

# American Public Works Association



## APWA BOARD MEETING MINUTES HNTB Corporation Portland December 20, 2013

### Executive Committee Attendance:

Bob Patterson	President
Terry Song	President-Elect
Stephanie Reid	National Delegate
Mark Schoening	Immediate Past President
Delora Kerber	Director
Elizabeth Papadopoulos	Director
Jenifer Willer	Director

Guests: Gregg Weston, Sharon Wood Wortman, Ed Wortman

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Meeting convened at 9:45 a.m.

### Good of the Order

### Bridge Book Funding (Sharon Wood Wortman, Ed Wortman)

Sharon and Ed attended the meeting to talk to the Board about a book they are working on for young readers to educate and encourage interest in bridges and engineering. The Big & Awesome Bridges of Portland & Vancouver – A Book for Young Readers & Their Teachers is in production and they are looking for funding support. Currently they are planning on giving away copies of the book to Portland Public Schools (PPS) 3rd grade classrooms and Vancouver School District libraries. PPS has had a 3rd grade curriculum for several decades around bridges, but no book. Looking for financial support so books can be produced and donated. Part of the book includes model bridge building and testing activities. Partnering with SWE and ASCE to provide teacher support for activities. The expected cost is \$100,000 and they have raised about \$55,000. See website at [www.bigandawesomebridges.org](http://www.bigandawesomebridges.org) for more information on donating and getting own copies of the book. Sharon and Ed also handed out sample pages from the book and a poster promoting the book. “Bedrock” level supporters donated \$4000 and received their name and logo on the website. A list of donors will also be published in the book. It was noted that Sharon and Ed are the authors of The Portland Bridge Book which is currently in production for its fourth edition.

Elizabeth motioned to donate \$5000 for the “Big and Awesome Bridge Book” project. The motion was seconded by Jenifer and approved by all.

### Secretary’s Report

Draft minutes from the November meeting were reviewed. During the review of the minutes, the group discussed what the Chapter is doing to meet the PACE award criteria around Community Service & Outreach. The PACE award recommends two activities by the chapter, at least one needs to be environment-based and one needs to be community-based. Mark will try to get more timely information out to the chapter to participate in next fall’s Great Willamette River Clean-Up (October). Bob noted the possibility of hosting a blood donation at the Pendleton conference.

Terry motioned to approve the draft November minutes with noted revisions. The motion was seconded by Elizabeth and approved by all.

The group reviewed the proposed Board meeting schedule for 2014. It was noted that the Spring 2014 conference conflicts with the Washington Chapter and the dates will be adjusted to be a Monday – Thursday conference in order to have good exhibitor attendance. It was also noted that the second Friday of September conflicts with Pendleton Round-Up and the Board meeting will be rescheduled to September 5. It was also discussed about shifting the date for the November retreat as both Jenifer and Nikki will unlikely be able to attend the same dates as the retreat was held this year.

### Treasurer’s Report (Terry Song)

The group discussed that the Chapter is behind in APWA financial reporting. Quarterly stipends and PACE award are in jeopardy. We also need to schedule the chapter’s annual financial audit. The 2014 Chapter budget to National is due January 15. The Board discussed the status of the Treasurer’s position and how to meet the looming deadlines.

Bob will follow-up with the audit committee appointments and contacting last year’s members to gauge interest in participating this year.

See 2014 Budget discussion below.

### National Delegate’s Report (Stephanie Reid)

Since the last meeting, the Task Force met again and addressed some of the concerns noted at the last Delegates meeting and is now ready to move forward with the proposed changes. One of which is a name change to “Leadership Council”. The Leadership Council will become more of a task force/advisory group. They are also looking to add a third meeting per year. There is an upcoming webinar to detail the upcoming changes.

Mark made a motion to reappoint Stephanie to the National Delegate position for another 3-year term. The motion was seconded by Bob and approved by all.

**Action Item:** Stephanie will develop some recommended changes to the chapter by-laws based on the Board discussion and House of Delegate changes. Stephanie will also make a recommendation to the Board about an alternate Delegate.

#### Foundation Update (Gregg Weston)

The Foundation reviewed the desirability of the scholarship levels and whether \$500 is an attractive level. Feedback from recent recipients was positive – that \$500 makes a difference. The Foundation has also been looking at tribute accounts that have balances less than \$10,000 and do not fund scholarships and how to address these accounts. Also considering a “President’s Scholarship,” the “50 in 50” theme of donations, and the future “Gizmo.”

#### President’s Report (Bob Patterson)

Cameo’s contract is up for renewal. Cameo provided a summary breakdown of conference management tasks for Board review. The Board discussed removing the “Conference Assistance” level contract work from the agreement. Bob will follow up with Maggie to verify that this is acceptable.

#### 2013 Fall Conference Update

The 2014 Fall Conference financial report was presented. The report showed net proceeds of \$11,783.20.

#### Director Committee-Liaison Reports

Delora presented summary reports from the Leadership & Management Committee and the Emergency Management Committee.

Jenifer presented a summary report from the Water Resources Committee. ACWA had requested the chapter be a sponsor for their winter conference (in January or February). ACWA was not looking for any financial support, rather it was support to market the conference to the membership. The Board agreed to be a sponsor and promote this event. Once we receive more details, we will promote the event on the chapter website, in the chapter newsletter and send out an e-mail blast to the membership.

Jenifer also provided a summary report for the Specifications Committee and the Chapter Communications committee.

Elizabeth provided an update on the Historical Committee. Gary has resigned from the chair and the position is now vacant. Gary also resigned from managing the 50th Anniversary Book. Due to

amount of remaining work left to complete the 50th anniversary book, the Board decided to forego publishing a 50th anniversary book and discussed different options on how to use the materials collected so far and other sources of historical information.

Elizabeth provided a summary report for the Membership Committee.

Elizabeth provided a report for the Public Works Luncheon Committee. There was some discussion about the Portland Luncheon moving to the Spaghetti Factory.

**Action Item:** Bob will follow up with Tony Roos on how to address payment issues with the Spaghetti Factory.

There was a discussion about the Young Professionals Network. This is a network started by National that was discussed at the retreat last month. Joe Primeau was asked to be the chapter representative and he accepted. Joe was unable to attend the recent monthly conference call and Ashley Cantlon participated instead.

#### Education Update

The annual report on chapter workshops/education was presented. For 2013, there were 589 students at chapter workshops for a net gain of \$26,838.

#### Conference Updates

As noted above, the dates for the Spring 2014 conference will be adjusted to be Monday – Thursday due to a conflict with the Washington Chapter Spring Conference.

Still do not have a location for the Spring 2015 conference.

#### 50th Anniversary Update

Bob reported that he is getting order budget finalized for the blankets/growlers. A more in depth report will be provided by Peggy at the January meeting.

#### 2014 Budget

The Board reviewed the 2013 Budget as the basis for the 2014 Budget.

Mark itemized the following requests for the 2014 budget:

- Math Counts has requested \$2500 for the Chapter's annual donation. Elizabeth motioned to donate \$2500 to Math Counts. The motion was seconded by Delora and approved by all.
- The Foundation requested \$6000. Mark motioned to donate \$6000. The motion was seconded by Delora and approved by all.

- Alan Hall Public Relations contract was proposed for preparation of the Top 10 and PACE award applications for \$750. Mark motioned to approve the scope of work and \$750 fee. The motion was seconded by Elizabeth and approved by all.

The Board discussed including \$15,000 for blankets and growlers in the 2014 budget.

**Action Item:** Terry will incorporate the needed adjustments to finalize the 2014 Budget. Due to looming deadlines, Board members should be prepared to review and approve the 2014 Budget via e-mail prior to the next meeting.

Adjourned at 2:10 p.m. Followed by a meeting of the Officers.