

## Oregon Chapter APWA Minutes

Date: February 8, 2008

Location: CMTS, Inc Host: Aqua Rivera Conference Room

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<b><u>Board Members Present</u></b>	<b><u>Board Members Absent</u></b>	<b><u>Visitors</u></b>
Rick Olson - President	Ken Fuller - Director	Barbara Blair
Kurt Corey – Past President	Gregg Weston – President Elect	
Yvonne McClain - Secretary		
Peggy Keppler – Secretary		
Hugh Kalani, National Delegate		
Marty Andersen - Director		
Bob Patterson - Director		
Mark Schoening - Director		
Todd Watkins - Director		
Jim Carnahan - Director		

### **Approval of the Minutes**

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

### **Treasurers Report**

Peggy Keppler, treasurer, distributed and discussed the financials. Items discussed included the following:

Peggy and Rick Olson met with Cameo Management last month to discuss funds that were distributed to Cameo Management and the Educational Scholarship fund. The education account brought in approximately \$13,000. Overall asset is \$49,693.00. Currently they are under in expenses compared to revenue due to the year just starting. Do not anticipate any large bills within the next months.

The question was asked if funds were withdrawn from the CD account. It was confirmed that the chapter has not withdrawn any funds from this account.

The financial report was approved by the Board of Directors.

### **Delegate's Report**

Hugh Kalani reported that he is still waiting to hear from the National Executive on if he is able to attend the Conference.

Hugh requested that all APWA activities be submitted to him via email by mid March. Examples of activities can included: Special programs, Strategic planning, By-law changes, public works week activities etc. These items will be reported to the House of Delegates Spring meeting for Region 9 in Massoula, MT.

### **President's Report**

Chapter Advocacy Task force survey needs to be submitted

The chapter has submitted a couple of letters for Awards.  
Would like to discuss having a task force to look at education items.

### **Spring 2008 Convention Update**

- Mark Schoening passed out the schedule of technical session and all categories are complete.
- The goal is to make this a “Green Conference” Trying to set the bar for following conferences.
- Mark has asked all presenters to turn in their presentations earlier than normal. The committee has arranged to have the presentation placed on a memory stick “flash drive” which will be given out to all conference attendees with the APWA logo.
- The post cards are going out today to 775 members
- Rick Olson is sending out information on the conference electronically to all vendors.
- Barbara Blair noted that the Green sessions are confirmed for the date and time. If anyone wants to make a change let her know.
- Barbara Blair has sent out thank you emails to confirm date and time to the speaker. She will coordinate with Mark Schoening on the deadline date for all speakers to turn in their reports.
- Looking for a vendor to contribute \$2,000 for the memory sticks. At this time the time line has passed to have a company logo on the memory stick.
- Looking for moderator for the sessions.
- Mark Schoening asked that we have presentation ready just in case a speaker is unable to attend at the last minute. Barbara has already confirmed Alan Lively, ODOT as a back-up speaker.
- Mark Schoening is checking with United Way about doing a community service project for Tuesday.
- First Timers program is scheduled to proceed.
- There is a full guest program scheduled. Items include: Lunch at King Street Winery, Touring the Hult Center. The goal is to keeping this program at a limit of \$100.00. The conference may subsidize the program due to the attendance.
- All complementary rooms are going to the National President and Director. If they do not attend then the rooms will be open.
- The letter for CEU’s has been submitted for Oregon Water and Wastewater Agency Response Network (WARN), Use of GIS, and Micro Hydropower.

### **Fall 2009 Conference:**

Kurt sent a letter to Gregg Weston, Dave Rouse, Paul Shirey - City of Milwaukie, To chair the Fall October 21-24, 2008 conference in Welches. We are at a critical point where we do not have a Chair for the conference. Yvonne McClain, Marty Andersen and Hugh Kalani will check with the City of Portland. Send all potential candidates to Kurt. Please contact potential candidates by next Friday.

### **Fall 2008 Conference:**

The accounts have been reconciled and are ready for an audit by the audit committee. Jim Carnahan submitted \$1,148.48 to give to the chapter. There are still two outstanding checks that need to be processed before they can close the account.

## **Old Business**

### **Summary of Educational Accounts (Report by Peggy Keppler)**

- 6 schools held last year, 2 schools made money and waiting for final numbers for 2 schools.
- Overall \$547.00 increase in revenue.
- The educational account brings a lot more than anticipated.
- The chapter did not have as much conference revenue there for overall we are short by \$5,000. This does not take into account that the fall conference has not been reconciled.
- The funds shown here are just the West Coast detailed numbers.
- The registrations that come into Cameo Management are shown in category 407 (Conference Revenue) this is from the reconciliation of the West Coast account from the conference committee.
- Good news is that the fall and spring leadership classes did really well.
- Discussion on goals for reserves for the chapter. The APWA National Reserve standard for chapters is 30%. This chapter will look into the reality of achieving this goal.

### **Cameo Contract Renewal**

Peggy Keppler gave an overview of Cameo's contract. It expired in December 2007. The contract includes the following items:

**Basic educational workshops** – workshop facilities coordination, workshop planning with the planning committees, prepares the budget, fliers, registration, design notebook cover, orders materials, orders gifts, work shop prep (speakers, facility food, closes up the workshop, tracking of attendees, submitting completion certificates).

**Basic chapter office support services** – Maintains the Board address, managing the financial account with West Coast, managing the incoming phone calls, take APWA orders for example specifications, conference support if needed. Additionally she does the mailing for the chapter newsletter and she stores and inventories the materials from the educational schools.

**Basic conference support services** – Managing the CEU registrations and certificate, coordinate with the APWA conference chair with speaker coordination, facility coordination, event materials, on-site services etc.

A small committee will meet to review the contract and give recommendations to the Board for the revised contract. Currently the contract is on a month to month basis until the contract has been signed.

### **Educational Program Coordination**

- Board members need to look for members who will work with Gordon Merseth in coordinating the short schools schedule and locations for the year.
- Todd Watkins will talk to Maggie Vohs to get an assessment of the database for the short school mail-outs.

Jim Carnahan presented a summary from the survey that was taken on the Oregon Education Programs. The groups that were focused on were groups younger than 35 and older than 35.

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Additionally, CEU's is a critical area that the Board needs to consider when developing topics for the conferences.

### **New Business**

Strategic Plan Discussion: Rick passed out the attached organization chart for the following for discussion:

- Oregon Chapter – Current Structure and proposed structure
- Chapter committee outline
- Executive Board responsibilities
- President Elect responsibilities
- Treasurer responsibilities
- Secretary responsibilities
- Board Member responsibilities
- Past President Responsibilities

The proposed organization chart has been approved. Each Board member was assigned to a group of committees.

### **Director Initiated Items**

Goals for 2008: See attached task list.

- Improve Connections to and Between Members
- Provide/expand meaningful education opportunities for members
- Strengthen and broaden service of Oregon APWA to members and member agencies

### **Items to note**

League of Oregon Cities will be notifying the various cities and counties about the 2009 session on the transportation topics.

Kurt Corey reported that APWA National has scheduled its 1<sup>st</sup> symposium on climate change. Oregon and Washington have historically been the leaders in this field. It would be nice to support APWA to be the leader in climatology and green building. Due to confirmed registrants are low as of this date they are looking for support in advertising the conference to the members. Hughes Kalani and Rick Olson will produce a summary on the web site.

National awards have to be into the National office by March 3, 2008 (not postmarked).

### **Business Meeting Adjourned:**

Next meeting at the Valley River in Eugene, OR at 10:00 am.