



APWA BOARD MEETING MINUTES

**Best Western Ocean View Resort
414 N. Prom
Seaside, Oregon
March 21, 2014**

Executive Committee Attendance:

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

Guests: None

Meeting convened at: 10:18 AM

Good of the Order

President's Report

President Song discussed following topics:

- ASCE PSU Student Chapter-
- Young Professionals – Joe Primeau and Ashley Cantlon still running with this
- Public Works Week Proclamation – Proclamation in Governors Office
- APAO Paving Awards – Song got to make award presentations
- Joint Chapter Board and Foundation meeting - will be at the July meeting

President's Report (continued)

- Nominations for National Committees close 4/1/14
- New Board Meeting Schedule – Swapped Board locations and retreat to be earlier in December. Updated schedule passed out.

Secretary's Report

Minutes of the February 21, 2014 meeting were presented. Corrections noted. Kerber moved, Papadopoulos 2nd, approval as corrected. Approved.

Treasurer's Report

Kerber reported that she now has a handle on the financial statements using Quicken. January and February finance reports passed out to board. Category descriptions were changed/updated to match them up with nationals. Report received from Maggie Vohs does not match up with the revised categories and she is changing them so that they are matched up. Some items were moved into the new categories, but the numbers now all match up. Chapter accounts are looking good. Due to trying to match up the prior chapter coding to nationals coding, some of the budget lines may appear to be overspent because of fitting expenses to the new coding, but the bottom line will be ok.

Reported that the chapter financial audit will be done on March 31, 2014 for 2013. Audit committee will be Dan Boss, Gregg Weston, Terry Song, Delora Kerber, and possibly Terry Chamberlain. Maggie Vohs will be present. Willer moved to accept financial statements, Messenger seconded. Approved

National Delegate's Report (Stephanie Reid)

Reid not present, Song updated that the National House of Delegates meeting will be in Branson Missouri on March 29, 2014, and that the new name will be the Council of Chapters

Foundation Update

The joint meeting of the Chapter Foundation Board and the Chapter Board will be held at the July Meeting. A pop quiz was asked "Does the Foundation Board do an annual update of their strategic plan?"

Committee Reports

50th Anniversary – Song read email from Patterson. Finally the blanket order was made. 225 blankets with the green logo ordered. We need to sell 100 blankets to cover the cost of the blankets. 108 growlers ordered and they will be available at the spring conference. Patterson requests the board to set a price of \$50 for the growler, and \$100 for the blankets, with a discount of \$25 if both purchase at same time, for a total of \$125. Song moved to approve Patterson to sign for blankets on behalf of the chapter, Messenger 2nd. Approved. Board discussed ways to sell extra blankets, including chapter luncheons, as gifts, prizes, etc. Papadopoulos reported that Eric Jones wants to present articles on the chapter web pages about the 50th, including photos, the Gnomes, etc.

Education

It was reported that the Developing leader class budget has had a gain of \$2,500 in 1 class so far. The Street maintenance and Wastewater Collection School scheduled for April 8-10, 2014 has a break even budget for 150 registered attendees and so far have 143. The Preventative Maintenance for Roadway Surfaces School is an every other year school and is scheduled for April30-May 1, 2014. The breakeven budget if for 70 registered attendees and currently have 9 registered. Jenifer Willer will be coordinating this short school.

Thomas brought up a request from the schools committee to provide 2 scholarships for tuition only, as an included cost of the school, to the Preventative Maintenance of Roadway Surfaces, utilizing the same established criteria for the Street Maintenance and Wastewater Collection School (SMWWC). Another request from the committee was to provide up to 4 nights lodging for each of the SMWWC schools, held 2 times each year, tied to the currently established scholarships for the SMWWC schools. Many of the smaller agencies would like to be able to apply for the tuition scholarships, but may not be able to due to budget limitations, and the SMWWC school attendance numbers have provided significant gain over the past few schools and would be able to support the cost of the lodging with minimal impact. The School committee feels that this would help support providing education to those agencies that would not be able to take advantage of the training opportunities.

The lodging cost is proposed to be part of the school expenses, and no funds would be transferred or given to the scholarship recipients, or agencies.

Discussion held by board members on possible criteria to consider for agencies, including size of agency, number of agency staff, population served, training budget available, and the application process to be used. Kerber moved to authorize up to 8 days lodging per year for the SMWWC School, tied to the scholarships, with the school committee to develop the criteria for award, and to administer the lodging scholarships, and report the process back to the board. Messenger 2nd. Approved

Conference Updates

Song reported the Seaside Conference is good to go. Former national President who lives on the coast has been invited and has plans to attend. Discussion on conference photos, looking for a volunteer to do them, and possibility of hiring a professional photographer to do conference photos.

Fall 2014 – Pendleton, October 14 – 17 - Bob Patterson has it handled.

Spring 2015 – Discussion about switching dates, moving Spring 2015 conference to Eugene, hosted by City of Eugene, instead of Spring 2016. Song to inform Maggie Vohs to proceed with the conference date changes.

Fall 2015 – Tentative site as Spirit Mountain – Song to discuss with Maggie Vohs. Further board discussion on how many vendors is an acceptable number, both minimum and maximum numbers, and how many locations state wide have facilities that can accommodate the numbers. Site availability limitations are based on ability to handle conference, vs. ability to handle number of vendors. Discussed keeping a southern location available such as 7 Feathers.

Spring 2016 – Discussed possibility of Hood River as a site. Song to Contact Maggie Vohs about Hood River and other sites able to accommodate conferences.

Director Initiated Items

Shirey – Board Retreat scheduled for December 3-4 at Silver Falls. He will Contact Brian from national and sign for the reservation.

Munro mentioned that last year on national awards, 6 of them only had one application submitted. Recommended that the Oregon chapter submit applications for more of the national awards. Song to add this to the strategic plan.

Watkins talked about the need to update chapter calendar on Nationals Calendar, including any committee meeting, tours, etc. Shirey volunteered to maintain Chapter Calendar updates.

Next Board Meeting; Spring Conference Seaside April 21, 2014

Adjourned at 1:43 PM

Following the meeting, Board toured Seaside convention center.