

Oregon Chapter APWA Strategic Planning Meeting Minutes



Date: **December 7, 2007**

Location: Eugene Mahlon Sweet Airport – Eugene, OR

Board Members Present	Board Members Absent	Visitors
Kurt Corey – President	Eric Rouse – Director	Barbara Blair
Rick Olson – President Elect	Marty Andersen – Director	Paul Shirey
Gregg Weston – Secretary	Lila Bradley – Past President	Jeanne Nyquist
Yvonne McClain – Treasurer		Gordon Munro
Hugh Kalani, National Delegate		Paul Klope
Jim Carnahan – Director		Todd Watkins
Peggy Keppler – Director		Gordon Merseth
Bob Patterson – Director		Mark Schoening
Ken Fuller – Director		Eric Jones
		Jim McLaughlin

Meeting called to order at 10:00 AM by President Kurt Corey

Approval of Minutes

The minutes of the November regular board meeting were approved as Amended.

Treasurers Report

Yvonne presented the Treasurer’s report and discussed the conference events line item and shared the draft 2008 budget. The 2008 budget will need to be sent to National after approval by the Board. Yvonne brought in a financial person to go over the Cameo Management education accounts and to provide a summary of these accounts (see attached email dated December 5, 2007). The Treasurers Report was approved as submitted.

President’s Report

Kurt shared that the Public Works Institute graduated its first 15 students; he received three signed copies of the approved bylaws; and he transmitted a copy of the sustainability resolution to National. National sent a letter recognizing Jim Buisman, Lincoln County as being awarded Life Membership and he prepared a letter to Jim from the Board. Kurt received an invitation to go to Washington, DC (April 21-23, 2008) as part on an advocacy group at no cost to the Chapter. Kurt also discussed the continuing participation on National committees, and pursuit of National awards via submittals. In Kurt’s closing as Chapter President, he challenged each Board member to make every Board meeting in 2008; to bring in at least three technical sessions for conferences, and to submit articles for the newsletter.

Oregon Chapter APWA Board Meeting Minutes

Date: December 7, 2007

Location: Eugene Mahlon Sweet Airport – Eugene, OR

Page 2 of 6



The Board concurred with Chapter endorsement of those members self-nominating themselves for National committees; so that individual nominees are authorized to indicate that their nomination comes with endorsement of the Oregon Chapter.

Delegate's Report

Hugh did not have a report this month.

Correspondence

Kurt passed around the correspondence folder for review.

Chapter Conferences

- **Spring 2008 Conference, April 15 – 18; Eugene (Mark Schoening)**

Mark reports that the conference committee is working hard and has identified keynote speakers and is working on technical sessions. Mark indicates that the budget for the conference should return approximately \$5,000 to the chapter. The theme for the conference is "Going the Distance in Eugene" and will have a logo of a runner carrying a torch. Barbara went over current status of speakers and handed out a draft of the conference program. The Board discussed tracks and technical sessions. A concern was not to overload on one topic, but to keep a diverse offering. A number of people present at the Board Meeting committed to assist in bringing technical sessions to the table and Barbara will send an email with speaker forms to all who volunteered during today's meeting. All biographical information needs to be back by February 1, 2008. Board will be approving the speaker line up initially at the January Board meeting.

- **Fall 2008 Conference, October 21 – 24; Welches**

As of this date we do not have a host or committee identified to take on the conference planning. Paul Shirey mentioned that he had been approached to have the City of Milwaukie sponsor, and requested that the Chapter forward a letter to the City Manager requesting this support. Kurt mentioned that he had talked to Dave Rouse about the City of Gresham assisting or sponsoring the conference.

- **Spring 2009 Conference, April 28 – May 1; Seaside (Washington County)**

Washington County is taking the lead for Spring 2009. Todd mentioned that he had the contract in place.

- **Future Conference Planning**

Oregon Chapter APWA Board Meeting Minutes

Date: December 7, 2007

Location: Eugene Mahlon Sweet Airport – Eugene, OR

Page 3 of 6



Rick will take this on in January with recommendations for setting up a committee to begin to take on planning and conference technical session development.

Old Business

Fall '07 Conference Report

Jim reported that the conference cleared \$1,300 after paying back the \$5,000 conference advance.

“National Congress in Portland” Initiative

Yvonne reported that the City of Portland is working on getting a conference hotel in Portland near the Convention Center.

Chapter Membership Survey/Strategic Planning Workshop

Kurt put this on the agenda to discuss bringing back Brian from National to continue the strategic planning process started last month. This is scheduled for Otak's office at the January 11, 2008, Board meeting.

New Business

March Membership Madness Summit

Kurt discussed this summit meeting and the \$500 stipend to send a representative from Oregon. He suggests that we decide on a representative, being Barbara Blair as the Membership Chair. The Board approved sending Barbara with the Chapter picking up the difference in cost between the stipend and the total cost of attending.

Board Meeting Locations for 2008

Kurt presented a draft meeting schedule; the draft meeting schedule was approved as submitted.

2008 Goal Setting, Budget Requests and Adoption, Miscellaneous Reports

Rick opened this up by outlining what we need to accomplish to start next year and recognized Kurt's service to the Chapter.

Scholastic Foundation

Jeanne Nyquist started by discussing the Scholastic Foundation funding and goals for next year. She discussed the options to bring in outside revenue as well as funds through the chapter activities. Jeanne indicates that the Foundation will begin to focus on Community Colleges in

Oregon Chapter APWA Board Meeting Minutes

Date: December 7, 2007

Location: Eugene Mahlon Sweet Airport – Eugene, OR

Page 4 of 6



addition to expanding the University scholarships. The Foundation is working towards being self funding and not relying on the annual Chapter donations, but will continue to utilize the Chapter donation as in past years. She indicates that another goal is to work towards getting scholarship recipients involved in APWA and the industry early with the focus to grow the profession by marketing these students to agencies and private sector as potential interns.

Jeanne presented a spreadsheet showing the scholarship and funding required to meet their current goal to become self sustaining by 2013, assuming a \$10,000 Chapter donation. One of the big unknowns is the impact or benefit of grants to the funding of the Scholastic Foundation. The Scholastic Foundation 2008 Goal Statement and Spreadsheet is attached to these minutes.

Oregon Chapter 2008 Budget

Awards Committee

Todd Watkins shared that the Leadership and Management Committee will be rolling out an "Everyday Hero's" award this next year. Gordon Munroe indicated that the budget for 2007 was sufficient and the same budget can be applied to 2008. Gordon indicated that the new award may involve multiple awards with an undetermined budget impact at this time. Gordon and Peggy handed out an Oregon Nomination Proposal for 2008 National Awards. Peggy requested that we make a determination of which awards we should jump start, including the PACE Award application. The Board approved the list submitted with modifications proposed by Board members so that the committee can get the minimum number of award applications underway to meet the PACE Award requirements. Rick requested that Peggy send out a blanket email to the membership soliciting additional award nominations. The intent is to get a minimum of three out of those submitted underway now.

Publicity Committee

Eric presented a memorandum report outlining 2007 activities, with a proposed budget that is broken down by budget line items for expenses totaling approximately \$4,800 for 2008.

Conference Committee

Income from conferences is well below the 2007 projection. Rick discussed the budget issues and balance needed in this item to assure that we maintain a Chapter income consistent with our expenses.

Oregon Chapter APWA Board Meeting Minutes

Date: December 7, 2007

Location: Eugene Mahlon Sweet Airport – Eugene, OR

Page 5 of 6



Math Counts Request

Ron Polvi is requesting a donation. In the past the Board has approved a \$2,000 amount.

Futures Committee

Paul Shirey shared the 2008 Goal Statement for the Futures Committee and briefly described their local and national strategies. Based on this Paul's presentation there appears to not be a budget impact identified with their proposed strategies.

Rick lead the discussion regarding individual budget line items, and a line by line assessment of expense line items. Conference revenue being a key element in our budgeting was reviewed and discussed. It was determined that the educational seminar expenses and revenue need to be finalized, and decisions made relative to maintaining a neutral revenue position on that line item. Based on the discussion, the Board collectively went through the line items and reduced projected expenses and utilized this amount to offset revenue expectations to reduce the budget bottom line and balance revenue against expenses. The 2008 budget was formalized and approved for submittal to National by December 15, 2007.

The Board completed a brief review of existing committees and Rick will send out an email requesting Board members, other than officers, to indicate which committees they will take on and/or determine to be inactive and need to be dropped.

Next Board Meeting

January 11, 2008 – Otak; Lake Oswego, Oregon

Agenda Items for Next Meeting

- Continuance of strategic planning with Brian from National, and review of existing committees based on core values and chapter goals.
- Review role of President-elect and Past-President in future years.
- Review and confirmation of Committees, chair positions, and Board liaison.

With no other business pending, President Kurt Corey adjourned the meeting at 2:30 PM

Respectfully Submitted,
Gregg Weston, Secretary

Oregon Chapter APWA Board Meeting Minutes

Date: December 7, 2007

Location: Eugene Mahlon Sweet Airport – Eugene, OR

Page 6 of 6



2008 OREGON CHAPTER BOARD MEETING CALENDAR

Month	Date	Location	
JANUARY	11	Otak	Lake Oswego
FEBRUARY	8	CMTS	Portland
MARCH	14	Valley River Inn	Eugene
APRIL	15	Spring Conference	Eugene
MAY	9	Washington County Operation Center	Hillsboro
JUNE	13	David Evans & Associates	Bend
JULY	11	Water Treatment Facility	Pendleton
<i>AUGUST</i>		<i>APWA Congress</i>	<i>New Orleans, LA</i>
SEPTEMBER	12	The Resort at the Mountain	Welches
OCTOBER	21	Fall Conference	Welches
NOVEMBER	14	ODOT	Salem
DECEMBER	12	Eugene Airport	Eugene

Barbara Blair

From: Yvonne McClain [ymcclain@cmtsnw.com]
Sent: Wednesday, December 05, 2007 2:35 AM
To: 'James Carnahan'; 'Rick Olson'; Barbara Blair; Gregg Weston; 'Ken Fuller'; 'KEPPLER A'; 'Kurt Corey'; 'Martin Anderson'; 'Todd Watkins'
Subject: APWA Preliminary 2008 Budget
Attachments: APWA 2008 preliminary budget.pdf; APWA 2007 YTD Budget for comparison.pdf

Good Morning,

Attached is the preliminary 2008 budget for your review. If you would like to make changes, please let me know. Additionally, the board may want to consider modifying our Chart of Accounts to match national. Please see summary below. The attached preliminary budget has the same chart of accounts that we have been using for the past couple of years.

Account:

433 (Profession Directory Advertising) is our 430 - Advertising
480 (Expense Reimbursement) is our 466 - House of Delegates Stipend
491 (Rebates) is our 990 - Chapter Rebates
851 (Chapter/Branch Rebates) is our 852 Conference Advance
861 (Awards, Fellowships & Door Prizes) is our 862-Student Scholarship,863-Community Scholarships,865-Employee Scholarships, and 866-Community Outreach
871 (Royalty Payments) is our 880 Taxes

The attached budget is an estimate of expense for 2008. Please take a look at the 2007 budget and compare. In 2007 the chapter did not receive or expense as much as projected. I have reduced as well as increased based on our 2007 activity. I also included funds for category 838(Standard Spec) and 863 (Community Scholarships) even though we did not have activity in 2007. Additionally, I did not include a 898 Miscellaneous expense.

Additionally,

As of yesterday I have hired at no cost the APWA an financial consultant to look at the Quick Books files that were submitted to me by Cameo Management to reconcile the educational accounts. Their West Coast account is a zero based account and I would prefer to have a financial consultant to reconcile on our behalf. Therefore, the financials that I am forwarding tomorrow will be from the Pacific Continental accounts that we control.

If you have any questions, please give me a call.

Yvonne

Self-sustaining by 2010 ¹²
~~\$1 Million~~ by 2020 Add new scholarship annually

**Oregon Chapter - APWA
 Scholastic Foundation**

Year	Beginning Fund Balance	Annual Conf's ¹	Contributions / Growth			Scholarships ⁴	5% average ⁵	Ending Fund Balance
			Annual Chapter Cont.	Inv. Income ²	6,000			
7/1/2007 ³	217,303	1,500		6,000	26,076	13,500	10,865	237,379
2008	237,379	3,000		10,000	28,486	13,905	11,869	264,960
2009	264,960	3,000		20,000	31,795	14,822	13,248	304,933
2010	304,933	3,000		10,000	30,493	15,767	15,247	332,659
2011	332,659	3,000		10,000	39,919	16,740	16,633	368,839
2012	368,839	3,000		10,000	36,884	17,742	18,442	400,981
2013	400,981	3,000		10,000	48,118	18,774	20,049	443,324
2014	443,324	3,000		10,000	44,332	19,838	22,166	480,819
2015	480,819	3,000		10,000	57,698	20,933	24,041	530,584
2016	530,584	3,000		10,000	53,058	24,061	26,529	572,582
2017	572,582	3,000		10,000	68,710	26,782	28,629	627,510
2018	627,510	3,000		10,000	62,751	30,086	31,375	673,175
2019	673,175	3,000		10,000	80,781	33,488	33,659	733,467
2020	733,467	3,000		10,000	88,016	36,993	36,673	797,490

- Notes:
1. Assumes continuing two conferences each year, total of registration fee and Gizmo
 2. Assumes 12% per year return
 3. Fund balance as of June 30, 2007
 4. Assumes grow scholarships by 3%/year, add 1 new \$500 scholarships 2009-2015, add 1 new \$2000 scholarship 2016, \$2500 new 2017-2020
 5. 5% average of beginning fund balance

Community college priorities are PCC, Central Oregon, Linn Benton, Mt Hood, Oregon Coast, Clatsop, SW Oregon Coast, Klamath