

American Public Works Association



APWA BOARD MEETING MINUTES City of Eugene Public Works Engineering Offices Eugene June 14, 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
Paul Shirey	Director
Gordon Munro	Director

Guests

Matt Rodrigues
Doug Singer
Eric Jones
Jim McLaughlin

Meeting convened at 10:05 a.m.

Good of the Order

Sustainability Committee Report – Matt Rodrigues

There were three primary goals the committee had for its first year – committee has a webpage up and running, the committee has committed to four technical sessions for the next conference, and the third goal (that is still in progress) is to make the Julian Award better complement the National sustainability award criteria. Still working out the details with John Lewis (Awards Committee chair) about changes to the Julian Award. About 15 people are attending committee meetings, primarily crossing over from other committees like Water Resources. One thing the committee

has been working on is evaluating completed projects with the Envision tool. It is a pretty complex evaluation.

Minutes

Minutes from May 2013 board meeting were reviewed.

Mark moved for the May minutes to be approved, with noted modifications, and it was seconded by Delora with approval by all.

National Delegate Report - Stephanie

House of Delegates met in May. HOD covered three regions. Primary topics were young professionals outreach, the role of the delegate, the role of the national executive committee and the upcoming Congress.

It was suggested that the role of the national delegate change from communication between national and regions to a more active role due to the mass communication methods now in use. The Board asked that the communication role continue to be active.

Action Item – Review Bylaws regarding the delegate appointment/nomination process and discuss this at the July meeting. From Article VI, Section 6 of the Chapter Bylaws:

SECTION 6. The Chapter's representative to the APWA House of Delegates, hereinafter called the Chapter Delegate, shall be appointed by the Executive Committee to serve a three year term and shall represent the Chapter to that body, attending regional and annual meetings of the House of Delegates, bringing Chapter concerns to their attention, and informing the Chapter of House of Delegates' activities. The Chapter Delegate shall prepare and submit to APWA such reports as may be required. An Alternate Chapter Delegate may be appointed annually by the Executive Committee to serve for the current administrative year and shall act for and on behalf of the Chapter Delegate in the event of the Chapter Delegate's absence or inability to perform the duties of this position as determined by the Executive Committee.

Stephanie suggested that she would be willing to be the national delegate for one more year. It might be good to have an alternate who could then be trained by Stephanie during her last year.

President's Report - Bob

Since the last meeting, there were several 50th anniversary logo alternatives presented via e-mail for Board consideration. Option 3 was the selected logo.

Bob also noted that the original contract for the Bend conference inadvertently excluded vendor space. This has been amended.

Conference Update - Terry

Fall conference sessions have been committed. There was a request from DOGMI for donated exhibit space and travel expenses. The Board discussed both items and based on past practices, did not approve either request. Terry will inform DOGMI.

There is no Seaside or Pendleton update. Waiting on a review by Maggie of the Albany site. At this time, the plan is for Seven Feathers in Fall 2015 (Nikki to chair). Fall 2015 is also a potential date for a joint OEMA conference, if desired by OEMA.

Specifications Committee - Jenifer

Jenifer provided an update on Paul Klope's behalf. The major update for the 2015 APWA/ODOT Specifications is ongoing. The Local Agency Part 100's General Conditions is also ongoing – current activities include coordination with the “owner” of ODOT's Manual of Field Test Procedures to better coordinate with Section 00165 of the proposed local specifications.

There has been a lot of positive feedback from ODOT on how well this process worked and expanding the local agency involvement in specification reviews. The first step is that Paul has coordinated a small group (6-7) people to review ongoing boilerplate updates. APWA hasn't been involved in this since 2002, but Paul has made an agreement with ODOT that he is getting notices of proposed changes that he is reviewing with this small group of people via e-mail. Look for this process to expand in the future.

Look for a major update to the Water System specifications which will require help from local agencies with water system expertise. Contact Paul Klope if you are interested in being involved.

Eugene Luncheon – Doug Singer

The Eugene luncheon calendar is full for 2013. Average attendance is 35-50 people (50 people is standing room only). Doug was recently contacted by the Hilton offering their space. He plans to meet with them to hear what they propose, but we have a very good site in Kowloons at this time.

Paul Shirey provided a brief update on the Portland luncheon. Still working on some accessibility issues that were raised recently. The idea of soliciting donations for the current location (Alexis) to install a lift was raised and discussed. The Board did not endorse this idea.

There was some discussion about Board liaisons to committees. Paul and Elizabeth agreed to talk over the possibility of reassigning the Portland Luncheon Board Liaison (and Chair), but after the meeting they decided to not make any changes.

Scholarships – Doug Singer

All colleges submitted scholarship applications this year. Applications are in the process of being reviewed. Terry Haugen of Grants Pass has joined the scholarship committee.

Leadership and Management – Jim McLaughlin

This is a three person committee. All the members are Eugene folks, but they try not being Eugene-focused. They have a good list of things to do. One of their goals is to bring more awareness of APWA leadership at the short schools. The committee would also like to bring some attention to “what it means to be on a committee.” Gordon brought up the idea that the committee assists John Lewis and the awards committee to energize the Young Leader Award.

Chapter Communications – Eric Jones

Eric recommended that the Chapter develop a strategic communications plan. We could benefit from more focus. Some examples of items to be covered in a strategic plan:

- The chapter logo (and APWA branding)
- Succession planning – Eric plans to be retired in the next five years and it has been hard to get other people involved. Need to plan for what happens next.
- Communications beyond just newsletter and website – For example, there hasn’t been a news release in a long time. We haven’t been promoting APWA.

Eric also brought up some concerns about advertising oversight. The Chapter Communications committee should not be responsible for advertising. Just prior to distribution of the last newsletter, Eric included advertisers even though it was unclear whether they had paid.

Action Item – Need a Board decision on who is responsible for advertising in Chapter Communications, such as the quarterly newsletter, and communicate this responsibility/process.

Laurence Rhodes from APWA National will join us at the July meeting to discuss the new Chapter web template. Joanna Roberts from ODOT did some great things with the Transportation Committee website and it looks very consistent with the APWA style.

Eric suggested we contact National about a logo design to see what they would come up with. Elizabeth said she would work with Eric to go through this process.

Eric will touch base with Allen Hall to see about a scope/cost for a Communications Strategic Plan for the chapter.

Mark also reminded Board liaisons to have committees submit at least one newsletter item per year.

Foundation Board – Eric Jones

A joint Chapter – Foundation Board meeting did not come together this month, so Eric provided a brief report on behalf of the Foundation Board. The \$50,000 in 50 is a pretty big lift and we are

now mid-way through 2013. Kurt has been talking to potential donors. The Foundation has been liaising with colleges and working on a network of future professionals interested in public works.

50th Anniversary

Elizabeth spoke to Kim Mast about the PDF of the book and it is possible. Gary is confident that the articles are together, but still need images for the books. He also needs help with the photos. Perhaps someone else to coordinate that aspect. The Board agreed we want images with the nexus to the Oregon chapter of APWA, rather than general project photos (projects tied to chapter and national awards would be good). This will be discussed again next month after touching base with Peggy Keppler.

Director Initiated Items

Paul – Fall retreat in Silver Falls is confirmed. November 13 & 14. Paul has sent the dates to Brian Van Norman. Marty has sent the check to Silver Falls.

Gordon – Is on the National Awards Committee again. This is his last year.

Mark – Talked about the Chapter Advocacy webpage he is working on. He also discussed this year's PACE award application and work that we need to do to put together a stronger application.

Adjourn at 1:40 p.m.