



Board Meeting Minutes
December 9, 2011
City of Eugene
1820 Roosevelt Boulevard, Building 1
Eugene, Oregon

Meeting was called to order at 10:06 am.

Board Meeting Attendance:

Mark Schoening	City of Eugene	President-Elect
Peggy Keppler	City of Eugene	Past-President
Bob Patterson	City of Pendleton	Secretary
Terry Song	HNTB	Treasurer
Delora Kerber	City of Wilsonville	Director
Marty Andersen	T.Y. Lin	Director
Todd Watkins	Washington County	Director
Russ Thomas	City of Newberg	Director
Paul Shirey	Retired	Director

Board Member's Absent:

Mary Meloy	Consultant	President
Stephanie Reid	City of Lincoln City	National Delegate
Elizabeth Papadopoulos	TriMet	Director

Others in Attendance:

Gordon Munro	Kennedy/Jenks	Director-Elect, Awards Committee Chair
John Lewis	City of Oregon City	Awards Committee Chair-Elect
Tony Jobenick	City of Eugene	Fleet Services Committee Chair
Doug Singer	City of Eugene	Eugene Public Works Luncheon Chair
Paul Klope	City of Eugene	Standard Specifications Committee Chair

Introductions – Mark Schoening

Mark mentioned that Gregg Weston is looking for the signed contract for Hood River – no one attending knows the contract's status. Mark then asked for everyone to introduce themselves to the group and state briefly why they were in attendance.

Good of the Order – Mark Schoening

Secretary's Report – Bob Patterson

Bob mentioned that he had not prepared the July 2011 minutes. Todd summarized the minutes from the November Retreat board meeting. No corrections were noted.

Motion made to approve November minutes; seconded and approved.

Treasurer's Report – Terry Song

Terry provided the November 2011 account report to the Board. He noted that conference revenue is still waiting to be updated with Spring Conference gain. He has transferred \$7,500 from the money market account to the checking account. Fall Conference was expecting about an \$11,000 gain and only ended up with a \$3,400 gain.

Motion made to accept the Treasurer's reports; seconded and approved.

Terry mentioned that he is in the process of getting account signatures for new officers. He provided a resolution for the signatures for Pacific Continental Bank to be updated.

Motion made to approve the resolution; seconded and approved.

He then provided a resolution for the signatures for West Coast Bank to be updated.

Motion made to approve the resolution; seconded and approved.

An audit will be performed in January with Stephanie. In the past, Dan Boss, Ron Polvi, Gregg Weston, and Stephanie performed the audit. Mark will contact them. Peggy stipulated that the treasurer is to cooperate in full with the audit.

National Delegate Report – Mark Schoening

Mark provided the board with an electronic copy of Doug Drever's Region 9 report (see attached). Stephanie is absent from providing a report. Mark mentioned National awards are to be done electronically except for the historical award which will still to be done by paper submittal.

President's Report – Mark Schoening

Mark mentioned correspondence is still going to Mary. He noted that we need to identify a Top 10 candidate – it's best if they are active in APWA at either or both the local and national level. Gregg will lead the Pace Award application. There was discussion about using the U of O journalism folks for assistance.

Motion made to approve use of U of O to assist with the Pace and Top Ten Awards; seconded and approved.

List of the last 10 years awardees includes Kurt Corey and Dan Boss. We need to select a candidate by January 13th or before using electronic balloting.

ACTION ITEM: SELECT CANDIDATE FOR TOP 10 AWARD ON OR BEFORE JANUARY 13, 2012.

Current liaisons to national committees are Les Miller, Ken Stoneman, and Angie Sousa. Mark led discussion about next year's meeting schedule. We will be keeping the 2nd Friday of the month scheduled for meetings. Marty will help with December meeting. July and December are the committee report meetings. June meeting will be held in Pendleton instead of December and December meeting will be held at Washington County instead of June.

Liaisons to Chapter Committees – Mark Schoening

Mark brought up the website for review. National committees are Education, Diversity, Transportation, Membership, and Emergency Management. For the Chapter, Gordon will oversee Awards, E-APWA, and Public Relations. Delora will now oversee Leadership & Management, Diversity, and Water Resources. Marty will assume Emergency Management and would like to dissolve the Intergovernmental Relations committee because the task that it performed was completed a long time ago.

Motion made to make to Intergovernmental Relations and Industry Relations inactive; seconded and approved.

All of the information for Mary Meloy needs to be change to Bob Patterson – Conference Steering, Education, and two conferences.

ACTION ITEM: UPDATE DESCRIPTIONS AND LINKS TO PROVIDE BETTER INFORMATION ABOUT ALL COMMITTEES – GROUP EFFORT.

Liaisons to report on their committee activities at each hosted meeting. They should provide an overview of the mission, vision, goals, and budget for each committee. All committee chairs should be present at the December meeting each year.

Tony mentioned that there is more encompassing information for fleet managers than APWA provides. We discussed providing links to that information. Doug mentioned providing an invitation to committee chairs near where board meetings were hosted to attend. Peggy would like to see a tie in to the conferences. Todd mentioned having a collaborative direction for committees by following the strategic plan.

ACTION ITEM: TODD TO REVIEW WHICH COMMITTEE CHAIRS SHOULD BE INVITED TO WHICH MEETINGS IN 2012. HE WILL ALSO REVIEW DESCRIPTIONS ON THE WEB PAGE AND UPDATE.

Committee Reports:

AWARDS: Gordon discussed activities of the Awards Committee (conveyed he would send an email of his report within a week – not received; thus, need report for future meeting minutes).

ACTION ITEM: DELORA / GORDON / TODD TO SEND JOHN “EVERY DAY HERO” INFORMATION FOR AWARDS TO DATE FOR WEB PAGE UPDATE.

Gordon mentioned National “Project of the Year” appointment. Paul suggested we should consider a different name for the “Every Day Hero” award – modify the description – the “young leader” criteria are too narrow. Gordon mentioned that the criteria are based on National’s description.

CONFERENCES: Gregg provided an email (see attached). Hood River contract secured. There is an opening on this committee.

Spring Conference 2014: Seaside, still determining April dates.

Fall Conference 2013: (?) – ideas tossed out are Corvallis (CH2M Alumni / La Salle Center), Salem, or Albany (County Fairgrounds).

Spring Conference 2013: Hood River with Gresham hosting. Paul will verify with the City of Gresham.

SCHOLARSHIP: No report.

LEADERSHIP / DIVERSITY: No report.

FUTURES: Paul S. mentioned the committee seems to be inactive except for the Julian Award. Jeanne is extremely busy to be actively developing goals and ideas and Ted Kyle has moved to Hawaii. This committee works primarily on the Julian Award (sustainability).

EDUCATION: Sam Irving provided an email and spreadsheet (see attached). Budget reflected an annual gain of \$5,900. Actual to date is about \$14,000. Three classes are yet to be held – year-end gain should be about \$20,000. Reviewed the spreadsheet information.

MEMBERSHIP: Barbara Blair provided an email (see attached). Survey to increase membership by \$15 is available – with this increase, there would be no charge for Webinars. Survey is available until December 14, 2011. Through November 2011, Chapter has 815 members.

PUBLIC WORKS LUNCHEON: Doug mentioned that the Eugene luncheon has been occurring for about 3 ½ years. The charge is \$12 for lunch. Raffle prizes are offered – donated by consultants. They coordinate with Nancy Snyder in Portland, especially in sharing good presenters. They have 15 minutes to get settled from 11:45 to noon, then the presenter speaks. These luncheons provide Professional Development Hours (PDHs) for attendees. They typically have about 35 to 40 in Eugene and 45 to 50 attendees in Portland. Lunch is provided for interested students and they provide a mentoring program. See attached email information from both Doug and Nancy on the overall presentations for 2011.

STANDARD SPECIFICATIONS: Paul K. conveyed that his report is almost identical to the report given at the Fall Conference. They will be working on General Conditions with ODOT in 2012. They are looking for feedback on future major changes and will assist with minor changes. There are no budget needs in 2012.

Break for Lunch: 12:15 to 12:40 pm.

HISTORICAL: Peggy handed out a packet (Florida 50th Anniversary) and it was passed around the room. Paul S. suggested we take a picture of the Board at each conference for posterity.

PR/E-APWA: Eric Jones provided his report via email (see attached). Board briefly discussed the question of a “succession plan” for Eric as Bull Dog is eventually going to retire. We need to find other interested individuals to carry the torch in the near future.

TRANSPORTATION: Tim Shell provided his report via email (see attached).

EMERGENCY MANAGEMENT: Les Miller provided his report via email (see attached).

2012 Budget – Terry Song

Revenue reflects \$1,500 per quarter for members and \$20 per month for interest earnings. Expenses reflect a reduction in travel expenses; an increase for Board retreat of \$1,000; an increase in professional fees; a reduction in office supplies, postage, and website; an increase in awards; and an increase in taxes.

To balance the budget presented, everyone agreed to change line 880, taxes, from \$1,750 to \$1,250.

National recommends Chapters have 0% to 35% in reserves. Our Chapter currently has about 30% in reserves.

The annual \$6,000 donation to the Foundation was discussed and recommended to remain the same in 2012.

Motion made to provide \$6,000 to the Foundation in 2012; seconded and approved.

Questions were asked about the Foundation's goals for 2012 and why they were not present to provide an annual report. Mark will tell Kurt Corey, Foundation Chair, the Foundation is not to schedule future meetings that conflict with Board meetings (good luck, Mark, was the general sentiment).

The annual \$2,000 donation to Math Counts was discussed and recommended to remain the same in 2012.

Motion made to provide \$2,000 to Math Counts; seconded and approved (Mark abstained from voting).

Marty discussed other community outreach ideas. He has a request for \$250 for the steel bridge competition from the ASCE Chapter at OSU. Society of Women Engineers at PSU is putting a book together of Portland bridges for 3rd / 4th graders. Marty will follow-up on their needs and inform both groups to submit a letter of request. We discussed that the Board has previously provided funding for Engineers without Borders and also denied a request on their behalf in the past.

Motion made to adopt budget for 2012 as adjusted; seconded and approved.

Budget will be posted on the website for the general membership.

New Business / Director Initiated Items:

Mark introduced APWA logo note cards to the group. 300 cards cost \$220.49 with an additional \$30 for envelopes, 100 cards cost about \$94, and 170 cards cost about \$200. For purchase in 2011, it was discussed to approve up to \$300 for the purchase of note cards and envelopes.

Motion made to spend up to \$300 for note cards and envelopes; seconded and approved.

Strategic Plan – Mark Schoening

Mark reviewed the action items listed in our plan (see attached). He discussed the ADA class and touched on the schedule through CAMEO. NWPWLI is to change from Delora to Todd. Community service projects – we discussed establishing a pilot project for 2012 – Todd and Paul S. will take this on. We touched on the partnership with League of Oregon Cities (LOC) and Oregon Association of County Engineers and Surveyors (OACES) – Winley Crisp provides project management training. Mark and Paul S. to meet with Craig Honeyman, LOC, in January 2012. We finished edits and discussed adoption of the Strategic Plan for 2012.

Motion made to adopt the Strategic Plan for 2012; seconded and approved.

Spring Conference at Valley River Inn – Peggy Keppler

Peggy provided a reminder that the Spring Conference incorporating “blending generations & new technology” is coming up at the Valley River Inn in Eugene. Preparation is well underway.

Adjourned at 2:10 pm.

PS: After the meeting Delora sent a note indicating Marty and Delora swapped liaison responsibility for Water and Emergency Management. Marty is now liaison for Water Resources and Delora is now liaison for Emergency Management. This has been reflected on the Chapter website (thanks Eric).