

Minutes from the Oregon Chapter APWA board meeting



Date: February 10, 2006

Location: ODOT Conference Room, Salem, OR

<u>Board Members Present</u>	<u>Board Members Absent</u>
Greg Miller, Past President	Derek Forseth, Dir
Lila Bradley, President	Yvonne McClain, Dir
Kurt Corey, V.P.	
Rick Olson Sec.	<u>Visitors</u>
Gregg Weston, Treas.	Barbara Duda
Marty Andersen, Dir	
Jim Carnahan, Dir	
Peggy Keppler, Dir	
Bob Patterson, Dir	
Hugh Kalani, Nat. Delegate	

Meeting called to order at 10:00 AM

Chapter Board Meeting

Approval of Minutes

The minutes of the January 2006 regular board meeting were approved as submitted.

Treasurers Report

Gregg Weston provided the Treasurer's Report which was approved as submitted. Gregg reported back on the task group that was charged with looking into the cash reserve requirements. The task group after review of past financials determined that the Oregon Chapter should consider having a reserve for the year of \$30,000 or 28% of the annual budget. After discussion, the board approved a motion to set a board policy to require 28% of the annual approved budget as restricted reserves for the year. The board then approved a motion to have the treasurer place the excess balance of the funds into a certificate of deposit.

Action Item: Gregg Weston to move excess cash reserves into a 12 month security.

President's Report

Lila Bradley provided a report on several items:

- Lila reported that Patricia Bugas Schramm has submitted a letter to confirm her commitment to provide education speaking opportunities to the Oregon APWA chapter after her travels.

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- Bob Patterson has requested \$500 to the Eastern Oregon region to sponsor a booth to promote the Oregon AWA Chapter. After discussion, the board approved the \$500 request to be allocated from the Community outreach line item.

Action Item: Gregg will issue a \$500 check to Bob Patterson for the cost of the booth

Delegate's report

Hugh Kalani reported that he will be attending the Regional meeting in Reno, NV at the end of March. If anyone has any additional items for the regional meeting, please let Hugh know.

Hugh reported on the passing of Jack Pittis the Regional Director. The National APWA board is still determining who the replacement might be for his position. Hugh will keep us informed.

Hugh reported that the National Convention request to the Portland Visitors Bureau has not come back. He will report more at the March meeting.

Correspondence

The correspondence file with various items was circulated for information. One item of note is that Eric Jones is seeking topics for the newsletter. The deadline is approaching; please email any items of interest to Eric.

Chapter Conferences:

- **Fall Conference 2005, Salishan, October 10-13** – Lila Bradley reported she has finished reconciling the convention financials and will be issuing a final check of \$313 to close out that account. The Board thanked Lila for the great job on the convention.
- **Spring Conference 2006, Joint Conference with Washington Chapter, Vancouver Convention Center, March 28-31** – Greg Miller reported that he talked with Eric Rouse yesterday and the conference is on track. Greg reported that one of the reasons the registration fees are so high is the cost of the food at the facility. Kurt Corey provided the latest update to the speaker sessions. The Oregon chapter was responsible for 10 sessions and we have them filled.
- **Fall Conference 2006, Pendleton** – Bob Patterson reported that he has the committee in place and has met with the catering people and will have more to report at the March meeting.

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- **Spring Conference 2007, Ashland – No report**
- **Fall 2007 Conference, Bend** – Jim Carnahan met with the River House Motel and has the contract coming. The tentative dates are October 16th -19th. Golf will be at Rivers Edge. The new River House Convention Center will be open by then.
- **Spring 2008 Conference, Joint w/ Washington and Rocky Mountain Chapters** – There was no update on the possibility of three-way conference. Hugh will bring up the topic at the Regional meeting.

Committee Reports:

No reports

Old Business:

- **Public Works Institute** –No report.
- **Conference Scholarship Advertising** – Ted Kyle is working on an article for the next newsletter outlining the various scholarship opportunities available to members.
- **Future National Congress in Portland** – See Hugh Kalani's report above
- **One-Call Committee Chair** – Lila still seeking a chairperson
- **Sustainability Awards** – This item was previously discussed.
- **Insurance** – Greg Miller and Rick – There is a scheduled conference call next week. After discussion the board determined that a letter stating our concern would be in order. Rick Olson will draft up a letter for the board to review. Hugh Kalani can then present to the regional directors meeting in April.
- **Model By-Laws** – Greg Miller and Kurt Corey still expect to provide a recommendation on this updating. The revised by-laws would have to be approved by 2/3 majority of the qualified votes cast.
- **Jack Pittis Memorial Contribution** – Gregg will work with the Foundation board to make a recommendation at the March board meeting. One suggestion raised was to consider having the Gizmo donations from the joint convention go to Jack's fund. Since the funds raised go to the scholarship foundation, the board felt that the foundation board will need to determine how best to support the request.

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- **Community Outreach Policy** – Peggy Keppler and Marty Anderson will report back at the next meeting.
- **Board Vacancy** – President Lila reported that Derek Forseth has submitted his resignation as of this meeting. After discussion the board approved a motion to seek qualified candidates through an email and a note in the next newsletter. The cut off date for submissions will be March 15 so the board can discuss the vacancy at the March board meeting.
- **Mailing/E-blast Policy** – Greg Miller reported that Ted Kyle had already drafted a policy statement. Rick will work with Greg to make sure the policy is complete and posted to the website for future reference.

Action: Rick Olson and Greg Miller will locate the policy and make sure it is posted on the website.

- **Maintenance of Email addresses** – Kurt Corey reported that Eric has contacted Alyrica about the cost for them to enter and update the email data base and to be our source for sending them in the future. Currently Peggy Keppler has been responsible for this function. After discussion the board asked if we could obtain a formal quote for the actual cost of the service.

Action: Rick Olson, Peggy Keppler and Eric Jones will serve on a task group to get this quote and report back to the board.

New Business:

Director Initiated Items –

- Greg Miller reported that the educational committee has requested that the board approve up to 6 scholarships, not to exceed \$1,000 per fiscal year, with the funds to support coming from the tuition to the training schools. The board approved the motion.
Action: Greg to work with Educational committee
- Greg Miller reported that he had drafted a list of the Presidents for the board and other past presidents to review and provide input.
- Marty Anderson – If anyone has any Storm related damage for consideration under federal funding, the deadline is coming up soon.
- Kurt Corey – National committee submission deadlines are coming up March 1, 2006. Kurt is considering running for the “National Delegate at Large” for the engineering and technology committee. If Kurt does consider submitting, he

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would like the support of the chapter. The Chapter will also be asked to be active in the process of the replacement for Jack Pittis. *The board approved a motion to formally support Kurt's application if he does submit.*

Next Board Meeting: The next board meeting will be at the joint conference.

Agenda Items for next meeting:

Meeting adjourned at 1:50 PM

Respectfully Submitted
Rick Olson, Secretary

OREGON CHAPTER BOARD 2005 MEETING CALENDAR

<u>Month</u>	<u>Date</u>	<u>Location</u>	
JANUARY	20	OTAK	Lake Oswego
FEBRUARY	10	SALEM ODOT	
MARCH	28	Vancouver Conv. Center	Spring Conference
APRIL		No Meeting	No Meeting
MAY	12	OTAK	Lake Oswego
JUNE	9	DEA Office	Bend
JULY	14		Lincoln City
AUGUST	11	Convention Center	Pendleton
SEPTEMBER		No Meeting	APWA Congress – Kansas
OCTOBER	10	Pendleton	Fall Convention
NOVEMBER	9		Eugene
DECEMBER	8	Lincoln City	Lincoln City