

American Public Works Association



APWA BOARD MEETING MINUTES City of Eugene Public Works Engineering Office Eugene January 17, 2014

Executive Committee Attendance:

Terry Song	President
Todd Watkins	President-Elect
Delora Kerber	Treasurer
Stephanie Reid	National Delegate
Bob Patterson	Immediate Past President
Nikki Messenger	Director
Gordon Monro	Director
Paul Shirey	Director
Jenifer Willer	Director

Guests: Eric Jones, Peggy Keppler, Paul Klope, Jim McLaughlin, Matt Rodrigues, Doug Singer, Robert Tintle

Meeting convened at 10:25 a.m.

Good of the Order

President's Report

ASCE NW Regional Student Chapter Conference is at Portland State University in April. They are asking for sponsorship and booth from APWA. Donations have ranged from \$100 - \$5000. Joe Primeau and Ashley Cantlon (Young Professional Network reps) to staff the booth. Terry will respond to have ASCE complete a Community Outreach form for the donation. It was noted that staffing the booth should be included in the community outreach section for the 2014 PACE application. Delora motioned that the Chapter donate \$1000 to sponsor this conference. Gordon seconded and the motion passed unanimously.

Math Counts – We have already donated, but they are looking for volunteers for the February event in Washington County. This is another PACE community event opportunity.

Secretary's Report

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Jenifer presented the meeting minutes from the December 2013 meeting with revisions noted. Gordon moved to approve the minutes as amended. Stephanie seconded and the motion passed unanimously.

Treasurer's Report

Terry and Delora reported on the transition of Delora's appointment as Treasurer upon Marty's resignation. On January 9, 2014, Terry informed the Board via e-mail about Marty's resignation from the Treasurer position. The Board held an electronic vote via e-mail to appoint Delora as Treasurer for the remainder of Marty's term which passed with nine "yes" votes and no "no" votes.

On January 10, 2014, Terry distributed a resolution via e-mail regarding signature authority for each Bank that holds Chapter bank accounts as follows:

- Columbia Bank Education Account - Delora Kerber, Terance Song, Noreen Vohs, Marianne Eichler, and Teri Newhouse
- Pacific Continental Bank Business Account - Terance Song, Delora Kerber, Robert Patterson, and Teri Newhouse
- Pacific Continental Bank Money Market Account - Terance Song, Delora Kerber, Robert Patterson, and Teri Newhouse

The Board held an electronic vote via e-mail.

The appointment of Delora as Treasurer and the revisions to the Bank signature authorities were formalized at the meeting with a motion from Jenifer, Bob seconded the motion and the motion passed unanimously.

On January 14, 2014, Terry distributed the proposed 2014 Chapter Budget via e-mail. Via e-mail, Delora moved to approve the budget, Russ seconded, Terry received eight "yes" votes and no "no" votes and the motion passed. Terry forwarded the budget to National.

Terry reported that he is working on a mid-year financial report for National and scheduling the audit. Updating the signature cards with both banks is in progress.

Delora watched National's webinar for new treasurers. She found the information valuable and noted that Committee Liaisons need to get the message out to Committee Chairs about notifying the Secretary about any meetings, tours, etc. in order to get them posted on our calendar and ensure insurance coverage through National.

National Delegate's Report (Stephanie Reid)

Stephanie reported that a recording of the webinar on the changes to the Leadership Council (LC) (formally the House of Delegates) is still available on-line. She plans to make a recommendation to the Board on an alternate delegate after the spring LC meeting.

Committee Reports

50th Anniversary – Peggy provided a written report on activities. She is looking for leaders (“champions”) for various activities.

Sustainability – Matt reported that this committee has about 15 active members. They are focusing on education (technical sessions for the conferences), support for the Envision Rating system, committee web page development, integration of sustainability topics/interests into other committees, organizing field trips and other trainings outside of conferences and luncheon presentations.

Leadership & Management – Robert reported that Mark Schoening has joined the committee. The committee is interested in developing a NWPWI Mentorship program to connect graduates with mentors to build upon and continue leadership learning. National has sent out a request for L&M articles for *The Reporter* and Eric Jones has submitted an article on media relations. There are 4 technical sessions for the spring conference on L&M topics, still need to send the speaker info into Todd. Gordon suggested the L&M committee take on the Young Leader Award.

Specifications – Paul provided a written report. Committee has been very active working on the 2015 book and potable water system specifications.

Chapter Communications – Eric provided a copy of a Strategic Communications Plan that aligns with the Board’s 2013 Strategic Plan (the 2014 Plan has not been published yet) and reviewed the status of most items. Eric also provided an update on the webpage migration.

(Break for Lunch – Nikki left for the remainder of the meeting)

PW Luncheons (Eugene) – Doug reported that 6 luncheons are scheduled for the year and 3 presentations are booked so far. Eugene luncheons continue to be popular.

Education – Doug noted that the Water Resources committee has been approached about a training on Maintaining Green Infrastructure. The Board discussed the possibility of including this topic as another track at the Maintenance School. Doug (and Ashley) were encouraged to contact Sam Irving to further discuss this as there is a lot of interest in this topic.

Board Vacancy

The nomination committee reviewed their work from last fall and recommended Tony Roos to fill the vacant Director position left when Delora was appointed Treasurer. Bob moved to appoint Tony Roos as Director for the remainder of Delora’s term. Paul seconded the motion and it passed unanimously.

The Board discussed re-assigning committee chairs and Board Liaisons to fill vacancies. Nikki and Tony may distribute the Board Liaison positions that are currently assigned to Delora and Russ between the two of them and report back to the Board at the next meeting.

Conference Updates

Spring 2014 – Todd handed out a report on presentations that have been submitted so far. Todd will forward the Call for Presentation submittals to applicable committee chairs to review. He needs the complete presentation information by the end of the month for publication with the conference registration. Conference dates were rescheduled due to conflicts with the Washington Chapter conference. Bob reported that he and Peggy are working with Ed to get confirmation of rescheduling conference activities.

Fall 2014 – Bob reported that conference planning is in progress.

Future conferences – Bob reported that he is working with Cameo to develop a list of potential conference locations. It was noted that the Board needs to make a decision on the location for the Spring 2015 conference within the next 60 days.

Director Initiated Items

2014 Fall Board Retreat – Look for a survey from Paul about scheduling.

A PACE award meeting will be held in the Garden Conference room after the Board meeting.

The notes from the Board Retreat and the 2014 Strategic Plan are still being worked on.

Adjourned at 2:00 p.m.