

Oregon Chapter APWA Board Meeting Minutes



Date: **July 13, 2007**

Location: Hamley's Steakhouse – Pendleton, OR

Board Members Present	Board Members Absent	Visitors
Kurt Corey – President	Eric Rouse – Director	Jim McLaughlin – City of Eugene
Rick Olson – President Elect		
Gregg Weston – Secretary		
Yvonne McClain – Treasurer		
Hugh Kalani, National Delegate		
Lila Bradley – Past President (via conference call)		
Marty Andersen – Director		
Jim Carnahan – Director (via conference call)		
Ken Fuller – Director (via conference call)		
Peggy Keppler – Director (via conference call)		
Bob Patterson – Director		

Meeting called to order at 10:14 A.M. by President Kurt Corey

Approval of Minutes

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

Treasurers Report

The Treasurer's report was approved as submitted. Yvonne brought the monthly budget summary and discussed activity for the month. We are still behind in revenue as forecasted in our 2007 budget. She indicated that anticipated income next month will offset some of the deficit. Rick had a question regarding "subcontracting fees" item 670 which is quite high relative to the budgeted amount. Yvonne will review and determine if these dollars need to be reallocated to other line items. One item paid out of this line

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item was the \$5,000 to Craig Zablocki. Yvonne has submitted the mid year financials to National.

President's Report

No report as Kurt has been out of the office since our last meeting.

Delegate's Report

Hugh shared a Washington Chapter publication. This is a magazine format and will be a regular item.

Correspondence

Kurt went over the correspondence file. The Chapter has been notified that we have again met the criteria for the 2007 PACE Award. We did actually receive a letter from the office of Peter DeFazio and it is in the Correspondence file. We have heard back from National that our draft By-Laws have been approved by National, and will be presented to our membership at the Fall Conference for approval.

Chapter Conferences

- **Fall Conference 2006, Pendleton Convention Center, October 10-13**
Audit will be completed today.
- **Spring Conference 2007, May 1-4; Ashland**
Have not seen the financials from the conference committee, but anticipate that everything is in good shape.
- **Fall 2007 Conference, October 16-19; Bend (Jim Carnahan)**
Planning meetings have been going on weekly and are working through activity planning. Jim requested start up funds. Yvonne will send a check for \$5,000 as seed money and Jim will set up a local bank account. The Conference Center has some questions relative to our needs and their capabilities. They have suggested that we request sponsors that can have their names on the reader boards announcing the education breakout sessions. The facility will have opportunities for larger exhibits and equipment. Ken has ideas for additional vendor activities that can raise scholarship funds. This is to get people to visit the vendor area which will be on the lower floor from the education and banquet facilities. Bend will commit to setting up

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eight speakers, Futures Committee, and the Transportation Committee will also provide eight speakers each. Ken discussed potential sessions on Public/Private partnerships in the Bend area as well as other potential topics. The committee is still working on technical tours. Kurt has not extended invites to any National officers yet, but will follow up on this item. Question was raised about blocking out rooms at other hotels. Rick thought that the Riverhouse has enough rooms with 140 blocked out right now. Thursday night Banquet program will include awards, overall timeframe for presenting and accepting awards should be limited to 30 minutes.

- **Spring 2008 Conference, April 15 – 18; Eugene (Mark Schoening)**
Contract is in place with the Valley River Inn.
- **Fall 2008 Conference, October 21 – 24; Welches**
Draft contract has been sent for our review.
- **Spring 2009 Conference, April 28 – May 1; Seaside (Washington County)**
Washington County has agreed to lead.

Old Business

Chapter Conference Insurance

Rick discussed the continuing dialog with National regarding insurance requirements. Our major problem is the financial obstacle for our vendors. This issue was taken before the National Board, and it appears that we are not the only Chapter that has raised the issue. National will write a letter outlining the issue for all Chapters to react to. Our decision is either we require insurance in accordance with National, or do we put our own policy in place. National indicated that only three Chapters have raised a concern, and Rick responded that there must be a number of Chapters looking the other way. The concern is the small vendor and local area representative that cannot, or do not have the coverage. National will not sign off on contracts without the insurance coverage item being included. National is willing to talk to us about limits and means to cover a table top exhibit versus the equipment vendor activity. Kurt suggested that a couple of people get together to bring this issue to closure. Rick suggested that the Board look at their own coverage for conferences and report back to the Board our findings. Based on National's willingness to assist us in continuing to be successful, we will work to find a creative solution to this issue. Ken and Hugh agreed to work with Rick on this issue.

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Model By-Laws

Draft By-laws have been approved by National and will be presented to the Chapter membership for adoption at the Fall Conference.

Conference/Congress Scholarship Policy

Kurt has revised the policy to reflect the new Oregon Chapter event coordinator. The current policy changes only include the change from ESI to Cameo Management. Kurt discussed the deadlines for application for scholarships to the Spring and Fall Conference are both identified as February. Kurt asked for a vote of approval as it now stands. Yvonne asked that we consider revising the application. Bob suggested an amendment to set the deadline for two dates, being February and August. The amendment was approved and the policy was approved with the changes discussed.

Standard Specifications Printing/Publishing Costs

Marty Anderson has not pursued this within ODOT. The issue remains that ODOT has difficulty applying revenue from sales against the upfront costs.

New Business

PACE Award

Oregon Chapter has been notified that we have met the National requirements for the PACE Award for the seventh straight year. Thanks to Peggy Keppler and Stephanie Reid for their hard work on this submittal.

Congress Scholarship Application

An application was received from Jim Carnahan for a scholarship to attend 2007 National Congress in San Antonio. Jim's application was approved by the Board for a \$500 scholarship to attend 2007 National Congress. Some additional discussion was held regarding the website advertising for scholarships including how much is available and how to obtain hard copies of the application.

Chapter Dinner in San Antonio

Washington Chapter is coordinating the Chapter dinner this year. A contact email was sent out based on the National data base. There are only a total of 85 spots available at \$38.00 apiece. This notification will be resent to our membership to assure coverage.

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National Congress in Portland Initiative

Yvonne indicated that Terry and Ted will be contacting Portland Oregon Visitors Association (POVA). Yvonne is contacting National to get the latest convention requirements for exhibition space and lodging. She will report back her findings. The soonest we could sponsor a National Conference is 2014. The next application will be due in late fall. A motion was approved to work with the Washington Chapter to move forward with the investigation and potential application.

British Columbia Chapter 75th Year Celebration

Kurt was asked to attend to represent the Oregon Chapter at our cost. Kurt requested that the Chapter approve a reimbursement of the cost of the registration and some expenses up to a maximum of \$800.00.

Nominating Committee Report

Rick reported that the committee has proposed a slate of candidates. (Rick will forward the list for inclusion in the minutes.) The list was discussed and approved by the Board.

Director Initiated Items

Jim reported that the Bend Riverhouse is now accepting reservations for the Fall Conference.

Next Board Meeting

August 10, 2007 – David Evans & Associates; Bend, Oregon

Agenda Items for Next Meeting

With no other business pending, President Kurt Corey adjourned the meeting at 12:00 PM for lunch and tour of the remodeled Hamley's facility.

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 1	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