



Board Meeting Minutes  
December 10, 2010  
ODOT Technical Learning Center  
4040 Fairview Industrial Drive SE  
Salem, Oregon

Meeting was called to order at 10:10 am.

**Board Meeting Attendance:**

Peggy Keppler	City of Eugene	President
Gregg Weston	DEA	Past-president
Mark Schoening	City of Eugene	Treasurer
Bob Patterson	City of Pendleton	Secretary
Delora Kerber	City of Wilsonville	Director
Elizabeth Papadopoulos	TriMet	Director
Marty Anderson	ODOT	Director
Todd Watkins	Washington County	Director
Terry Song	HNTB	Director
Hugh Kalani	Retired	National Delegate
Stephanie Reid	City of Lincoln City	National Delegate-elect
Paul Shirey	City of Milwaukie	Director-elect
Paul Klope	City of Eugene	Specifications Committee Chair
Angie Sousa	City of Albany	Leadership & Management/Diversity Chair
Eric Jones	City of Eugene	E-APWA Chair
Gary Stockhoff	Washington County	Historical Committee Chair
Sam Irving	City of Portland	Education Committee Chair
Gordon Munro (arrived later)		Awards Committee Chair

**Board Members Absent:**

Mary Meloy	Consultant	President-elect
Russ Thomas	City of Newberg	Director

**Secretary's Report – Bob Patterson**

Eric indicated that minutes have not been posted to the web since early 2010. Best practices indicate that minutes of the Board meetings should be sent to National each month and that we post the minutes on the Chapter website for members. Board requested minutes from the September and October meetings be prepared in narrative style and brought back to Board for approval.

Motion to Approve November minutes: Marty; seconded by Gregg Weston and approved by unanimous vote.

**Treasurer's Report – Mark Schoening**

Financially, 2010 was a good year. Monies from the Education account will be transferred to the Chapter Business account at the end of the year to leave a year-end balance of \$7,500.

There was a transfer of \$10,000 to the Money Market account at the beginning of the year. Another transfer maybe appropriate in 2011.

200 copies of APWA children's book, PAWS, were purchased for \$115. These books are available to Chapter functions promoting APWA.

Motion to approve Gregg; seconded by Elizabeth, approved by unanimous vote to approve the November Financial report.

Due to the strength of the budget and Board interest in attending the Kansas City Chapter Leaders training, Peggy requested a motion from the Board to also authorize Russ Thomas for the training in February 2011. Motion seconded and approved.

### **Delegate's Report – Hugh Kalani**

Hugh was recognized for his long years of service. Hugh mentioned there was nothing new to report, but that he had e-mailed the information he had to Stephanie Reid.

The next House of Delegates meeting will be held in Vancouver, Washington; April 1, 2011. Stephanie will attend.

### **President's Report –Peggy Keppler**

Peggy gave a quick review of the National website and shared important links found in the “Chapter Leader Resources.”

Peggy also noted that National “Call for Nominations” is open on-line. The Board openly endorses all of its members to self-nominate. Mark Schoening is interested in the Transportation Committee, Peggy Keppler is interested in the Leadership & Management Committee, and Gary Stockhoff is interested in the Engineering Technology Committee. Motion to endorse their nomination, seconded, and approved by Board. Mary will be asked to write letter of endorsement.

Peggy shared that Jeanne Nyquist was taking the lead on the Chapter support to National for the Sustainability Conference which will be held in June 2011. We underestimated the interest in submitting presentation. National has guaranteed 2 presentations.

An Email blast on the upcoming Concrete Paving Solutions Seminar was sent to Chapter members.

National's International Affairs Committee will hold a chapter leaders' webinar on Dec. 16th regarding an initiative to provide opportunities for members to become involved. Mark suggested and agreed to prepare Newsletter article asking for interest from Chapter members who might be interested in the new initiative.

Next month, the Board members should review liaison assignments and make adjustments due to new Board members and Terry's move to Treasurer.

### **Old Business**

**STRATEGIC PLAN REPORTS:** Terry S met with Eric Jones and drafted the strategic communications plan. The draft was emailed to Marty A and Terry S for review. It appears to be a good plan, but will be presented to the Board in January.

### **Committee Reports:**

#### **Awards (Delora K & Stephanie R)**

No report from Gordon Munro. Stephanie reminded the group that in order to qualify for PACE submittal we will need to submit 3 award nominations in addition to the “Top 10” nomination. Please remind everyone that all nominations should refer their nominations as “Chapter” nominations.

Peggy requested the Board move to ask Allen Hall Public Relations, University of Oregon, to prepare the PACE nomination for the Chapter. Gregg Westin will lead them in completing the application packet. Motion seconded and approved unanimously.

#### **Conference (Terry C not available)**

Peggy reported that the dates, October 18-21, have been set for fall 2011 conference at Eagle Crest and the contract has been signed. We are still hoping to have a joint conference with OEMA at Salishan, fall 2012.

#### **Scholarship (Victoria Saager not present) (Terry S)**

Scholarship selection is complete. There are no funding needs.

#### **Leadership/ Diversity (Angie S)**

Website software has been purchased. She now has the tools to create and work on webpage for the Committee. Leanne Welch was selected for the "Top 10" nomination.

Angie mentioned that it was difficult to find diversity-related speakers for the conferences and requested the Board consider paying mileage to encourage speakers. It is an identified best-practice to have a diversity-related presentation at each conference.

#### **Education (Sam I)**

Sam presented the Education Expense/ Revenue Report for 2010. Overall, the educational courses were well received this year. The Public Works Leadership program was held in Pendleton concurrent with the fall conference. An acknowledgement of the NWPWLI graduates should be placed in the Newsletter.

Gordon Merseth proposes a "Project Management" course be added to next year's list of educational offerings. The Committee will be looking at other possibilities and bring them back to the Board as developed. It was mentioned that the Strategic Plan identified Bruce Hoyt as a possible lead for an ADA class and that Russ Thomas was interested in creating a Utility Locator class.

Russ reported that he had received a grant to bring in a trainer for the Utility Locator class and that it will be run in conjunction with street maintenance school next spring. Russ will work with Sam and CAMEO to complete the program needs.

#### **Futures (Paul S)**

The Board asked that Jeanne Nyquist be assigned Committee Chair.

#### **Membership (Elizabeth P) - No report**

#### **Historical (Gary S)**

Gary has started a schedule, plan and budget for 50<sup>th</sup> celebration. He is reviewing the materials from Eric Jones and will check with the State Historical Society to see if there are any materials left there. The Board suggested Gary contact Beth Vargas to reach Dave Vargas (her father); as he might have some past chapter information to incorporate into the 50<sup>th</sup> anniversary celebration.

#### **Public Works Luncheon (Elizabeth P, Paul K)**

The Public Works Luncheons are going very well. Steve Rodolf had to leave the Eugene group, but Jesse Weller has stepped in to take his place.

#### **Standards (Paul K)**

The Standard Specifications Committee continues an ongoing improvement process. ODOT stores the specification documents on their website. Committee is close to starting a major update of the 2008 edition. The goal is to update on a 4-year cycle. No financial needs for update work.

#### **PR/E-APWA (Eric J)**

Eric provided the annual report. Electronic newsletters were prepared quarterly.

**One call. - No report.**

### **Transportation (Terry S)**

The Transportation Committee met 4 times this year plus meeting at each conference. For each conference the committee arrange 8 technical presentations. Jenifer Willer (Eugene) established and updates a webpage for the Committee. The Committee also arranged 2 field trips. There are 24 members on the committee roster.

### **Water Resources (Delora K)**

The Committee met regularly for meetings and various tours throughout the year.

### **Emergency Management (Delora K)**

Les Miller and Mark S are working on potential presentations for next year's conferences.

### **Intergovernmental Relations (Marty A)**

Not Active. Board suggested this committee might work best as an "Action Team." If the Board finds that there is a task suited for the Intergovernmental Relations Committee, they would be organized to complete the task but remain inactive otherwise.

## **Conference Reports**

**FALL 2010 CONFERENCE (Bob P):** Bob indicated that he was working \$500 discrepancy on the donations to the Scholarship Foundation, but otherwise the conference financials are complete. Conference produced a \$13,000 profit for Chapter.

**SPRING 2011 CONFERENCE:** Delora is working with Jill Marilley and the conference planning committees for the spring 2011 Joint Washington/Oregon Conference. Hotel registrations are open and conference registration will be open soon. Mark has a meeting, January 10 to review and finalize the technical presentations. Keynote speaker is Ian Hill. He will also have 4 technical sessions. National President, George Krombie will be attending. There will be a First Timer Program, Golf Tournament (Tuesday), Chapter Committee meetings (Wednesday morning), a Joint Board Meeting, Chapter business meetings (Friday morning after breakfast), and technical sessions Friday morning.

Board discussed the Gizmo and what level of participation the chapter and foundation should have with fundraising during the conference. The Scholarship Foundation will take care of the GIZMO fund raising as far as other fund raising events, more discussion with the foundation is needed. Funds collected for scholarships should go to foundation directly with as little as possible going through the chapter.

**FALL 2011 CONFERENCE:** No updates.

**SPRING 2012 CONFERENCE:** No updates.

Fall 2012 joint OEMA at Salishan is still being reviewed. Board suggested we use the chapter website to keep future conference locations up-to-date.

## **2012 Budget Planning**

Mark presented a proposed 2011 budget.

**Community outreach:** Peggy received a formal request from Ron Polvi for \$2,000 MathCounts. Mark is on the MathCounts Board and abstained from the vote. Motion carried from Elizabeth; seconded by Gregg, and vote was unanimous.

**Awards:** There were 5 Julian Awards, Bose Award, Two “Project of the Year” Awards, and an Honorable Mention.

Poster Board needed for Award Display. Eric suggested using an electronic display instead. Pace awards are missing; Stephanie left them at Spirit Mountain. Peggy informed that National is giving out buttons to be put on the plaque now.

For next year: change contact information for the “Every-day Hero Award on the website and promote Young Leader and “Everyday Hero” awards. Eric suggested using the short school to promote the “Everyday Hero” award.

There is a need for national awards, need a champion to chase down and promote national applicants. Improve promotions of awards. Gordon will continue filling out the national applications for people encourage them to pursue the national award. Budget is ok, leaving it as is (\$1,500)

#### **Scholastic Foundation Board Update (Eric J)**

Rick Olson has been elected the new treasurer. He will work with Dan Boss this coming year. Eleven annual scholarships totaling \$16,000 were awarded to OIT, OSU, PSU, U of O, Blue Mountain CC, Lane CC, Umpqua CC, and Southwestern Oregon CC. The Foundation Board requested \$6,000 for 2011. Mark: motion to provide \$6,000; seconded by Marty, approved by unanimous vote.

Mark awarded Peggy with past-president pin.

Adjourned at 3:12 pm.