

# *American Public Works Association*



## **APWA BOARD MEETING MINUTES Hood River Best Western March 15, 2013**

### Executive Committee Attendance

Bob Patterson	President
Terry Song	President-elect
Marty Andersen	Treasurer
Mark Schoening	Immediate Past President
Paul Shirey	Director
Delora Kerber	Director
Elizabeth Papadopoulos	Director
Jenifer Willer	Director
Gordon Munro	Director

### Guests

Peggy Keppler

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Meeting convened at 10:00 a.m.

### Good of the Order

### Minutes

Minutes from the February 2013 board meeting were reviewed. Terry moved for the minutes to be approved, with corrections as noted; seconded by Marty; approval by all.

### Treasurer's Report

Marty reported that he didn't have the Treasurer's Report for this meeting and will send out via e-mail for review.

We received a \$2000 check for the ASCE EWRG Stormwater Symposium that took place in September. Correspondence from Ashley Cantlon to Jenifer Willer was that this was to fulfill the

MOU regarding a loan from the Chapter. Marty will follow-up because \$2000 is an overpayment of the loan. The Chapter gave \$1000 as a loan and \$1000 for scholarships.

### Spring Conference Update

Paul began the update by giving kudos to Terry for meeting him at the airport in the early morning to get his signature on the bank paperwork for the conference checking account.

Paul provided the following registration information (to date):

- Sold out the vendor spaces. It was noted that we could have sold 10 more spaces if we had the room.
- 86 delegates are registered (92 were budgeted).
- Budget looks good with a projected gain.
- Sponsorships are very good. Raised approximately \$4000.

Paul said that Maggie and Cameo have been great to work with and the planning is going so much easier than for the 2008 conference.

Terry and Brett Kesterson have pulled together the Technical Sessions. Terry received 28 volunteers to be room moderators and monitors. A draft schedule for room moderators and monitors was distributed at the meeting and Terry will e-mail the schedule to all volunteers.

After the last conference, we were not able to post presentations on the website due to the size of the various presentation materials (especially the photos and graphics in the Power Point files). This year, Eric Jones developed written guidelines for the presentations. If all the speakers comply, we should be able to post them on-line after the conference. So far, feedback from one speaker is that the guidelines work great.

Delora is working on the gifts and the first timer tickets.

The Wednesday morning tour looks like it will sell out. There is a limit of 24 on the bus, but some folks could car pool following the bus. Tuesday golf is set-up. There will be a Board Meeting on Tuesday evening (includes dinner).

Bob will provide scripting for the conference.

Planned to use the complimentary room as a "green room" or storage room (see tour notes, below, for change). Need to provide a room and registration for Tim Call (AV support from Eugene).

Added rooms to the block of rooms with conference rates as the initial allotment sold out.

Entertainment is planned for Thursday banquet (none for Wednesday).

If you have signed up to be a First-Timer Mentor, be sure to attend the Meet & Greet. There will be a First Timers social with the Board prior to the Thursday banquet.

Need to ensure we staff the APWA Booth to provide demonstrations of the National website and the available tools for members, especially the Member's Library. Gordon will send out a sign-up sheet.

#### Action Items:

- Eric Jones – Post speaker presentation (Power Point) guidelines on the Chapter website.
- Bob – Provide program scripting to Paul/Maggie.
- Delora – Provide an additional lap top computer for National Website demonstration.
- Gordon – Will send out a sign-up sheet for Board members to staff the APWA booth.
- All – Get familiar with Member Tools on National Website for booth demonstrations.

#### Facilities Tour

There were several items noted during the facilities tour to adjust for the conference.

- Need a raised platform for speakers in the upstairs dining room (Columbia Room).
- Move conference registration to the walkway and use the Riverview East for the storage room.
- Chapter President (Bob) will stay in the complimentary suite and Tim Call will use the room Bob initially reserved.
- Include a site map in the conference materials at registration. Mac will send a digital copy to Cameo.

#### 50th Anniversary Conference in Seaside (Peggy)

Tim Behrens, a writer of the Patrick F. McManus books is available for the conference at Seaside for the Thursday evening banquet. The typical entertainment budget is \$1500, but this will be \$4000. Elizabeth moved to approve an agreement and \$4000 fee with Mr. Behrens; Gordon seconded. There was not a vote on the motion until after the budget discussion (see below).

The Scholarship Foundation has a goal of \$50,000. There is typically a conference fundraising goal that complements the Foundation. The Foundation Board spoke with a professional fundraiser (per Todd's recommendation in January). They did not feel comfortable signing a contract and request the Board to consider a contract. It was generally felt that the fund raising fee was too high for the potential funds to be raised. Also, there was not support on the Board to sign a contract for a Foundation goal. There were various ideas discussed on options for how the Board can support the Foundation fundraising goal. Mark will work with the Foundation to develop a proposal for the \$50,000 fundraising goal to bring back to the Chapter Board.

Peggy requested a \$20,000 budget for the 50th Anniversary conference in Seaside and the commemorative book. She expects that we will be partially reimbursed from conference registrations. The Board discussed keeping the conference registration fees at the Hood River level rather than moving them up and down for each conference. Elizabeth revised the original motion on the budget for entertainment to increase the current allotted budget for the Seaside conference to \$20,000 per Peggy's request; Gordon seconded; motion approved by all.

Peggy discussed a fundraising opportunity. She recently won an auction for a South Africa trip at a fundraiser. Paul said he has also been on the same trip that Peggy described and that he recommended the trip. Peggy did some investigation into the proposal and will bring a video to the Spring Conference.

#### 50th Celebration (Peggy & Elizabeth)

Peggy provided a hand-out of a list of "50 events for 50".

Elizabeth said that Gary has not been able to make the progress on the book that he wanted and discovered that the publisher did not have layout services. Peggy spoke to Eric Jones and he offered to have Kim Mast do the book layout. Kim's role will not include collecting the material, editing, proofreading, etc. Elizabeth will follow up with Gary on the status of the book based on Eric's offer. Also need to decide on how to distribute the books prior to publishing as it may dictate how the books are subsequently published.

#### Action Item:

- Elizabeth to follow up with Gary on book status and determine responsibilities to get materials, etc. to Kim for layout.

#### Other Conferences

- Bend – Peggy – Has a budget with an \$8000 gain at this time assuming continuation of the \$400 registration fee. Plans to use 50th celebration theme gifts.
- Seaside – Peggy (Ed Wegner is chair) – There is a new chapter member in Astoria who wants to participate in the conference planning. No budget yet.
- Pendleton – Bob – Considering a joint conference with OEMA, but Bob has not received a response from OEMA. Bob is giving them next week to respond before he continues conference planning as a non-joint conference. Investigating Pendleton Muchacho blankets with 50th theme.
- Spring 2015 – Terry Song and Gregg Weston discussing possible locations. Gregg and Terry Chamberlin are planning to visit the Linn County Fairgrounds.

Board wants to look at Seven Feathers for a future fall conference again. A joint conference with the Washington chapter should be coming up as well.

## APWA Membership Summit and Chapter Leadership Workshop in Kansas City

Bob, Gordon, Marty and Jenifer each reported on their impressions and take-aways from the training. The board will continue to consider the new APWA website template with Eric Jones, but it looked very promising.

### Director Initiated Items/New Business

Gordon – Will follow up with Steve Townsend at City of Portland regarding attending the Salem Board Meeting to discuss City of Portland involvement in APWA. The group discussed some one-on-one meetings with other Portland Bureaus.

Jenifer – Will work on checklist/plan for introducing new members to the Chapter and marketing to potential members. There is a Water Resources Committee Meeting on 3/28 with a speaker from the City of Portland BES to talk about Portland's CSO Control Program. Contact Ashley Cantlon, Committee Chair, for more information.

Mark – The Top 10 application for Gregg Weston has been submitted. The PACE award application is in progress. Kurt Corey met with a lobbyist for ACEC regarding changes to QBS law. A letter has been sent to Bob for his signature supporting the changes as there is an unintentional loophole in the law as adopted.

Paul – The TVs show 60 Minutes featured a story on the Sagrada Familia Cathedral in Spain. It is an amazing story on the construction of this structure and its history. If you have the chance, you should look it up on the internet.

Next meeting in Hood River at the Spring Conference on April 2 at 6:00pm.

Adjourn at 2:10 p.m.