

Oregon Chapter APWA Board Meeting Minutes



Date: **January 12, 2007**

Location: Otak – Lake Oswego, OR

| Board Members Present | Board Members Absent | Visitors |
|------------------------------|--------------------------------|--|
| Kurt Corey – President | Lila Bradley – Past President | Rob Bertini, Portland State University |
| Rick Olson – President Elect | Hugh Kalani, National Delegate | Ron Polvi |
| Gregg Weston – Secretary | Bob Paterson – Director | |
| Yvonne McClain – Treasurer | | |
| Marty Andersen – Director | | |
| Jim Carnahan – Director | | |
| Ken Fuller – Director | | |
| Peggy Keppler – Director | | |
| Eric Rouse – Director | | |

Meeting called to order at 10:07 A.M. by President Kurt Corey

Approval of Minutes

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

Treasurers Report

Yvonne McClain provided the Treasurers Report and reported that she purchased the newest version of the Quicken (2007) software and input data. Yvonne informed the Board that a check will be cut and sent to ESI for the purchase of a computer with all education data and software in place as soon as she talks to Judy. Yvonne asked where bills and checks (APWA mail) are being mailed / delivered; with the change from ESI to Cameo Management will we be keeping the same PO Box or will we be getting a new one? Yvonne will contact Cameo in regards to where APWA mail will be sent. The Board noted that the following changes to the Treasures Report should be made:

- Move the \$2,000 cost of purchasing the ESI software and computer from 670 – Subcontractor Fees to 700 Office Supplies line item
- Move the \$4,000 in Conference Expense (500) to the 852 Conference Advance line item.

The Treasurers Report was approved as modified.

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It was noted that the conference advance line item will be over budget and there was discussion relative to what conference advance monies are actually required.

Rob Bertini, Guest Speaker

Rob Bertini, a professor at PSU and director of the Oregon Transportation Research and Education Consortium (OTREC) visited with the Board so share possible opportunities for APWA to become involved with the program. Rob reported that ORTEC is being funded through a Research and Innovate Technology Administration (RITA) Grant program, which is the largest grant that PSU has received \$16 million over five years. The Center is located at PSU as a four campus consortium representing OSU, PSU, OIT, U of O. The Center received approval to proceed on December 1, 2006 and they issued an RFP asking faculty and others for ideas and to submit abstracts for research and education projects; training, and outreach projects in December 2006. The first round of proposals was due today, January 12, 2007 and they received 73 abstracts for proposals relative to research and education in the transportation field. The Center is wants to access the type of training that is out there now and what type of training is needed, and they are looking for new approaches for continuing education. The theme of OTREC is Advanced Technology, Integration of Transportation and Land Use, and Healthy Communities. Currently, PSU broadcasts a transportation seminar live over the web in streaming video every Friday at noon and they can also be downloaded. These seminars have been going on since 2001 and PSU has archived these presentations for use in continuing education. Some of the funding received will be used to support these Friday seminars.

Rob asked for input from the Board. Kurt discussed the City of Eugene continuing education needs, and also the possibility of starting up student member chapters, and APWA Scholarships relative to RITA match to these dollars amounts for transportation students. Kurt suggested that Rob consider coming to the Spring conference to continue interaction and training for APWA members.

Ken Fuller asked how APWA or a jurisdiction can get a research project advocated for or into the system. Rob indicated that a new RFP will be out in March. Rob suggested that projects could be submitted, and Rob's group would help find a faculty member that would be able to champion a project. Ken noted that the City of Bend is currently

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having issues with the design and implementation of round-a-bout's their impacts on EMS vehicle delay.

Yvonne McClain raised the issue of how we the Oregon Chapter can be a resource relative to getting the word out to smaller cities and counties, and if OTREC was looking for funding. Rob indicated that getting the word out about the program is the biggest need and that they are not looking for funding.

Several other questions were directed to Rob relative to project selection, cost, governmental interface, etc. Rob indicated that he would be the one to contact for further information and he will point people in the right direction.

President's Report

- Rick Olson, Ron Polvi, and Kurt met with Dr. Edward Ray, OSU President and Rick Olson's son, who is currently the OSU Student Body President about partnering with OSU Alumni.
- Kurt distributed the 2007 Goals via email and indicated that he would like to keep "our eyes" on the 2007 Goals and for them to be a topic of discussion the next couple of months. Kurt is looking for participation from the Board to attempt to move the goals forward.
- Number one priority for the year is to up the level of activity that the Board has with the committees. The Chapter has some committees that have a great level of activity and there are some committees that have been dormant. The focus for 2007 is to try and involve more of our 700 members in APWA activities which will help us be stronger as a group.

Delegate's Report

Hugh Kalani was not present to give a Delegate's Report.

Correspondence

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

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Chapter Conferences

General discussion centered on how we get speakers and how in the past the load has fallen to a few people. Goal will be to set up a process that looks forward to future conferences such that the person lining up topics and speakers has a resource. Ken Fuller volunteered to use his staff to help set up tracks and speakers. Rick will work with Ken to formalize tracks for use at conferences.

- **Fall Conference 2006, Pendleton Convention Center, October 10-13** – No formal report from Bob. Rick indicates that Bob has forwarded electronic files from the fall conference, but no financials.
- **Spring Conference 2007, Ashland; May 1-4** – Rick reports that the committee is moving forward and has a core of six people. They have had two meetings with another one scheduled next week. Concern is the conference load on staff and the possibility of being overwhelmed. Transition from ESI to Cameo could be an impact relative to the support necessary to a small organization. Rick handed out speaker forms and will be putting together a speaker's forum data base. The conference committee has selected a theme of "To Build or Not to Build, that is the question." No speakers signed up right now and Rick needs help to identify and recruit speakers. Committee has several pre-conference ideas and tours. Hugh did send out the conference information and invitation to the Northern California Chapters for this conference.

Fall 2007 Conference, Bend; October 16-19 – No report, but Jim confirmed that they are still planning to have the conference.

- **Spring 2008 Conference, Eugene** – No report.
- **Fall 2008 Conference** – No report.
- **Spring 2009 – Astoria or Seaside** – No report
- **Fall 2009 – Mid Valley area – Salem / Corvallis** – No report.

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Old Business

Scholarship Foundation

Dan Boss stopped by to pick up the check from the Chapter for the Scholarship Foundation. The Scholarship Foundation Board met last week. At that meeting a recommendation was made for the APWA Oregon Chapter President or a selected member of the Chapter Board to visit the college and personally hand the students their scholarship checks. Dan noted that there are no formal award functions, but at least there would be a face to face contact from an APWA Oregon Board member. The Board agreed that this is a good idea. Kurt asked if the Foundation has discussed a lower funding amount for tribute account scholarships (less than the current \$10,000 minimum). Ron Polvi and Dan Boss indicated that they have not due to the amount available for an award would be very small relative the cost of college. The Foundation needs to update their mailing address due to the transition from ESI to Cameo. The Foundation Fund is hovering at the \$200,000 level. The Board discussed the need to determine what our ultimate goal is for the Foundation. Kurt indicated that one of the chapter goals for 2007 is to determine what our goal is beyond being self sustaining.

Final 2007 Chapter Goals

These were sent out via email and comments received were incorporated. Goals were approved by Board vote.

Conference Scholarship Advertising

This item was be added to the goals for 2007. Gregg will put together a short write-up for the Newsletter and web page.

Kansas City Leadership Training

Peggy Keppler is signed up and will attend.

Award Nominations Reminder

Post card was sent out.

Life Membership Letters

Kurt prepared letters for signature by the Board and brought them to the meeting to be signed. The letters were given to Gregg Weston to mail out.

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Model By-laws

Final comments received will be included in the final document for approval at the February Board meeting and presented to the Membership at the Spring Conference for approval. Once approved, the document will be submitted to National.

New Business

Joint Washington/Oregon Chapter Dinner at APWA Congress – San Antonio

The Washington Chapter sent an email to Kurt that indicates they will organize the dinner for this year. The Washington Chapter was asking the Oregon Chapter if we wanted to participate in another joint dinner with the California Chapters. It does not appear that the Washington Chapter wants to have the size of the dinner held in Kansas City. Discussion centered on what the Board's pleasure is relative to just having the Oregon/Washington chapters in attendance. Washington chapter is suggesting that the dinner be just the two chapters. Rick indicated that the bigger the better in order to broaden our contacts. Kurt suggested that since the Washington Chapter is willing to set up the dinner with just Oregon and Washington, then we should go with their lead. Conclusion is that we will defer the decision of a larger joint dinner to the Washington Chapter.

National Engineers Week Banquet

Peggy sent out an email reminder about the National Engineer's Week Banquet. The banquet is a great opportunity to work with ASCE in the Portland Metro area.

Correspondence with Chris Monsere

Pre-empted by visit from Rob Bertini.

National Committee Nominations

Minimum number of Oregon members currently on these committees. Kurt serves on the budget committee and asked that we support him committing to another three years. The Board voted to support Kurt in this recommitment. Paul Klope also is currently serving on the Education Committee along with Mary Maloy who is serving on the Water Resources Committee.

ESI Contract

Kurt will extend an invitation to Maggie Vohs from Cameo Management to attend the February Board Meeting.

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Director Initiated Items

Approval for opening a Chapter Convention Bank Account – The board passed a motion to approve the Spring Convention Committee to open a local bank account for the Spring Conference in Ashland. The board approved the following as signers on the account;

Larry Beskow, City of Medford

Pieter Smeenk, City of Ashland

Next Board Meeting

February 9, 2007 – ODOT, Salem.

Agenda Items for Next Meeting

With no other business pending, President Kurt Corey adjourned the meeting at 1:25 PM

Respectfully Submitted,

Gregg Weston, Secretary

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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 |