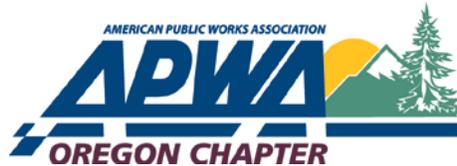


American Public Works Association



Salishan Spa and Golf Resort, Pine Room
7760 Highway 101 North
Glenden Beach, Oregon 97388

BOARD MEETING MINUTES

May 16, 2014

Executive Committee Attendance:

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

Guests: Gregg Weston, Charles Radosta

Meeting convened at 1:05 PM

Good of the Order

President's Report (Terry Song)

- Reported that on Saturday Terry Song, Joe Primeau and Kaaren Hofmann went to the ASCE Pacific Northwest Student Conference banquet on Saturday, and brought up the Oregon Chapter Scholarships with OIT students. They reported that it was a good event and good publicity for the scholarships
- A copy of the Governor's Proclamation for Public Works Week was sent to everyone and is on National's Web Site. Washington County to have a presence at the Beaverton's Farmers Market during National Public Works Week.

- Barbara Blair wants to step down as the chapter Membership Chair, and the chapter is looking for someone that is willing to take on that position, Barbara is willing to assist whoever the new membership chair would be.
- Song has a DVD copy of the national Conference opening ceremony if anyone is interested.
- National had also reached out to the Oregon Chapter to asked if the PACE award was too onerous. Mark Schoening, Bob Patterson, and John Lewis said it was not.

Secretary's Report

Minutes of the April 21, 2014 meeting were presented. Corrections noted. Roos moved to approve as corrected, Messenger 2nd, Approved.

Treasurer's Report

Treasurer Kerber absent, President Song presented report. Copy of financial report dated April 30, 2014 presented. Balance of all accounts is \$282,812.76. Noted the \$6,000 contribution to the chapter foundation is not shown and not sure where the check is. Question asked about clarification on line item #553, Executive Committee Travel. Willer would like notes to connect the information on the line items. Munroe moved to accept financial statements, Shirey seconded. Approved.

Region IX Director Nomination

Reid/Willer reported the nominating committee met via conference call on May 5. The term limits were noted as being two years each with up to a maximum of three terms.

National Delegate's Report

Reid passed out the monthly talking points from Director Marilley and asked that the talking points be attached to the board minutes. Several items noted on the talking points was that Director Marilley really does not like the Donald C. Stone center losing money, and does like the progress of young professionals group.

A few years ago at Congress the Oregon chapter along with the Washington chapter started having chapter dinners and it is now Oregon's turn to host. Colorado now wishes to join and their count is up to 100 people. Dinner cost is \$70 Canadian per person, Reid has obtained a restaurant that will close for the chapter's dinner. Stephanie needs a \$4000 deposit for the dinner and restaurant. Discussed possibly splitting deposit with Colorado due to their numbers. It was noted that Colorado has sponsors for their dinner to lower the cost for their members. Stephanie is not sure how that is going to work with the deposit/cost and Colorado had recommended that Oregon get their own sponsors to assist in the cost. Patterson moved to approve \$2000 for the Oregon chapter ½ of the deposit for the dinner, Munro seconded, Approved.

Foundation Update

Gregg Weston reported the Foundation met at the Seaside conference. The foundation board discussed fundraising beyond Gizmo and decided that the Foundation Board would be doing

baskets for a raffle beginning at the next conference. The number of tribute accounts is approximately 10 to 14, with 1/2 of them under \$10,000. Foundation board is working on combining those to be able to provide the \$500 scholarships they would create. It is necessary to have \$10,500 in a tribute account to create the \$500 scholarship. Weston did outreach to Clackamas Community College President with a concern of not having any contact at the college for the scholarship. He now has a contact person. It was noted that Clackamas Community College has a hard time submitting any applicants for their \$500 scholarship due to the lack of a contact. Victoria Sanger has been in touch with the schools and will have a list of scholarship application candidates to be forwarded for review for award of the scholarships.

Committee Reports

50th Anniversary update

Charles Radosta reported that a Geocache site has been established in downtown Portland for the 50th. Remainder of information to be reported under the Pendleton Conference update.

Transportation

Charles Radosta reported that they have picked up an additional 4 to 5 people for the transportation committee. They have submitted 10 to 12 topics for the Pendleton conference, with the top eight to be selected for the presentations. They have some summertime tours they have been kicking around to look at. They also support the Portland and Eugene luncheons with presentation topics. The committee tries to meet at least a couple times between the conferences.

Education update

Willer reported on the Preservation of Roadway Surfaces School that was held at Eagle Crest. The school was budgeted for an attendance of 45 to break even and they got 81. It was a good turnout and a very good class.

Conference Updates

Watkins passed out a form used for the call for presentations that was developed via Google Documents. It is posted on the website and Watkins went over the form. Purpose of the document form is to standardize the info and allow merging the info on future conference documents. Discussed possible discount for speakers if they register for the conferences.

Fall 2014 – Pendleton, October 14 – 17

- John Duval with PSI has inquired about wanting to do a preconference workshop at the conference Wednesday morning before the lunch with a small charge.
- June 13 is the deadline for presentation submittals for the conference.

- Patterson reported that following the Chapter Board meeting on Friday, September 5 in Pendleton would be followed by decoration of the float to be entered in the Pendleton Round-up Dress-up Parade, held the following day on Saturday, September 6. Board members are encouraged to participate in both the decoration and parade.
- Monday, October 13 is Columbus Day a federal holiday would be a travel day.
- All day wine tours are planned for October 14 and or October 16.
- Golf would be on October 14.
- Registration would begin on Tuesday the 14th.
- Disc Golf is also being planned for the 14th.
- Working on locating a site for the Cardno party on the 14th such as the Pepsi House or Parker House.
- Wednesday the 15th would be volunteer projects, currently looking at cleaning of the levee area.
- Facility tours are being planned for Wednesday, Thursday, and Friday during the conference.
- Death of Gizmo would happen on Wednesday the 15th from 10:00 AM to 11:45 AM.
- They have asked for a national officer to attend the 50th anniversary conference in Pendleton.
- Keynote speaker would be Keith May with the history of Pendleton.
- The hosted social is being planned for Wednesday night followed by the Public Works pub crawl.
- Thursday is being scheduled as the guest wine tour.
- The Thursday Luncheon speaker may be a representative from the Roundup.
- The first timer event and banquet would be held at the Wildhorse resort.
- The growlers have been paid for. Sold six growlers and two combos at Seaside. Most are waiting for the package deal and would pay for and pick them up during the Pendleton conference.

Spring 2015 – Eugene

- Mark Schoening and Doug Singer to co-chair. They plan to reach out to Lane County and the City of Springfield to participate in the conference committee. Discussion on a logo to be used to be the same as the chapter logo and to standardize all future conference logos around the same use. Contract for the Eugene conference is currently at national for review and to be signed.

Fall 2015 - Seven Feathers

- Nikki Messenger to chair. The contract for that conference has been signed and approved by national.

Spring 2016 - TBD (Vancouver-Hood River)

- Discussions being held with the Washington chapter as possibly a joint conference.

Fall 2016 - TBD

- Discussed possibility of either in Salem or Hood River locations depending on the outcome of the potential joint conference in spring of 2016 with Washington Chapter.

Director initiated items

Watkins mentioned that Tim, the IT tech who has been supporting the conferences, has the past 3 to 4 years of presentations. Asked a question do we want to post all of the past presentations on my website. Board agreed that it was a good idea.

Roos mentioned he is the board liaison for the One-Call committee, and Tim Simons with Pendleton is the committee chair, but with Thomas being on the One Call Board who has been reporting to the board and membership, he was not sure if the committee should be continued as a committee or should it be more of a liaison position. Patterson replied that Simons is very active with the Utility Coordination group in the area. Roos also asked about having a de-brief of each conference to talk about items that went good/bad such a better system for speaker exhibitors bingo which does not work. Discussion continued on how to improve the interactions with exhibitors, possibly having something like a 15 minute discussion, or additional information to get on their website to get signed off, rather than people running around just for signatures. This progressed into a very lengthy discussion by board members on the conference committee history and processes from the old system of the conference host running everything from a conference outline to the new operation and the current conference chair/Cameo relationship, how it has evolved and how we can make it better. Discussed possibility of having a board liaison to the conference chair committee format for future conferences. To be looked at further.

Shirey reported that the 2014 Board Retreat is on the calendar at Silver Falls for Wednesday and Thursday, December 3-4, 2014. The new operator has changed the rules and the conference center will close at 7:30 PM, and we cannot use the fireplace room as before due to a conflict.

Willer reported nothing new as far as the Chapter website. Continuing to work on getting it put together and up. She said can send out a link to the new site and everything is looking pretty good.

Messenger reported the Leadership committee has absorbed the Diversity committee and Jim McLaughlin is the chair of that committee.

Reid reported on the Membership committee meeting. Need a new chair to replace Barbara Blair. Discussed how to get a chair and what is expected of the position. National has a membership plan available. Discussed possibility of board calling new members to welcome aboard the chapter. Discussed how we can increase membership including representative members from consultants.

Munro reported that Chuck Eaton, a city engineer of record for several small communities stated that they do not participate in the Oregon APWA Chapter, and he felt the Oregon Chapter and APWA does not do anything for them, and he would like the APWA to a show them what APWA will do for them.

Strategic Action Plan update

Song discussed status of some of the assignments.

Asked Gregg Weston if they had a strategic plan, he stated that they do have one from last year however he's not sure of the purpose of the plan.

List of lifetime members - Paul had nothing to report

Asked Patterson about status of flowchart of resources. Nothing additional to report

Asked Roos about congressional chart of the state. Roos reported that State of Oregon has it completed and it is posted on state website.

President Song reported the PACE award draft being completed today and is due next week. Draft will include an explanation of the recent treasurer issue.

Adjourned at 4:33 PM

Several Board Members attended the Top Ten PW Leader Award to Stephanie Reid recognition event hosted by City of Lincoln City following meeting.

Next Meeting: 10:00 A.M., June 13th at the City of Wilsonville, Delora Kerber hosting
Committee Report(s): Education (Irving), Emergency Management (Miller), Membership (TBD)