



APWA Oregon Chapter Scholastic Foundation

Foundation Board Meeting Minutes

Date: December 5, 2014

Location: WH Pacific offices
Beaverton, OR

Attending: President Dan Boss, Vice President Gregg Weston, Treasurer Rick Olson, Directors Terry Song, Eric Jones, Kurt Corey, Jeanne Nyquist, Ed Wegner, Gordon Merseth and Chapter Scholarship Chair Victoria Saager.

Excused: Ron Polvi, Bob Patterson

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

Call to Order: The meeting convened by President Dan Boss at 12:15 p.m. A quorum of the Directors were in attendance. Kurt Corey, Eric Jones and Rick Olson attended via video from Eugene.

Approval of the Minutes

Minutes of the November 5, 2014 Board meeting had been distributed and reviewed by the Directors. **A motion was made, seconded and carried to approve the minutes as written.**

Treasurer's Report

Treasurer Rick Olson reviewed the report which had been distributed prior to the meeting. Directors also received a copy of the Revised Annual Report filed with the State of Oregon. The original notification from the state had been sent to the Chapter offices and included incorrect names in the registered agents. The Foundation's assets reached \$340,491.49 as of September 30, 2014.

The Treasurer reported income of \$8,520 from the Fall conference along with another \$2,000+ of donations to the Foundation and that scholarship money will be sent to recipients by December 31st.

In other finance related topics, Dan reported that the Chapter Treasurer had paid the Foundations' share of the credit card processing bill. Treasurer Olson will settle up with the Chapter Treasurer Delora Kerber. Chapter Scholarship Chair Victoria Saager asked that the Directors formally approve a resolution naming the scholarship recipients.

A motion was made, seconded and carried to approve the Treasurer's report.

Old Business

1. Don and Cathy Schut Tribute Account – Dan reported that Don and Cathy's preference would be to have a \$500 scholarship be directed toward an Oregon State University student in the Civil or Environmental program and that they would prefer that the student be married. Directors expressed mixed opinion about the focus on a married student. General thoughts were that Directors appreciated the Schut's interest in helping a married student but

questioned the legality and ethics of requiring that condition. There was some discussion about our ability to define marriage and whether the school had a position on the issue.

Directors also need to determine if there is any difference between the 'civil' and 'environmental' degree tracks, and if there is whether or not the scholarship would be shared between the two on an alternating year basis. We also need to determine if the scholarship would be open to both Juniors and Seniors.

Discussion also evolved into the question of finalizing and announcing the formation of both the Past Presidents and Schut scholarships. Some work still needs to be done to formalize both scholarships.

A motion was made, seconded and carried to approve creation and distribution of the Don and Cathy Schut Scholarship.

Dan Boss also reported that final details of the Boss Scholarship are being completed.

New Business

1. New Scholarships – Directors discussed the formation and use of the Past Presidents Tribute Account and any ensuing Scholarship. The Past President Tribute Account will be formed by combining several individual Tribute Accounts to reach the \$10,000 level for creation of a new Foundation scholarship. Jeanne recounted the current Tribute Accounts which would be incorporated into the PPTA and offered the suggestion that that the Board wait until the account reaches \$20,000 before beginning to award scholarships. This will produce an annual average return of about \$1000 and allow a larger distribution.

Kurt Corey pointed out that with the addition of his Tribute account, the Past Presidents fund would reach about \$17,000. That would produce about \$800 and with a boost from the General Fund could easily be a \$1000 scholarship.

After discussion, **Eric Jones moved, and Jeanne Nyquist seconded a motion that the Board authorize a \$1000 Past Presidents scholarship for the 2015-2016 school year. The motion carried.**

Discussion also addressed whether or not we stay with the current criteria of Junior/Senior status, add to existing scholarships, or look for new options. Gregg suggested that we consider either the University of Portland or George Fox University, both of which sponsor degree programs leading to civil and other engineering degrees.

Consensus seems to be that we stay with a 4-year institution, give the first year's scholarship to an existing school and take time to think through and discuss future use of the Past President scholarship. It was suggested that we provide a new \$1000 scholarship to OIT in geomatics and continue with the \$3000 for the OIT civil student.

Ed Wegner moved, Jeanne Nyquist seconded a motion to award a \$1000 Past President Scholarship to an OIT geomatics student using the same criteria as the current program. The motion carried.

2. Elections – Directors nominated the following to serve as 2015 Foundation officers:

President – Gregg Weston
Vice President – Jeanne Nyquist
Treasurer – Rick Olson
Secretary – Gordon Merseth

A motion was made, seconded and carried to elect the slate of candidates.

Todd Watkins will join the Directors filling the Chapter President position for 2015.

3. Scholarship Approval – Chapter Scholarship Chair Victoria Saager asked the Board to approve scholarship advertisements for the 2015 – 2016 school year. The Board discussed the number and amount of scholarships and agreed to increase the 2014 amount by \$1500 bringing the total to \$15,500.

A motion was made, seconded and carried to approve the new amounts and number of scholarships.

Victoria also asked for help in writing up the criteria for the new Don and Cathy Schut and Past President scholarships. Gordon Merseth offered to help with the Schut scholarship and Jeanne Nyquist offered help on the Past President scholarship.

Regarding scholarships, Directors discussed and agreed to ask the Chapter to include a \$7000 contribution in their 2015 budget. Gregg will convey this request to the Chapter Board. He will also discuss the possibility of the Chapter paying the Foundation to fund student memberships for all scholarship recipients.

4. 2013 Action Plan Follow up - Directors discussed items in the 2013 Strategic Plan. WE determined that the Gizmo is in good shape following its rising from the ashes, the Chapter has maintained its annual contribution to the Foundation and we've added to the funding options through creation of a raffle as part of the conferences.

In addition, we need to arrange for an annual audit of the books, contact Lane Community College to assess their interest in continuing scholarships, engage scholarship recipients following their school years, and increase past President involvement in the Foundation.

4. Good of the Order

Eric reported that he has created a new Foundation letterhead.

Next Meeting: The Foundation Board will meet next during the Spring Conference in Eugene in March, 2015.

Adjourn

The Foundation board meeting adjourned at 1:45 p.m.

Minutes Recorded by Secretary Gordon Merseth