



Board Meeting Minutes
 March 30, 2011
 2011 OR/WA APWA Joint Conference
 Vancouver Hilton Hotel & Convention Center
 Vancouver, Washington

Meeting was called to order at 8:09 AM.

Board Meeting Attendance:

Mary Meloy	Consultant	President	
Mark Schoening	City of Eugene	President-Elect	
Peggy Keppler	City of Eugene	Past-President	
Terry Song	HNTB	Treasurer	
Bob Patterson	City of Pendleton	Secretary	
Stephanie Reid	City of Lincoln City	National Delegate-elect	
Delora Kerber	City of Wilsonville	Director	
Elizabeth Papadopoulos	TriMet	Director	
Marty Anderson	ODOT	Director	(arrived 9:40 AM)
Todd Watkins	Washington County	Director	
Russ Thomas	City of Newberg	Director	
Paul Shirey	City of Milwaukie	Director	

Other's in Attendance:

Eric Jones	City of Eugene
Angie Sussa	City of Albany
Brian Van Norman	National APWA
Terry Chamberlain	Retired
Gordon Munro	Kennedy/Jenks
George Crombie	National APWA

Introductions – Mary Meloy

Mary asked for introductions from attendees. Items to note: Stephanie provided a gavel to Mary to help with keeping order at the meetings. Peggy just returned with a gorgeous tan from her vacation in Fiji.

Good of the Order – Mary Meloy

Mary reviewed the agenda with the group and asked for items to be added to the agenda. It was noted to add the February minutes for approval, that George Crombie and Brian Van Norman would be sitting in on the meeting, with George presenting information when he was to appear. CAMEO contract was added to Old Business. An agenda will be put together for the Chapter Business meeting and Eric will assist with typing it up for Mary.

Secretary's Report – Bob Patterson

December and February minutes were available for review. No comments or corrections were noted for the December minutes.

Motion made to approve December 2010 minutes w/o changes: seconded and approved.

February minutes were reviewed with some corrections noted. These pertained to striking "working on an electric vehicle panel," "which is creating a somber mood at," "Transportation Committee chair," and "_____, not." Additions noted were adding returned "creating a somber mood," Chapter "Board Director", and Terry, Gregg Weston, "Ron Polvi, Dan Boss,"and Mark.

Motion made to approve February 2011 revised minutes: seconded and approved.

Treasurer's Report – Terry Song

Mark submitted final report to National. Bank signatures are being gathered. Budget report shows education seminars producing most of the income and about \$25 in interest earnings. Expenses are related to reimbursement for Kansas City. \$45,000 is being looked at to transfer as reserves – money market investment opportunities being explored – National has penalty fee – still gathering information from other participating Chapters.

Brian V. mentioned Terri Newhouse at National can provide more information. National recommends 70% set aside in reserves for National and between 10% to 35% be placed in reserves at Chapter level.

ACTION ITEM: MARK S. AND TERRY S. TO REVIEW OPTIONS AND BRING RECOMMENDATION TO NEXT BOARD MEETING.

Motion made, seconded, and approved to Mark S. to sign on Conference Account for Fall 2011.

ACTION ITEM: TERRY S. TO WRITE RESOLUTION FOR MARK S. TO SIGN ON CONFERENCE ACCOUNT FOR 2011 FALL CONFERENCE.

Motion made, seconded, and approved acceptance of the Treasurer's report.

National Update - George Crombie

George presented his five goals for National: 1) education; 2) global solutions; 3) emergency management think tank; 4) public affairs; and 5) sustainability. He mentioned that he wanted to focus on the first two goals with our Chapter.

On the first goal of education, he wants to leave to focus on a legacy level to vocation level in recognition of public works leadership development. Level 1: 20-years of public works leadership. Level 2: complete a paper – executive level. Level 3: institute level – tie into university program. Level 4: credential program with CEU requirements involved.

The second goal of global solutions has a set aside at National of \$55,000 to match \$1,000 at the Chapter level for international committee work. These funds can be used for exchange programs via a person, technology, or humanitarian work in putting infrastructure in place in foreign countries. 25 Chapters to date have signed on to this program and received their match. He would like to see Oregon and Washington sign on via Board action. Mary mentioned ideas to advance with organization. Eric would provide promotion of stories. Todd mentioned the focus of Chapter level outreach would need to be discussed.

No Board action was taken at this time.

Delegate's Report – Stephanie Reid

Stephanie would like to have an assessment survey be discussed Friday at the Chapter meeting and asked if this could be a group discussion. A quick formation of a small working group was formed to assist with the work.

ACTION ITEM: ELIZABETH, PAUL, AND STEPHANIE TO GO THROUGH SURVEY. WEB BASED ACCOUNTING WILL BE LOOKED AT BY MARK.

Each Chapter is to turn in a Delegate's report. For future reports, Stephanie will send out a draft and share other Chapter's reports. She is close to being familiar with Delegate's roles and responsibilities. National wants quick turn around, less than a month, on submitting the Delegate's report.

Liaison positions have been submitted to National: 1) Angie to Diversity / Leadership; 2) Sam Irving to Education; 3) Les Miller to Emergency Management; and 4) Ken Stoneman to Transportation. Sustainability still a “?” mark – Paul volunteered to serve in the capacity.

President's Report –Mary Meloy

Mary mentioned that Liane Welch expressed her gratitude for the Oregon Chapter APWA Leadership nomination and will pass the recent correspondence around. She also thanked Angie for her work on the Top 10.

ACTION ITEM: MARY AND DELORA WILL WORK ON RECOGNITION OF TOP 10 CANDIDATE AT MEALS DURING CONFERENCE.

Conferences:

Fall 2011 – Mark and Terry C. mentioned that the contract has been executed. Post card is included in registration packet for the joint conference. “Ride for the Brand” is the motto for the Fall Conference (cowboy ethics).

Fall 2012 – Gregg mentioned copy of the contract is ready for approval for Salishan Lodge. If you do not have government ID, a higher room rate will be charged, with \$83 per night being the Government rate. Copy of the agreement has been sent to National for review.

Motion made to except the contract: seconded and approved.

Spring 2011 – Delora mentioned 500 delegates from Oregon and Washington in attendance with 122 exhibitors in the building. 56 first time attendees participating in the first timer program. 5 scholarship awardees are also in attendance. Split is unknown at this time – estimate about 25% to 30% from our Chapter.

Spring 2012 – Peggy mentioned the arrangements are in the works.

Gregg and Terry brought up Skamania Lodge consideration for future conference consideration. Biggest issue is that it is located out-of-state. They are exploring Hood River and Medford may have a facility now that can accommodate the Chapter.

Fall 2013 – We haven’t heard from Les’ contact in regards to joint consideration with OEMA.

Old Business:

Mark discussed the CAMEO contract. As a Chapter, we have agreed to stay with Maggie. Mark, Peggy, Sam Irving, and “_____” reviewed amendments. Changes are based on experiences to reach common ground and cover core services to educational programming. Current contract ran out at the first of the year and was three years in length.

Motion made to approve the contract: seconded and approved.

Peggy discussed the status of our By-Laws. Changes have been made to bring them more into tune with National’s By-Laws. If changed more than National’s, they could be sent back. Foundation shouldn’t be in the By-Laws. Consensus of the Board was to strike the sentence referencing standards and scholarships. Page 4 has a delegation for signatures. Question was raised about sending out the By-Laws by electronic means instead of the next Chapter business meeting (Fall 2011).

ACTION ITEM: MENTION BY-LAWS UPDATE AT THIS CHAPTER MEETING AND VOTE ON AMENDING BY-LAWS AT CHAPTER MEETING IN FALL 2011.

New Business:

Gordon provided an update on awards. He asked for time at the luncheon to update the Chapter. He is soliciting for “project of the year” and working on national award consideration. He will be discussing with Les candidate(s) for Emergency / Hazards. He is also soliciting for “Every Day Hero.”

Foundation Board will be taking money at or near registration for the GIZMO. If a Washington Chapter recipient, a photo with the GIZMO will be taken and a plaque will be provided. Russ will house the GIZMO and deliver it to the Fall Conference.

Committee delegation for Directors: Todd to E-APWA, Paul to Sustainability / Futures.

\$1,000 approved for committee outreach. Mark will talk to Les.

PACE – work is underway on a draft.

Adjourned at 10:09 AM.

Stephanie – mentioned the House of Delegate agenda is available if anyone is interested to review it.

Adjourned (again) at 10:11 AM.