

American Public Works Association



APWA BOARD MEETING MINUTES TriMet January 13, 2012

Executive Committee Attendance

Mark Schoening	President
Terry Song	Treasurer
Todd Watkins	Secretary
Stephanie Reid	National Delegate
Marty Andersen	Director
Paul Shirey	Director
Elizabeth Papadopoulos	Director
Delora Kerber	Director
Gordon Munro	Director

Meeting convened at 10:16 a.m.

The meeting began with the *Good of the Order* with statements from each board member present.

Minutes

The minutes from July 2011 and Dec 2011 were reviewed and a few edits were noted.

Elizabeth motioned for approval of the July minutes with a second from Delora. The group unanimously approved the July minutes, as edited.

Marty motioned for approval of the Dec minutes with a second from Paul. The group unanimously approved the Dec minutes, as edited.

Treasurer's Report

Final revenue has been received for both the Spring and Fall 2011 conferences.

A \$40,000 transfer will be made from the Education Account and split between the Money Market Account and the Business Account.

Bank signatures are now finalized.

Elizabeth motioned for approval of the Treasurer's Report with a second from Gordon. The group unanimously approved the Treasurer's Report.

Mark requested, and made a motion, that a \$500 deposit be made to hold the restaurant for the chapter dinner at Congress.

Elizabeth seconded the motion and the group unanimously approved the request.

National Delegate's Report

There are a lot of opportunities for people to take advantage of education and credentialing through the Donald C. Stone Center.

National Committee members need to re-apply each term and members should keep their online profiles up-to-date.

Mark made a motion to support Paul Klope's and Gordon Munro's nomination to national committees:

- Paul for the Engineering & Technology, Pavement Preservation, and Transportation Committees
- Gordon for the Awards committee.

Elizabeth seconded the motion.

After some discussion, a friendly amendment was made to also nominate Gary Stockhoff to the Engineering and Technology committee.

Elizabeth seconded the friendly amendment

Approval of the motion and friendly amendment was unanimous.

President's Report

An alternate position for the National Delegate is available and we could fill it in the event that Stephanie can't attend an event. Filling an alternate position could also be a good way of having a succession planning tool for transitioning delegates at the end of the three year term.

Past Presidents and/or other retirees may be good candidates for this role and to help keep retirees engaged with the chapter. This person should probably have some past involvement with the chapter leadership (i.e. committee chair or board member).

Overlapping the primary and alternate's terms will help with the transition.

The chapter would probably want the alternate to travel to Congress in the 3rd year of the primary's term so they know what to expect.

Paul Klope is representing APWA in a forum hosted by the Institute of Transportation Engineers in Washington D.C. on the proposed access guidelines.

ADA training on the proposed guidelines is available from the Access Board but we'd need to provide travel cost (~\$1,000).

Other possible training opportunities for other venues or agencies could be researched to take advantage of this resource if they were to come to this area.

Eric, Mark, and Gregg (via conference call) met with the U of O to discuss the PACE and Top Ten leader award applications.

Eric Jones is now the president of the Oregon APWA Foundation. There is a new column called "Where are they Now?" for the newsletter which will profile past scholarship recipients.

Rocky Mountain Chapter would like abstracts for their upcoming conference (May 8 – 10) in Idaho.

Luncheons

In the wake of some PSU students attending the last Portland luncheon, it was discussed that we should probably formalize a program to mentor students who want to attend an event instead of just giving them free admission. This would help to establish some relationships between the students and the Chapter. Elizabeth said she'd work with Nanci and Paul to work out the details with possible additional outreach to University of Portland, Portland Community College, and Clackamas Community College.

Paul Shirey and Mark Schoening were both planning to attend the January Portland luncheon and volunteered to meet up with a couple of PSU students as a way to start the mentoring effort.

Conference Updates

Salishan: (Stephanie): Working on outreach to local coastal communities for their assistance with the event. Work is starting to form conference committees.

Hood River (Paul): Contact needs to be made with the City of Hood River and the City of Gresham for someone to lead the conference.

Fall 2013: A location is still needed; possible site: Bend, Florence, Albany, Seven Feathers

Committees

In general, the hosting board member will invite their committee chairs or committee chairs who are local to the location of the meeting.

History Committee updates (Gary Stockhoff):

Three questions are on the table...

- 1) What role should committee have for the 50th anniversary celebration at the conference?
- 2) How should we document our current history?
- 3) What else should the history committee be doing?

For current documentation, the newsletter is probably our best resource followed by the PACE award application packets. However, the application packets are not centrally archived. One option to solve this problem is to put the Historical Committee chair in charge of warehousing this information.

There are also some photos on the web page and Facebook. It was also noted that while photos are important, we need to limit the number we keep. Mark suggested that we establish some target quantities for certain subject matter (i.e. 10 golf photos, 6 technical session photos, etc) so we don't get too many.

Gordon suggested that we catalog what we have so we also know what we don't have.

Elizabeth suggested using Cameo for storage even though there's a fee associated with the service. Mark mentioned that 10 years worth of financial data is already there.

Gordon asked Gary to come up with a structure and format for collecting and capturing information.

Cloud services aren't reliable but we need to have some way of archiving our data.

The board probably needs to provide some guidance to the committee regarding what information is important to the chapter for historical records.

50th Anniversary

There are two separate efforts that are needed for the upcoming milestone:

- 1) Event Planning for the spring 2014 conference. This will be headed by Peggy Keppler
- 2) Commemorative Book / DVD: This will be headed by Gary Stockhoff.

Some key decisions that need to be made about the book include:

- Do we self-publish?
- What angle should the book take?
- What format should it be (hard copy, DVD, or both)?
- How should we handle diversity?
- Should we profile specific people (i.e. Dave Vargas)?
- Do we want to develop a unique logo?
- How do we want to pursue sponsors?
- Who should focus on the chapter's major accomplishments?

Awards

Gordon encouraged the board to push local award winners to the national stage when there is one that aligns with the national guidelines. Gordon and Stephanie will meet in late February to lay out a process for submitting projects to National.

Todd nominated Peggy Keppler for the Top Ten leader award. The nomination was seconded by Stephanie and unanimously approved by all.

Director Initiated Business

Gordon said that he has made contact with a representative from the PSU chapter of Engineers without Borders in an attempt to see if there is some way for our two organizations to work cooperatively together on projects or initiatives.

Meeting adjourned at 1:55 p.m.