

Oregon Chapter APWA Board Meeting Minutes



Date: **February 9, 2007**

Location: ODOT – Salem, OR

Board Members Present	Board Members Absent	Visitors
Kurt Corey – President	Lila Bradley – Past President	Maggie Vohs, Bill Jones – Cameo Management
Rick Olson – President Elect	Ken Fuller – Director	Jeanie Nyquist
Gregg Weston – Secretary	Bob Patterson – Director	
Yvonne McClain – Treasurer		
Hugh Kalani, National Delegate		
Marty Andersen – Director		
Jim Carnahan – Director		
Peggy Keppler – Director		
Eric Rouse – Director		

Meeting called to order at 10:12 A.M. by President Kurt Corey

Approval of Minutes

The minutes of the January regular board meeting were approved with minor corrections from Kurt Corey.

Treasurers Report

Yvonne reported that Lila directed her not to send a check to ESI for the purchase of the computer and software discussed at the January meeting. Other arrangements have been made to transfer data. No revenue has come into the Chapter since the first of the year. Additional discussion centered on credit card issues for the Education Account and other issues with the transfer of ESI responsibilities to Cameo Management. The Treasurers Report was approved as submitted.

Oregon Chapter APWA Board Meeting Minutes

Date: February 9, 2007

Location: ODOT – Salem, OR

Page 2 of 7



President's Report

Kurt indicated that most of his report will be dealt with in the agenda items. Bob Patterson has volunteered to host the Fall 2010 Conference and schedule it to follow the Pendleton Roundup. Timing of this may be a conflict with construction season and timing between the spring and fall conferences. Discussion generally centered around a later date in October 2007.

Delegate's Report

Hugh reported that he sent the invitations for the Spring Conference in Ashland to the Northern California Chapter and that five out of six were received and one returned. The next delegate's meeting is scheduled for the last week of April 2007. Hugh will follow up before then to see if there will be any national officers attending the Spring Conference.

Correspondence

The correspondence file was circulated for the information of the board.

Chapter Conferences

- **Fall Conference 2006, Pendleton Convention Center, October 10-13**

Kurt reported that he had some correspondence with Bob Patterson. There is not going to be any revenue from the conference and we may have lost somewhere in the range of \$4,300. This is not certain, and further reconciliation may reveal this to be in the range of \$2,000 to \$2,500. Kurt suggested a review of lessons learned including registration fees and conference location as it may affect attendance. Rick Olsen and Kurt are looking at the financial and attendance issues as well as having ESI support to local agencies in putting on a conference.

Significant discussion centered on how we cover many of the items assigned to ESI to assist the host agency and minimize conference expenses.

- **Spring Conference 2007, Ashland; May 1-4**

Rick has attended a couple of conference committee meetings and reports that they are moving along well, but that they need some direction. They are currently working on the registration fees. Rick is working on speakers and currently has 14 to 15 speakers lined up. In addition, the committee has some potential tours lined out.

Oregon Chapter APWA Board Meeting Minutes

Date: February 9, 2007

Location: ODOT – Salem, OR

Page 3 of 7



The above discussion regarding lessons learned from the Fall 2006 conference will be used to assist the conference committee.

- **Fall 2007 Conference, Bend; October 16-19**

No report

- **Spring 2008 Conference, Eugene**

Terry Chamberlain is still negotiating with the Valley River Inn

- **Fall 2008 Conference, Welches**

We have executed a contract with the Inn at The Mountain that is awaiting their signature.

Old Business

Model Bylaws

Kurt sent out marked up copies of the bylaws to the Board and has not received additional comments. They will be finalized before the next meeting.

Kansas City Leadership Training

Peggy was signed up to attend, but was not able to fly out due to airline issues. Kurt noted that this training will be held again in two years and the Oregon Chapter will be looking to send two people for this National training.

Award Nominations Reminder

Mark Schoening is putting together an application for a wastewater related award. Others are working on applications, however we need three more nominations by March 1st, in order to qualify for the PACE Award.

National Engineers Week Banquet

Information was included in the correspondence file.

National Committee Nominations

March 1, 2007, is the deadline for nominations.

Oregon Chapter APWA Board Meeting Minutes

Date: February 9, 2007

Location: ODOT – Salem, OR

Page 4 of 7



New Business

Audit Committee

Kurt recommended that we establish an audit committee based on the Bylaws. Based on discussions regarding the conference budgeting and expenses, Kurt requests that the audit committee review conference accounts. In addition, Kurt suggests that this committee also give the Board recommendations for account balances for chapter and foundation accounts and provide input to the 2008 budget process. The committee will also assist in the ESI to Cameo transition of accounts. Ron Polvi, Jim McLaughlin, and Dan Boss have been asked to serve, with Ron being the chair of the committee.

Gordon Merseith to National APWA Education Summit, March 29/30; Denver

National has approved a \$500 stipend to cover representation on the National committee. Kurt requested that the Board approve an amount to cover the difference in cost. A motion was made and seconded to fund this difference in cost. This motion was approved without a specific dollar amount attached.

Maggie Vohs, Cameo Management

Maggie was introduced to the Board. The transition was discussed and some issues have been unclear relative to who she is working with. Two courses usually held in January and February did not occur as the transition from ESI and Cameo had not occurred. These are the Sustainable Stormwater Management and Construction Inspection. She has been focused on a couple of schools and has been uncertain as to what is job 2. She discussed the credit card account set up which needs to be in APWA's name so that credit cards are processed through our account. Yvonne will work today with Cameo to get the bank account issues worked out today. Maggie will be going to Albany today to pick up the computer from ESI with the Education Fund data and will try to transfer this information to their systems. Kurt asked about the potential to purchase the computer from ESI. Maggie said she will evaluate the system, but does not recommend purchasing the Macintosh system at this time. She also recommends that we transition to a PC based system. Kurt suggested that Eric Jones may be able to help through some of his staff to figure out how to get the Mac data off the existing computer system.

Oregon Chapter APWA Board Meeting Minutes

Date: February 9, 2007

Location: ODOT – Salem, OR

Page 5 of 7



Maggie reports that all contracts are negotiated for the pending schools and flyers are prepared at this time although it has been difficult in the transition with ESI. They are ready to begin to work more closely and are excited to come up to speed. She still needs to get up to speed on CEU's and reported that the person that had been handling this is now not available and she is pursuing other option for learning the process.

Maggie brought the paperwork for setting up the credit card account and believes she can have this set up in the next couple of business days. Additional discussion centered on accounts and reporting, which will be different from how it has been done by ESI. An addendum is needed to her contract to address the elimination of the client trust account language. Yvonne will work with Judy and Maggie to reconcile accounts and set up the new account system.

Some discussion was held regarding the ESI phone line and payment to Echelon for the most recent invoice. Gordon Merseith is working with Echelon to terminate the phone line, but needs to address the issue of where this number is listed and how we make sure people are not confused when it is removed.

Director Initiated Items

Rick recommends that the Board consider keeping someone involved with the Treasurer year to year to maintain consistency in the process rather than having each new person learn the system. General discussion indicated support for the concept. Eric Rouse volunteered to look at being this person. The first step is to have him serve on the audit committee.

Rick made a motion that we fund a plaque and two nights in Ashland including attendance at the Thursday banquet and one day registration for Judy Arrasmith in recognition of her years of service. This was approved by the Board.

Next Board Meeting

March 16, 2007 – Ashland Convention Center

Oregon Chapter APWA Board Meeting Minutes

Date: February 9, 2007

Location: ODOT – Salem, OR

Page 6 of 7



Agenda Items for Next Meeting

With no other business pending, President Kurt Corey adjourned the meeting at 1:40 PM

Respectfully Submitted,

Gregg Weston, Secretary

Oregon Chapter APWA Board Meeting Minutes

Date: February 9, 2007

Location: ODOT – Salem, OR

Page 7 of 7



2007 OREGON CHAPTER BOARD MEETING CALENDAR

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