Timers Program, having taken another position that will prohibit his continuation with it. Discussion on who will be taking over the program and contacting Fred Wilmer and /or Dana Webb to look at taking the program on. Roos volunteered Fred Wismer, and will follow up with him, due to the importance of the program.
- Dan Boss brought up the question does the chapter want input into the hiring of the next APWA Executive Director. They have not asked yet, just wanted to raise the question. Shirey requested that Boss ask national what the criteria is for the position so that we can be aware of them. Board discussion on this topic continued.

Secretary's Report (Thomas)

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

Treasurer's Report (Willer)

- Willer presented chapter financial reports from January 2015 to date.
- Received 1st quarter report of donations and sponsorships and circled back in the financial reports and made the corrections that had been incorrectly coded as registrations. Changes were made to several reports done due to tracking down where they were entered and where they needed to go. Asked question about the revised reports needing approval due to revisions. Watkins stated that once all the treasurer reports are completed can do one motion.
- Willer reported that \$85,000 was moved from the education funds line item into the money market account on June 1.
- Food and beverage costs are going up for all conferences and schools, which will affect gains.
- Watkins asked is the check for Greg McDonald still hanging out there, Willer said it was.
- Roos asked what was the amount that we got from registrations this year, as it appears we only got ½ of the budget projection. Willer remarked that there are still the fall conference and other classes to go this year.
- Bisset moved to approve the previous month and the amended financial reports from January 2015 through May. Messenger seconded. Motion was approved by unanimous vote of those present.

National Delegate's Report (Boss)

- Boss reported that the email on Peter king's resignation had been forwarded to him from Jill Marilley.
- Discussed e-mail blast on the contracts, who got it? Watkins and Willer confirmed that they did. Discussion on who should/wants to get these. Watkins began discussion on contracts language concerning site damage by attendee and chapter language in the registration form requiring attendees to be responsible.
- Boss reported that as a delegate, he is assigned to serve on a national committee, and his assignment is on the Public Works Leadership committee. Reported that National is pushing the focus back onto the chapters. Board discussion concerning this topic.
- Jill Marilley sent out an email on the chapter dinner at congress, seeking sponsorships to support the chapter dinner, transportation, entertainment, and extras. Contact her if you have questions. The chapter has not been asked for "seed" money so far. The effort is to prevent cost overruns issues that happened at past chapter dinners.
- Reported that he has a meeting tomorrow concerning congress
- Gregg Weston mentioned updating membership change in info, getting emails but no invoices, or other info on membership with National. Board discussion on National updating (or not) info, i.e. inconsistencies in data records at National and other experiences with National's membership info, data, and updates.

Foundation Report (Weston)

- Floated idea of Veterans Scholarship to Foundation Board, no negative feedback and will be on next board meeting agenda. A letter to go out to past presidents on this.
- Revisiting Victoria Saanger's recommendations on the 2015/2016 scholarships.

Review of Strategic Plan (Watkins)

- Eric Jones sent out emails via the web site and about 90 members messages bounced back. It was regarding thanking donors, and outreach to new members and leaders for support and to scholarship recipients for chapter involvement.
- Watkins discussed adding to the plan list of reaching out to those whose email bounce back to check and see if they are incorrect, still members, etc. suggested that board members review list and update the info they know, or contact the members for correct info.
- Roos suggested use of Google Drive for everyone to use to update info and prevent duplication
- Watkins asked Roos if he had followed up on the conference exhibitor thank-you's. Roos stated that he will be doing this at next conference.

Conference Updates

- Fall 2015 Canyonville. (Messenger)
 - Messenger asked if the board wanted to meet in Canyonville or Roseburg for the September meeting, Board consensus was Roseburg.
 - Last 2 conferences have had a lot of support from Bob Patterson, and the City of Eugene, and Maggie is a little frustrated about the difference in the level of support vs. their duties. Cameo is doing most of the work on Canyonville according to what is in their contract. Kerber reiterated that the conference support work is in the contract. Board discussion on pre-conference meetings and post conference debrief and the time frames of them.
 - Conference theme is “Promoting Public Works”.

Break for lunch 11:27 AM.

Meeting resumed 12:09 PM.

- Fall 2015 Canyonville. (Messenger) – Continued
 - Messenger question is Fred Wismer going to take on first-timers? Roos answered tentatively yes. Messenger said Maggie needs the contact info.
 - Keynote Speakers - One is lined up and working on the second one
 - Technical Tours - One technical tour is lined up and working on the second one.
 - Kerber reported she has seven abstracts. They are due Friday, June 19. They will be sent out to committee chairs to rank.
 - Watkins sent out invitation to National and they have penciled in the chapter, they should get back to the chapter by June 24.
 - Maggie made hotel reservations for National, Chapter President, and scholarship recipients.
 - City of Winston Public Works Supervisor will attend on a complementary registration for the conference.
 - Cheetahs from Wildlife Safari will be there.
 - Pre-conference workshops are set up and getting the word out.
 - Bob Patterson is doing the disc golf. Myrtle Creek will be the site of the “ball” golf tournament.
 - Conference times are being changed to reflect the actual times of the meetings and start times of the conference and lunches.
 - No volunteer event yet. Need two for the PACE award to be submitted each year. Board discussion on possibly events at the conference or during the year such as a blood Drive or a park cleanup.
 - Thomas to check with tribe on Warriors Medal.
 - Board discussion ensued on conference being a net zero gain conference and the registration fees.

- Fees are \$350 for early registration, \$375 for late, and \$425 for nonmembers. First-Timers would get a \$25 discount.

Spring 2016 Hood River – Nothing to report

Fall 2017 Central Oregon - Watkins said Riverhouse and Sunriver is being considered and have received a call from Kah-Nee-Ta. Board discussion on the possible locations. No decision has been made yet and possible issues with the locations, potential sites, timing of the conferences, and who would be conference chair and providing direction for this to Maggie.

Conference Exhibitors - Roos reported the sponsor rates have been updated. There will be eight vendor spotlights at the fall conference, 4 each in the afternoon on Tuesday and Wednesday.

New Business

Bisset discussed the chapter Advocacy Policy. There are regulatory issues that may impact some of the proposed items. Watkins asked what do we do with this now. Board discussion on potential items and actions, adoption and implementation of it. Willer asked is there potentially a group that may want to form a committee to work with the chapter advocacy plan. Bisset questioned continuing to prepare documents that there is no traction on.

In-depth board discussion ensued on a wide variety of issues and topics that the Oregon Chapter does, or does not get involved in as far as chapter advocacy, and its relationship to the purpose of the boards strategic plans purpose of promoting public works. Discussion continued on the chapter public works advocacy policy and procedures, to not be involved in the political way, providing information in the development of the advocacy policy for the chapter and how to apply it within the state. Discussion on how does the Oregon chapter provide the information or tell the story of public works activities and their importance within the state.

Monroe reported that Eric Jones has announced he is retiring in 2015. Suggested this may be the time to start looking outside for chapter web service management, webmaster, and newsletter. Board discussion on identifying expectations of the person or contractor to perform the website and newsletter work and to take a look at the potential costs. Additional discussion by the board on potential direction to proceed for the future website and newsletter information. Monroe to contact Eric Jones to discuss.

Meeting adjourned at 1:38 PM

Next Meeting: July 11, 2015 at WHPacific Offices,
9755 SW Barnes Rd, Ste 300, Portland, OR 97225