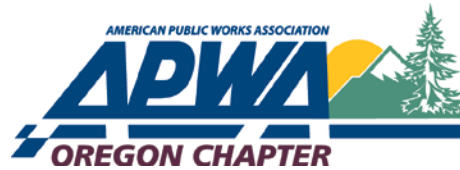


American Public Works Association



Willamette River Water Treatment Plant
10350 SW Arrowhead Creek Lane
Wilsonville, Oregon 97388

BOARD MEETING MINUTES

June 13, 2014

Executive Committee Attendance:

		Present
Terry Song	President	X
Todd Watkins	President-Elect	X
Russ Thomas	Secretary	
Delora Kerber	Treasurer	X
Stephanie Reid	National Delegate	X
Bob Patterson	Immediate Past President	
Nikki Messenger	Director	X
Gordon Munro	Director	
Elizabeth Papadopoulos	Director	X
Tony Roos	Director	X
Paul Shirey	Director	X
Jenifer Willer	Director	X

Guests: Gregg Weston, Brian Van Norman

Meeting convened at 10:10am

Good of the Order

President's Report (Terry Song)

- A new chair for the membership committee has been found – Christine Amedzake from the City of Troutdale.(who is not a current member)
- We have received a replacement 50th Anniversary certificate from National.

Secretary's Report

Minutes of the May 16, 2014 meeting were presented. Corrections noted. Roos moved to approve as corrected, Kerber 2nd, Approved. Willer will forward revisions to Thomas.

Treasurer's Report

Kerber presented the Budget Report ending May 31, 2014. Balance of all accounts is \$226,613.26. Overall financial standing of the Chapter is good. Shirey moved to accept financial statements, Papadopoulos seconded, Approved.

National Delegate's Report

Reid passed out the monthly talking points from Director Marilley. Reid will forward a copy to Thomas to include the talking points with the board minutes. Some of the highlights of the monthly talking points are that information will be presented in Toronto about the new House of Chapters by-laws, there are board retirements and ballots will be coming out soon, and early registration for Congress ends June 30.

Registration numbers for Congress are looking strong. 2015 Congress will be in Phoenix, 2016 in Minneapolis. Professional development, chapter support and membership are key goals and the Board plans are focused on these goals. Reid noted that the Chapter Dinner at Congress is scheduled for August 19 at the Spendido Bar & Grill and will include Region IX Chapters this year. If you are coming to Congress, be sure to sign up for the Chapter Dinner.

Foundation Update

Dan Boss is enjoying retirement. Approval of the scholarship candidates needs to happen before August. All candidate applications have been received, except Lane Community College and SW Community College and those are expected soon. Expect to be providing \$12,000 - \$13,000 in scholarships this year. Discussed providing student memberships with scholarships and Van Norman said that is allowed. Also discussed student chapters and student pizza feeds at the schools to bring awareness to the students about APWA. Also discussed not focusing just on Engineering students, but reaching out to other disciplines such as public administration and urban planning.

It was also noted that the July meeting will be a joint Board-Foundation meeting in Newberg.

Committee Reports

Young Professionals (Messenger)

Messenger reported that YP would like to participate in the kickball event benefitting Engineers Without Borders. There is a \$400 donation level to sponsor a 10 person team. Shirey moved to provide the \$400 to sponsor a team from the Community Outreach budget line, Kerber 2nd, Approved. There was some question about whether this was a heightened risk activity for the

chapter calendar (insurance coverage), but Van Norman explained the kickball event is not an APWA event and does not need to be added to the calendar for insurance.

Van Norman noted that there are YP events scheduled at Congress.

50th Anniversary

Kerber and Roos have used the growlers and they are excellent! Van Norman said there will be interest at Congress for the chapter to talk about the activities we have done in celebration of our 50th as there are other chapters with milestones coming up.

Conference Updates

Fall 2014 – Pendleton, October 14 – 17

Willer raised a few concerns/requests from the Leadership & Management (L&M) committee:

- L&M committee is proposing 4 sessions. 1 speaker for two of the sessions has requested travel and honorarium. The proposal is for WH Pacific to sponsor half (\$225) and the chapter match the other half (\$225). (post script: Willer misunderstood the request, thinking it had been for a speaker from WH Pacific, but Mark Schoening of L&M later clarified that the speaker is a professional management/leadership speaker.) The Board discussed the policy of not paying for speakers, with exceptions. The Board agreed that we need written guidelines for the exceptions. There was no motion to match the costs for the requested speaker.
- L&M was concerned that the speaker deadline was too early and it was hard to get commitments from speakers so far in advance. The Board discussed, but is generally satisfied with the deadlines.
- L&M requested a “Special Services Award” for Tim Call’s services at conferences. He puts in long hours to make the tech work. If the Board agrees, Mark S will take on getting the award plaque. Reid moved to approve this award. A friendly amendment was added to include a 50th anniversary growler with the award. Messenger 2nd, Approved.

Pendleton conference has been moved to the Wild Horse Casino. The convention center is undergoing construction that won’t be complete by the conference. The contract with Wild Horse will be ready later this week. A shuttle service will be provided for hotel overflow off-site. Song reviewed planned events.

Watkins presented speaker information received to date (today is the due date).

Spring 2015 – Eugene

- Valley River Inn took exception to some of the clauses that National wanted included in the contract. Van Norman noted that some of the clauses are required, but some are recommendations. If the clauses that National added are only recommendations, the Chapter can consider not including them.

Fall 2015 - Seven Feathers

- Contract has been signed and Messenger has a copy.

Spring 2016

- Song contacted the Washington Chapter about a joint conference, but Washington felt they were too large and didn't have room for a joint conference. Hood River Inn reached out to Song about returning. The Board discussed exhibitor space and agreed to return to Hood River for Spring 2016.

Fall 2016 - TBD

- The Board discussed exhibitor space and possible locations.
- Song will ask Cameo to look into The Mill Casino in Coos Bay as a possible location.

It was agreed that the Board needs to develop a written policy about desired number of exhibitor spaces. The Board also discussed some alternatives on how to engage the exhibitors and make the conference valuable for them – one idea discussed was non-compete presentation time. Roos volunteered to reach out to some exhibitors and get some feedback on facilities, scheduling and other preferences.

Director initiated items

Shirey reminded the Board that the 2014 Board Retreat is on the calendar at Silver Falls for Wednesday and Thursday, December 3-4, 2014, but we are still waiting on the contract from the new facility management.

Willer had sent out a link to the new website template. Expects to go live with a redirect from the current website within the next couple of months. The sooner the better as the current site has out of date information, but we don't want to spend a lot of time managing the site as it is going to be replaced soon. Willer brought up an issue that the new template does not have the ability to send out e-mails to the chapter (old national template did and we used it for newsletters, announcements, etc.) Van Norman explained that there are several alternatives available that have more robust tools than national could provide. Van Norman mentioned Mail Chimp as a free alternative. Willer noted that the issue is that these services require an e-mail address to be "the sender" and the chapter does not currently utilize a master e-mail address. If we set something like this up, we would need someone to monitor the e-mail mail box. The group discussed the possibility of having the Board Secretary be a corresponding secretary for purposes of the e-mail as it is unlikely we would have many inquiries.

Papadopoulos described an opportunity for chapter involvement in the Portland Sunday Parkways event. Volunteers wear a Sunday Parkways t-shirt, but she thought Chapter volunteers should have something that identifies them as being from APWA. Papadopoulos moved for \$200 to fund clothing or other APWA-branded accessories for use at events from the Community Outreach budget, Shirey 2nd, Approved.

Kerber brought up that the budget for the Top 10 banquet went over budget by \$1,236. It was discussed that due to timing the approved budget was not based on a contract, which came after the approval. Messenger moved to amend the previous budget for the event, Papadopoulos 2nd, Approved (Reid abstained).

Action Item List:

- **Guidelines on Top 10 event and budget.**
- **Guidelines on speaker payment/stipend policy.**
- **Guidelines on conference exhibitor space.**

Lunch break at 12:30pm. Strategic Planning Update with Van Norman called to order at 1:05pm.

Strategic Action Plan update

The group reviewed each strategic plan item and progress was noted.

Adjourned at 2:10pm.

Next Meeting: 9:30A.M., July 11th at the City of Newberg, Russ Thomas hosting. Joint meeting with the Scholastic Foundation with Committee Report(s) from: ULCC One-Call (TBD), Emergency Management (Miller-tent.)

Talking Points

Monthly Update for APWA Leadership

June 2014

Board of Director Actions

The APWA Board of Directors met June 6-7 in Jersey City, NJ for strategic discussions and action on several important issues, including, but not limited to:

- Approval of the FY14 operating budget of \$10.5 million and FY 14 capital budget of \$227,500 for the National organization for the period July 1, 2014 to June 30, 2015. Key priority initiatives are advocacy for public works, support and strengthen chapters and providing an integrated and comprehensive professional development program.
- Adopted a new policy on reserves, setting a policy of establishing an Operating Reserve of 25% of the annual operating budget and a Non-Operating Reserve of 10% of the annual operating budget, as recommended by the Finance Committee.
- Final approval of updates to the APWA strategic plan, including setting priorities.
- Approval of a proposed amendment to the APWA Bylaws to be submitted to members for approval to establish the Council of Chapters, the “new” House of Delegates. The Board also approved new operating procedures for the Council which will be meeting in Toronto at Congress.
- Accepted the APWA audit for the period ending June 30, 2013, as recommended by the Audit Committee and performed by the independent audit firm BKD, LLC.
- Approval of a new branch in South Carolina, the Upstate Branch
- Heard a report from the National Nominating Committee and discussed Board action necessary to fill the vacancy in the Region V Director and At-Large Director Fleet and Facilities Management positions on the Board.
- Discussed professional development and education activities, and directed the Executive Director to evaluate the Donald C. Stone Center programs to determine where obstacles exist and to recommend changes to make the program more accessible and functional to current and future participants, among other issues.

- Approved a partnership agreement with sister organizations in Sweden, Finland, Denmark and Norway, with an official signing to occur at the Toronto Congress.
- Shared information on trends in public works and chapter activity based on Board member visits and meetings with members since the Winter Board meeting, including a discussion of how to structure the annual business meeting agenda in Toronto to have a dialog with APWA Committee leaders and others.
- Heard reports from management and discussed APWA's relationship with the Institute for Sustainable Infrastructure (ISI) and the Envision tool, as well as the status of leased office space and future plans for the Washington DC office and Kansas City headquarters office.

Membership

- The final May 1 membership count was 28,629. A 0.08% decrease compared to same time last year but a 0.3% increase (86 members) compared to previous month.
- The 2014 "1st Time Member" campaign has brought in 849 new members as of April; 71 of those are in Canada and 28 members more than this time last year. This campaign allows anyone who has not previously been a member to join APWA for \$87 USD/ \$90 CAN.
- Our overall member retention was at 87% through April, about the same as last month and this time last year.
- The *Membership Statistics – By Chapter Size* [report](#) serves as a scoreboard for tracking chapter's member recruitment and retention success compared to other similar sized chapters.
- The chapter with the greatest net increase in numbers from July 1, 2013-June 30, 2014 and the chapter with the highest percentage of increase overall within that same timeframe will receive a special presentation from Ian Hill.
- If you have any questions about the membership contests, marketing or development, please contact Patty Mahan, Membership Marketing & Development Manager at pmahan@apwa.net, or Brad Patterson, Chapter Membership Manager at bpatterson@apwa.net, or 800-848-2792.
- Membership plans are being produced by the Chapter Relations staff for chapters that do not already have a written plan. These membership plans will provide a basic roadmap for chapters in their membership recruitment and retention efforts. The membership plans spell out the inherent challenges that each chapter faces, but also lists specific opportunities. For more information or to have a membership plan prepared by National, contact Brad Patterson at 1-800-848-2792 (ex. 5263) or e-mail: bpatterson@apwa.net.

- Some additional marketing materials are also being produced to help Chapters with their membership efforts. The emphasis will be on providing marketing materials that will be “unique” to each Chapter, including the Chapter logo, the Chapter contact information and a listing of some benefits and activities that are available to members of that particular Chapter.
- The 2014 version of *APWA Membership – Getting Started* CD has been sent to Chapter Presidents, Delegates and Membership chairs. This CD puts the membership material that is available in the Chapter Leader Resources area of apwa.net in one place for easy access. To get a copy of the CD, contact Brad Patterson at 1-800-848-2792 (ex. 5263) or e-mail: bpatterson@apwa.net
- The annual Chapter Leaders Forum is scheduled for 2:00-3:00 p.m. Sunday, August 17 in Toronto. The event is held each year at Congress and provides Chapter leaders an opportunity to learn what is going on at National and to interact with their peers from other Chapters. The agenda this year includes a short presentation from a Chapter followed by roundtable discussions. The topic of the roundtable discussions, “What is ‘Trending’ In Our Chapters,” will allow a great deal of networking for Chapter Leaders. For the first time, there will be a Presidents’ Roundtable that will follow the Chapter Leaders Forum. All Chapter Presidents will be invited to share information and discuss challenges and opportunities in their Chapters with their peers. For more information, contact the Chapter Relations office.
- Please report your Congress Chapter Dinners in the APWA website Chapter Leader Resources area for insurance purposes and so onsite members can access the information at the registration desk. If you need assistance or have questions please contact Rhonda Wilhite at rwilhite@apwa.net or 816-595-5261.

APWA Donald C. Stone Center/Professional Development

- The APWA Donald C. Stone Center Program Council reviewed and accepted 17 applications to the Leadership and Management programs in May. Currently, there are 575 participants in the DCS Center: 105 in PW Supervisor, 152 in PW Manager, 51 in PW Executive, and 267 PW Leadership Fellows. The next application deadline is October 8, 2014.
- The Leadership & Management Committee invites those that may be interested in contributing to the Committee to join the L & M Knowledge Team. As a Knowledge Team member we ask that you commit to the following:
 - Join the APWA Leadership and Management Group on LinkedIn
 - Participate in group discussions on a regular basis through the Leadership and Management Group page

- Commit to disseminating leadership and management information to APWA members through writing articles, speaking at various conferences or other methods.
- Knowledge Team members will have a unique opportunity to share their input with the Leadership & Management Committee and have a primary role in shaping the future of APWA and public works leaders. If you are interested in participating, please email Becky Stein at bstein@apwa.net.
- Certification exams are administered monthly in 2014. The three APWA certification programs have the following number of professionals certified: 103 CPFP (Fleet); 259 CPII (Infrastructure Inspector); and 93 CSM (Stormwater Manager). For more information email certification@apwa.net.
- 198 individuals earned the Winter Maintenance Certificate at the Snow Conference in Cincinnati. There are now 1,657 public works professionals who have received certificates since inception in April 2011.

Accreditation

- APWA National will be offering a workshop, “Self-Assessment, Leading to Accreditation,” on Friday, June 20, in Baton Rouge, LA. Registration is open through the APWA web site. Contact Ann Daniels for more information, adaniels@apwa.net.
- The City of Lexington, MA became the 90th accredited agency in North America on May 12 and the second in Massachusetts, joining Brookline, MA.
- The City of North Port, FL became the 91st accredited agency on May 22 and the 8th in Florida.
- The City of Covington, GA completed a successful Re-Accreditation site visit on May 15th.

Government Affairs

- The US Senate approved a resolution (S Res 457) declaring May 18-24, 2014 National Public Works Week. In addition, National Public Works Week was declared in 39 states and the District of Columbia. The proclamations, resolutions and declarations recognize the important contributions public works professionals make to the quality of life in every community.
- APWA filed comments with FEMA in response to an Advance Notice of Proposed Rulemaking on delegating Hazard Mitigation Grant Program (HMGP) administration to states. The comments stress the importance of adequate staffing, proper training and good communication with local agencies as key elements to effective administration. HMGP provides grants to implement long-term hazard mitigation measures after a major disaster declaration.

- Updates and legislative action alerts were issued to members of *APWA Advocates* as Congress took final action on the Water Resources Reform and Development Act and as the Senate Environment and Public Works Committee took action on the MAP-21 Reauthorization Act. Both bills include priorities and recommendations advocated by APWA.
- APWA submitted recommendations to FHWA on a proposal for new and continuing initiatives for the third round of “Every Day Counts,” designed to identify and deploy innovation aimed at reducing the time it takes to deliver projects.

Center for Sustainability

- Over 40 topics related to the environment and sustainability will be offered as the Sustainability Conference joins the APWA Congress this year.
- The Center for Sustainability is planning discussion topics for the Center-hosted Round Table discussion at Congress on Tuesday, August 19, 2014 from 10:00 a.m.–11:30 a.m.

ISI - The Institute for Sustainable Infrastructure.

- Three projects earned Envision awards in 2013. There are approximately 30 more in progress; several of which will complete this year. Additionally, Envision is being used on at least 200 infrastructure projects as part of the planning.
- The Institute for Sustainable Infrastructure boasts more than 1,900 individuals who have earned the ENV SP credential. Public agency involvement continues to grow with approximately 730 members from 400 member local, state, and federal agencies. The public agencies that have joined the Institute for Sustainable Infrastructure service approximately one-third of the U.S. population. Public agency memberships are complimentary.
- To further familiarize members with ISI and Envision, ISI will hold a Round Table discussion @ Congress on Sunday, August 17 from 3:00 p.m.-4:30 p.m.

CPWA

- The Right Honorable Stephen J. Harper, Prime Minister of Canada, issued greetings and honoring public works on the occasion of National Public Works Week. In addition, the Governments of British Columbia, Alberta, Saskatchewan, Manitoba, Prince Edward Island, Newfoundland and Nova Scotia issued proclamations and declarations for the week of the May 18-24 observance. The submission deadline for municipalities and agencies that are participating in the CPWA Awards Program for National Public Works Week is June 20, 2014.
- CPWA President Darwin K. Durnie will represented CPWA at a June meeting of government, banking, developers, insurance industry, and other legal and industry organizations to discuss resiliency from extreme weather events, particularly flood resiliency, in Canada. Hosted by the University of Waterloo, the discussion highlighted areas of consensus, identified gaps, and the

group planned to propose concrete action plans that respond to these extreme events. CPWA has been asked to be a part of the discussion.

International

- In an effort to welcome International Congress attendees to the APWA International Public Works Congress and Exposition, the International Affairs Committee will host an *International Congress Ambassador Program*. This program will allow International Congress attendees to be paired up with APWA members who will serve as Ambassadors. If you would like to sign up to be an Ambassador, please email to Lillie Plowman at lplowman@apwa.net.

Conferences

2014 Congress - Register before June 30 and Save \$50!

- [The International Public Works Congress & Exposition](#) will be held August 17-20, 2014 in Toronto, Ontario, Canada. For more information and to register [click here](#) or contact Dana Priddy at dpriddy@apwa.net or (816) 595-5241. Housing registration is open by [clicking here](#) to book your hotel room.

APWA recognizes that traveling to Canada for Congress by US members has some subtle differences when compared to traveling to a US destination. APWA has posted helpful hints for traveling to Toronto on the Congress website titled, "*What You Need to Know*." This provides important information and links covering Passports, Canadian currency, Cell phone instructions, Canada rules and restrictions for entry, Canada's HST, and much more. We encourage everyone to log on to the website and get familiar with all of these differences before traveling to Canada.

Please contact Peter King at pking@apwa.net or 202.218.6700 or the staff person noted if you have questions or comments.