



Board Meeting Minutes  
November 6, 2012  
Silver Falls Conference Center  
20022 Silver Falls Hwy SE  
Sublimity, Oregon 97385  
866-575-8875

Meeting was called to order at 3:00 pm.

**Board Meeting Attendance:**

Mark Schoening	City of Eugene	President
Bob Patterson	City of Pendleton	President-Elect
Terry Song	HNTB	Treasurer
Stephanie Reid	City of Lincoln City	National Delegate
Elizabeth Papadopoulos	TriMet	Director
Gordon Munro	Kennedy/Jenks	Director
Marty Andersen	ODOT	Director
Paul Shirey	Retired	Director
Jenifer Willer	City of Eugene	Director-Elect

**Others in Attendance:**

Brian Van Norman	APWA National	Facilitator
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**Board Member's Absent:**

Delora Kerber	City of Wilsonville	Director
Mary Meloy	Consultant	Immediate Past President
Russ Thomas	City of Newberg	Director
Todd Watkins	Washington County	Secretary

**Good of the Order – Mark Schoening**

Everyone introduced themselves and updated each other on recent events in their lives and at work.

**Minutes – Mark Schoening**

Bob was asked to revisit his old position in lieu of Todd's absence. Mark summarized minutes from previous meetings, but no actions were taken.

Marty made a motion during the discussion for a special recognition award for Nanci Snyder.

*Motion was made by Marty for a special recognition award; seconded by Paul; and was approved.*

**Treasurer's Report – Terry Song**

Terry reviewed the overall budget. He reported that he would be getting the information out for the changeover of signatures. He will be working on the 2013 budget and get with Marty for the transition. Conference bills still haven't been completely accounted for from the Fall Conference.

*Motion made by Elizabeth to accept the Treasurer's report; seconded by Gordon; and was approved.*

**National Delegate Report – Stephanie Reid**

Stephanie had nothing to report at this time.

### **President's Report – Mark Schoening**

Mark reported the APWA workshop breakdown showed a \$15,000 gain for the year. He mentioned that we had discussed adding Project Management for operational staff to the training. Bob and Russ were to work on this program with Maggie.

**ACTION ITEM: Bob & Russ: Project Management training for operational staff**

Mark discussed working with the T2 center to expand our training opportunities. Marty provided an overview of the retirement situation for the T2 staff. Mark mentioned filling committee chair positions: Diversity, City of Eugene staff, with Delora as the board liaison; Sustainability, Matt Rodrigues, with Paul as the board liaison; and Futures, Jeanne Nyquist, with Paul as the board liaison. Mark received a note from Peter King providing “thanks” to the Chapter for a conference well done. Mark will be working with Eric on the budget for the PACE award. He mentioned nominations for a leadership award are due by March 4, 2013. Mark nominated Eric for consideration. Board unanimously approved the nomination.

Mark mentioned Eric is working on goals for the Foundation. They want to continue to strengthen their relationship with the board. They have set an ambitious goal of raising \$50,000 for the 50<sup>th</sup> Anniversary.

Mark turned control over to Brian for an update from National. Brian mentioned National Leadership Training will be available in late-February (28<sup>th</sup> through following Saturday). Rooms are available for \$119 plus tax. Brian mentioned a \$400 credit for first attendee and \$300 credit for second attendee. Membership summit attendees will receive \$100 credit. Board discussed whom to send: Bob, Gordon, Jenifer, and Marty.

*Motion was made by Paul to send these four to Leadership training and cover travel / hotel / registration costs; seconded by Elizabeth; and was approved.*

### **Fall Conference – Stephanie Reid**

Stephanie mentioned that the conference took in a gain of about \$6,500. Items that helped the with the conference costs at Salishan were paying for the meals by plate and the registrations to attend for a day. Cameo costs were about \$13,800 for contract related costs. They put in an additional 80 hours than billed – about \$4,000.

*Motion was made to allow Stephanie and Lila to negotiate a change order for an additional \$2,000 to be paid to CAMEO for the extra services by Terry; seconded by Marty; and was approved.*

### **Spring Conference – Paul Shirey**

Paul recruited a full committee during the conference at Salishan. Troy and Paul will co-chair the conference in Hood River. Leslie Finnigan, Elizabeth, Delora, Russ, & Terry will be on the committee. Maggie, Troy, and Paul went through a list of items to be addressed for the conference. They will be meeting on Friday at the conference facility. Peggy will do photos at the conference. No awards are planned – it was mentioned that Everyday Hero award can be done at any time. Golf tournament has been set – check needs to be cut. Theme has yet to be determined. They will negotiate five additional rooms.

### **Other Conferences:**

2013 Fall Conference: Bend – no update.

2014 Spring Conference: Seaside – 50<sup>th</sup> Anniversary celebration – no update.

2014 Fall Conference: Pendleton – no update.

### **New Business / Board Initiated Items**

Marty will be working with Engineers w/o Borders in regards to the Portland luncheons. Discussion centered on more involvement from City of Portland. It was noted that they have specialized bureaus.

Elizabeth wanted to know the location of the software Angie used and if we needed it back. Board discussion deemed it an office supply purchase and not a financial issue. She mentioned consideration of PDH / CEUs as they relate to conference costs, on-line registration (ASCE / IET), and comparable costs to our conferences.

Paul mentioned they would do the Nancy thing in January.

Mark conveyed working on a letter of invitation to National for the Spring Conference. Brian directed the letter to go to Cindy Long.

Meeting adjourned at 4:35 pm.