

# *American Public Works Association*



## **APWA BOARD MEETING MINUTES City of Milwaukie January 14, 2011 FINAL**

### Executive Committee Attendance

Mary Meloy	President
Mark Schoening	President-Elect
Terry Song	Treasurer
Stephanie Reid	National Delegate
Peggy Keppler	Immediate Past President
Delora Kerber	Director
Paul Shirey	Director
Todd Watkins	Director

### Guest Attendance

Jeanne Nyquist    Program Coordinator - NWPWI

-----

President Meloy called the meeting the order at 10:40 a.m.

She mentioned that she would have been president back in 1991 but was excited for the opportunity in 2011. She started her APWA career in 1984 and has a lot of chapter and conference experience.

President Meloy said she wanted to add the "Good of the Order" as a standing topic to the agenda at the beginning of each meeting. This will be a time for the board members to share personal or professional information with the group so that we can each learn something about each other instead of just talking about chapter business.

President Meloy went on to lay out her goals for the coming year:

Goal #1: Do Excellent Work

Goal #2: Use her experience for the benefit of the chapter

Goal #3: Run Good Meetings by:

- a) Having Meaningful Conversations
- b) Staying on Topic
- c) Staying on Time

Goal #4: Implement the Strategic Plan\*

Goal #5: Have a Great Time

\*Implement the Strategic Plan will also be a standing agenda item

After sharing her goals, President Meloy started the chapter's first "Good of the Order" discussion and each board member then went on to also share information with the group.

President Meloy asked how the board would like to establish the agenda for subsequent meetings. Delora Kerber suggested that the host be responsible for the printing of material and Todd Watkins suggested that we add "Set Next Month's Agenda" as a standing agenda topic. All agreed with these ideas. Logistically, printed materials (i.e. the agenda, budget reports, minutes, etc) need to be to the host in sufficient time for them to make the copies.

### Review of the Minutes

It was suggested that we review the September, October and December minutes offline and get the comments to Bob Patterson for February approval.

No minutes will be approved this month.

*Action Item:* Mary will speak with Bob about the format of the minutes for future meetings.

This needs to be handled soon because we need to get the minutes approved, sent to national, and posted to the web. It has been a long time since minutes have been posted to the web.

### Budget Report

Mark Schoening discussed the 2011 budget (which was approved at the December 2010 board meeting). He indicated that the budget has been submitted and approved by national.

Mark pointed out that there are some investment opportunities through national and that Dan Boss may be a good resource to find out what would be best for the chapter.

*Action Item:* Mark to update the 2011 budget report to reflect the correct year in the title block.

Terry Song said that \$40,000 will be moved from the business account to the money market account.

Terry will be watching a "new treasurer's" webcast on Jan 27th and Dan Boss may be watching as well.

*Action Item:* Terry will invite Cameo to attend the webcast, as well, to get information about IRS reporting requirements.

Terry also suggested that there be a \$20.00 expenditure to buy the latest version of Quicken so we can have a clean license. Everyone agreed that was a good idea.

Paul Shirey asked what the expenditure threshold was for needing a motion. Answer: None needed if it is a budgeted item but two signatures needed for checks in excess of \$5000.

#### Northwest Public Works Institute (NWPWI)

Jeanne Nyquist presented the board with the 2010 Annual Report and a discussion ensued.

Highlights of the report include:

- The institute had a successful year, financially in 2010
- There has been increased agency participation
- Graduates are volunteering for the program
- Results of a survey regarding paralleling the institute with the chapter conference were inconclusive.
- Joint institute / conference events helps defray cost of instructors
- Facility location and configuration is key to making a joint venture successful.

*Action Item:* Mark will ask Cameo if Eagle Crest can accommodate a joint venture with the institute.

The Washington program needs more instructors and facilities that are suitable for the training... especially the Developing Leader course.

Major issue with the Institute is the need for a succession plan for both chapters. Both boards probably need to provide assistance with this matter in order to maintain the continuity of the program. Since the curriculum is constantly being updated, someone who can actively manage the program is needed.

*Action Item:* Delora will investigate the possibility of having an extended breakfast with the Washington Chapter at the upcoming Joint conference to discuss the Institute.

*Action Item:* In addition, President Meloy will contact the Washington Chapter president to discuss a) the NWPWI and b) the schedule for future joint conference.

*Action Item:* The Institute's web site is hosted by John Ostrowski but at a minimum, the chapter's web site should have a link to it. Eric Jones should be contacted for this task.

#### Delegate's Report – Stephanie Reid

National is soliciting committee liaisons from the local chapters and it was agreed upon by the board that our own committee chairs should be encouraged to pursue this opportunity.

The following board members will contact certain individuals to encourage participation in the associated committee:

- Paul Shirey -> Futures Committee member for Sustainability committee
- Todd Watkins -> Angie Sousa for Diversity Committee
- Mark Schoening -> Sam Irving for Education Committee
- Delora Kerber -> Les Miller for Emergency Management
- Russ Thomas -> Tony Jobanek for Fleet Services
- Todd Watkins -> Angie Sousa for Leadership and Management
- Paul Shirey -> Ken Stoneman for Transportation

Stephanie will .pdf the delegate's packet and e-mail it to the board members with all the information she's recently received.

Mark suggested that the board should provide the chapter's representatives going to the upcoming training in Kansas City with some goals for networking with other chapters.

Hugh Kalani may have sent out the "APWA Updates 2010" packet to the board but in case he didn't, Stephanie will re-transmit it.

Mark Schoening made a motion to support Kurt Corey's nomination to continue with the Government Liaison committee.

2<sup>nd</sup>: Delora Kerber

In Favor: Unanimous

Nationally, the K-12 promotional material is being updated.

Alberta, Canada was the only region with a gain in membership for 2010.

#### President's Report – Mary Meloy

The only correspondence was the call for committee liaisons.

Terry Chamberlain and Gregg Weston were appointed to the Conference Steering Committee.

Joint conference with OEMA for 2012 is still not confirmed because of a possible conflict with OWARN.

Improved lines of communication with OEMA is needed to confirm our joint conference plans.

*Action Item:* Gregg and Terry need to gather the facts regarding the viability of using the Salishan in 2012 with OEMA.

The board is at a decision point regarding this topic. This will be a topic at the February meeting.

Mary would also like to include committee chairs with more of the communication that goes on among the board. There is a tool available through national's web site for this but it needs some training.

*Action Item:* Todd will develop distribution lists for both the board members and the committee chairs so we can all blast e-mails easier.

### Spring Conference Report – Delora Kerber

- Registration should begin the week of January 17<sup>th</sup>
- Vendors are actively being registered with 100 slots available at \$500 per registration
- Both lunches will have head tables
- Special guests:
  - Ian Hill, (key note and at least two sessions plus some one-on-one time)
  - President George Crombie
  - Brian Van Norman
- Golf (Tues) is at Camas Meadows - \$135 with a maximum of 140 players

The chapter presidents will provide a welcome message to the delegates.

### Special Events

Wed: 7:00 a.m. – Joint Board Breakfast  
8:00 a.m. – Board meetings

Thur: 6:30 a.m. – Fun Run

The joint conference will also be the site for the spring meeting of the Regional delegates and the national Emergency Management Committee.

The Gizmo will make a presence but be for Oregon delegates only. Bob Patterson was volunteered to be the Gizmo champion.

The Washington chapter will use a silent auction for their fund raising.

Washington does not want to pursue CEUs so Oregon will have to spearhead this effort if we want it. Disclaimer needs to be at the bottom of the form to indicate that CEUs are only for Oregon delegates.

CEUs typically only benefit “operators” because engineers only need PDHs which are not officially recorded. However, the offering of CEUs is often a draw to get more attendees.

President Meloy said that we will continue with the CEU program but encourage those who don't need them to not acquire them so we don't expend money unnecessarily on the record-keeping.

Ian Hill would like to speak with approximately 6 people from the chapter to find out about our concerns.

*Action Item:* Delora will contact several people to make arrangements to meet with Ian.

Pre-conference workshop, Self-Assessment / Accreditation, will have 10 "free" registrations for each chapter. The conference committee will determine how to distribute the free registrations.

#### Fall Conference (Eagle Crest)

Maggie will coordinate the event but we still need a local point of contact for certain decision points

*Action Item:* Mark will solicit and work with some local officials to help locate local key note speakers, entertainment and volunteers.

Fall will likely be a "break even" conference.

President Meloy will be the official "host".

Maggie will also solicit the vendors with support from Rick Olson.

*Action Item:* Suggestions are needed for the conference theme

Paul suggested that we get a list of past conference themes so we don't duplicate them.

#### Spring 2012 Conference – Peggy Keppler

Will be in Eugene to correspond with the Olympic trials  
Already starting to look at menu options

#### Fall 2012 Conference

This will likely be the joint conference with OEMA (Oct 17 – 20)

## Bylaws

We committed that we'd model our bylaws after the national's.

*Action Item:* Peggy will recruit a small committee to review / update our bylaws (Gregg Weston? Elizabeth Papadopoulos?)

Bylaws need to get reviewed by national and then approved by the chapter at a business meeting.

## Strategic Plan – Mary Meloy

The action items from 2010 were reviewed:

- Advocacy (Mark) – Because we are a volunteer organization with a membership who typically reports to locally elected officials, we are often limited by what we, as an association, can support or oppose. We may want to consider using a method, similar to national's, for selecting topics that we can engage.

*Action Item:* Mark will contact Jon Oshel (AOC) and Craig Honeyman (LOC) to get some insight and potentially develop a strategy.

- Conference Steering Committee – Gregg Weston and Terry Chamberlain should consider a long-range planning cycle with the possibility of using three anchor locations (Eugene, Pendleton, and a joint conference) with other state-wide locations intermixed into a four-year rotation.
- 50<sup>th</sup> Anniversary – Gary Stockhoff is working a budget for this project
- Communication Plan – Eric Jones has developed a plan but Paul Shirey has not had a chance to review it yet.
- Education Program – Mark will lead this now that he is the president-elect.
- Partner with Washington for a Joint conference – in progress
- Engage Cameo to manage the 2011 conference – in progress
- Evaluate by-laws – in progress



- Evaluate NWPWI – Todd has contacted both John Ostrowski and Jeanne Nyquist. This will be an ongoing item.
- Hold Public Works Leadership class with Fall 2010 conference – complete
- Value and Engage members – This is an ongoing item
- Strengthen leadership base – in progress

#### Miscellaneous

- It was noted that Lou Allocco had to resign as the membership chair but Barbara Blair has stepped back into that role.
- *Action Item:* The board will need to provide a letter of support the chapter's Top 10 candidate (Liane Welch).
- The chapter audit will be on January 24<sup>th</sup> in Lincoln City.
- "Set Agenda Items" will be added as a standing item for future agendas.

#### Adjourn

2:37