

# Oregon Chapter APWA Board Meeting Minutes



Date: **December 8th, 2006**

Location: Lincoln City Public Works, Lincoln City, OR

<b><u>Board Members Present</u></b>	<b><u>Board Members Absent</u></b>
Lila Bradley, President	
Kurt Corey, President-Elect	Bob Patterson, Director
Gregg Weston, Treasurer	Ken Fuller, Director
Hugh Kalani, National Delegate	
Marty Andersen, Director	<b><u>Visitors</u></b>
Jim Carnahan, Director	Barbara Duda
Rick Olson, Secretary	Jim Mc Laughlin
Peggy Keppler, Director	Todd Watkins
Yvonne McClain, Director	Paul Klope

*Additional Guests: Terry Chamberlin, Gordon Munro, Stephanie Reid, Ron Polvi*

***Meeting called to order at 10:10 A.M. by President Lila Bradley***

## **Chapter Board Meeting**

### **Approval of Minutes**

The minutes of the November regular board meeting were approved with minor edits and corrections.

### **Treasurers Report**

Gregg Weston provided the Treasurers report in detail to the board and the report was approved as submitted. Greg reported that we will need to track the income expense side of the newsletter in more detail for national to determine proper tax owed.

**President's Report** – Lila Bradley reported that the selection committee has recommended Camio Management. Maggie Vohs will be assuming the duties of Judy Aerosmith of Event Solutions, who has retired. Lila reported that we received a letter from national about the recognition of Mr. David Wright as a new “lifetime member” with APWA. The board will send a letter of congratulations to him.

**Delegate's report** – Hugh Kalani reported that there is a lot of good information in the reports of other national delegates. He can forward that to anyone that wishes to see the comments

**Correspondence** – The correspondence file was circulated for the information of the board.

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### Chapter Conferences:

- **Fall Conference 2006, Pendleton Convention Center, October 10-13** – No report. Lila indicated that she has spoken with Bob and he is getting closer to closing on the conference accounting.
- **Spring Conference 2007, Ashland, May 1-4** – Lila Bradley reported that she talked with Nancy Slocum about the convention. Bob Patterson will send them a copy of the convention notebook. Peter Smeenk and Jim Olson have volunteered to serve as conference co-chairs for the Spring 2007 conference in Ashland. The board also discussed some preliminary information received from our potential featured speaker, Craig Zablocki. Kurt Corey reported that he has preliminary numbers of \$ 5,000 for travel, key note and break out session. Kurt raised the concept of adding the expense to the APWA budget to not have it run through the conference account. Terry Chamberlin reported that there are plenty of rooms, but we need to declare our meeting rooms by February 1, 2006. Hugh Kalani will talk with Northern California and Sacramento Chapters about attending. We will use the key Note Speaker as a draw. Hugh asked for a copy of the speakers BIO to have for discussions with them.
- **Fall 2007 Conference, Bend, October 16-19** – Jim Carnahan reported that conference planning is under way and he has secured one of the speakers Tim Oburn.
- **Spring 2008 Conference, Eugene** – Mark Schoening has volunteered to serve as the Conference Committee Chair. Terry Chamberlin reported that March to May is open for possible dates. April 15<sup>th</sup> - 18<sup>th</sup> was suggested as a possible date. April 1 – 4<sup>th</sup> is Washington's scheduled convention for Ocean Shores.
- **Fall 2008 Conference** – The board confirmed that Terry Chamberlin should pursue the possibility of Welches October 24 -28, 2008. Washington is Scheduled for October 14 -17<sup>th</sup> in Walla Walla.
- **Spring 2009 – Astoria or Seaside**
- **Fall 2009 – Mid Valley area – Salem / Corvallis**

### Old Business:

- **Conference Scholarship Advertising** – Getting the word out for scholarships to national. This item will be added to the goals for 2007.

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- **Model by-laws** – Kurt Corey, Marty Andersen, and Peggy Keppler provided a final review draft of the Chapter Bylaws and led a discussion of the proposed revision feed back from board members. Kurt will integrate the changes and have the final document ready for submission to National at the January meeting.
- **Community Outreach Funding Draft Policy** – Peggy Keppler reported that the document has been sent out and posted on the website. She has not received any feed back to date. Eric Jones asked about the concept. Peggy summarized the program as formalizing the ability to submit a request for a portion of the \$10,000 allocated for community outreach.
- **Mailing List Email Management** – No report.

### New Business:

#### **Committee Reports – New Committee Assignments will be sent to the board and chairs for 2007.**

- **Conference Steering** – Terry Chamberlin reported that he covered in above notes. Terry reported that we are scheduled for the next joint conference in Spring of 2010.
- **Educational Committee** – Paul Klope reported that the first N. W. Public Works Institute's four day training (The P.W. Essentials) for the APWA institute will be next week in Portland with 43 people in attendance.
- **APWA National Education Committee** – Paul Klope is the new chair. Goal for 2007 is promoting the Institute workshops. There is an increased interest in the program concept. A national survey is being conducted to help understand what the educational needs are for the APWA organization and what format it might be delivered in. This will help develop the future goals. Another important goal will be the development of an "Educational Summit" to be held in Denver in March 29-30 to discuss what is occurring at the local level and what ideas and future needs could be considered for the future. APWA is offering funds to help offset local people to attend.
- **Diversity** – Jim McLaughlin reported that he has met with his committee in Portland to work on the "Mentorship Program" that Yvonne Mc Clain had established. The first intern position has been filled and is shadowing his 80 hours with Public Works people in the Portland area. Eric Jones reported that there is information in the news letter and a link on the website for the Diversity Committee.

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- **Future** – No formal report, but Ron Polvi reported that they will continue to promote the Julian Awards.
- **Intergovernmental** – Kurt reported that in 2007 we have the committee work on the new Oregon WARN program.
- **Leadership** – Todd Watkins provided a written report on the activities of the committee during the year. 2006 activities included the “First Timers” programs at convention, leadership development, and the leadership awards. In 2007 the committee will expand into the legislative activities. Gordon reported that the local universities are soliciting additional support for the expansion of the Engineering emphasis. Gordon Munro is drafting a letter as CCOG that could be used by other agencies to consider submitting to the Governors office. He will get a copy to our board in January.
- **Membership** – Barbara Duda presented that we are now at 759 members. Our toughest problem has been the renewals of the existing members. Membership dues are going up in Corporate - Heritage \$321, Prestige \$1,322 crown \$6,000. The individual is \$126.
- **Public Relations** – Eric Jones passed out a written report. He acknowledged all the great work of Kim Mast for her time designing the newsletter. He reported that the fall newsletter is at the printer. Eric went over the budget from 2006. Eric indicated that we made about \$1,212 in ad revenue with about \$550 in estimated ad expense. Eric will work with Yvonne to establish a more detailed accounting of the accounting to match the budget form from national. Due to malicious behavior and postings, the online classified page has been suspended. The board discussed the pros and cons of the online classifieds. The item will be placed on the January agenda. Eric recommended that we stay with Arycla as the web host.
- **Foundation** – Ron Polvi presented a report on the progress of the foundation and the fund drive for 2007. The goal will be to recruit 7 new Tribute accounts in 07. Ron also reported that we have 97 medallions left with about 40 of them supposedly sold at this time. Please contact Ron if you would like one. They are on sale for \$25 ea.
- **Specification** – Paul Klope reported that they are seeing an increase in the number of agencies that are specifying projects to the new specs. Paul asked the board to consider the cost to update the specs to include the revisions that have been made over the years. Paul estimated that to be \$ 7-8,000 to update.

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- Transportation – Marty reported that he will be having a meeting in January 2007 to establish goals for 2007.
- Water Resources – Meeting today in Portland
- Equipment Resources – Peggy reported that we might need a new chair person.
- Industry Relations – Kurt Corey suggested that we consider having this committee take over the exhibitor area of the conferences.
- Pipe User group – Yvonne will talk with Mark Hutchinson about restarting this committee
- Awards – Gordon Munro reported that they have had a great year in number of awards submitted and won at National Awards. The board discussed the option of a booth at the conventions. There was a request for \$ 200 to create the booth collateral for budget considerations.
- **Preliminary 2007 Budget Review** – The board reviewed the proposed budget. Based upon input from the committees the board increased the Awards line item by \$1,275, Conference Scholarships by \$2,000 and the creation of a new budget line item for a national convention speaker for \$ 5,000 expense. The item was approved. Gregg will adjust the 2007 budget accordingly. Gregg will submit the revised budget to National as required by December 15, 2006.
- **Meeting Schedule** – The approved meeting calendar is attached.
- **Goals and objectives** – Kurt Corey reviewed the list of 2007 Goals as submitted by all the member. The group reviewed the objectives
- **ESI Contract** – Lila asked for approval of the draft contract with Cameo. The motion was approved.
- **Director Initiated Items** –
- **Bank Accounts** – The board approved the following new signers for the bank accounts for 2007 as we transition officers.
- **For the regular and money market accounts (Pacific Continental Bank)** – Kurt Corey, Pres; Rick Olson Pres-Elect, Yvonne Mc Clain Treasurer, Gregg Weston Secretary, Teri Newhouse & Howard Le Fever from APWA National office.

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For the **Educational Accounts (Key Bank)** - Noreen Vohs - Cameo Management Solution, Inc., Stephanie Reid, Lila Bradley & Yvonne Mc Clain will all be signers for the Event Planner Account.

**Next Board Meeting:** January 9<sup>th</sup> 2007, OTAK in Lake Oswego. A final listing of the committee chairs, board liaison and 2007 Board meeting schedule and dates will be distributed prior to the next meeting.

### **Agenda Items for next meeting: -**

*With no other business pending, President Lila Bradley adjourned the meeting at 1:40 PM*

Respectfully Submitted,

*Rick Olson*

Rick Olson, Secretary



**2007 OREGON CHAPTER BOARD MEETING CALENDAR**

<u>Month</u>	<u>Date</u>	<u>Location</u>	
JANUARY	12	Otak	Lake Oswego
FEBRUARY	9	ODOT	Salem
MARCH	16	Ashland Convention Center	Ashland
<i>MAY</i>	<i>1</i>	<i>Spring Conference</i>	<i>Ashland</i>
JUNE	8	City Hall	Lincoln City
JULY	13	Water Treatment Facility	Pendleton
AUGUST	10	David Evans & Associates	Bend
<i>SEPTEMBER</i>		<i>APWA Congress</i>	<i>San Antonio, TX</i>
<i>OCTOBER</i>	<i>16</i>	<i>Fall Conference</i>	<i>Bend</i>
NOVEMBER	9	CMTS	Portland
DECEMBER	14	Eugene Airport	Eugene