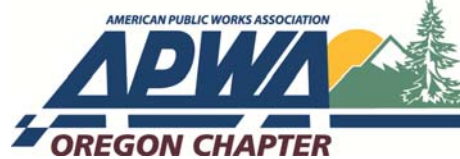


American Public Works Association



Newberg Public Safety Training Room
401 E 3rd Street
Newberg, Oregon 97132

BOARD MEETING MINUTES

July 11, 2014

Executive Committee Attendance:

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

Guests: Gregg Weston, Ron Polvi, Eric Jones, Victoria Saager

Meeting convened at 10:21am

Good of the Order

President's Report (Todd Watkins for Terry Song)

- Chapter received PACE award – Received Nationals form letter and patch for Chapter banner.
- Chapter Dinner at congress – discussed sending dinner deposit check of \$2,000 to Toronto. Kerber reported that check was sent, 1st one not signed, 2nd one mailed but not received, 3rd sent via registered mail and not received, discovered that it was sent to the wrong postal code, which was on the contract, and was being held at post office. Board discussion on the 3 floating checks.

- Chapter received notification of several newly certified professionals in Oregon via national. Ie. Fleet, Storm, etc. Discussed recognizing the individuals and notifying Chapter via newsletter, on the website, and at the fall conference.
- Spring 2016 Conference to be held in Hood River – Maggie Vohs and Song working on the contract.

Secretary's Report

Revision of the of the May 16, 2014 meeting minutes were presented for approval. Kerber moved to approve minutes as revised, Willer 2nd, Approved.

Minutes of the June 13, 2014 meeting were presented. Corrections were noted. Papadopoulos moved to approve as corrected, Willer 2nd, Approved.

Treasurer's Report

Kerber presented the Budget Report ending June 30, 2014. Balance of all accounts is \$195,182.18. Budget has been done in a larger format for easier reading and reported that we are doing well. Kerber reported that the mid-year report is coming up, and that everything should work out OK. Question was asked about posing of the budget report on the chapter website. It was noted that the past boards had the annual budget was posted in the past, but not the monthly reports, and that we have continued to follow the established policy. Kerber reported that we have received the 1st and 2nd quarter rebate from National. Willer asked if conference financials had been received. Kerber mentioned that the gain was approximately \$13,000. Papadopoulos moved to accept financial statements, Thomas seconded, Approved.

National Delegate's Report

Reid reported that the House of Delegates has been renamed to the Council of Chapters, and that she has been appointed to a committee to be named later. Reid reported that Region 9 Director, Jill Marilley is now providing monthly Talking Points, which is now being attached to the Oregon Chapter minutes. Reid highlighted applications for the Emerging Leaders Academy are open and that Curt Corey has been appointed to the National Top Ten Committee.

Oregon Chapter Board recessed at 11:30 AM for Foundation Board Meeting

Foundation Board Called to order at 11:32 AM by Gregg Weston. No Quorum

Oregon Chapter Board Reconvened at 11:33 AM

Foundation Board/Scholarship Update

Victoria Saager reported on the Scholarships, Ten to be awarded and she presented a list of the scholarships and recipients to the board. Only 9 of the 10 to be awarded, as no applications were received from Lane Community College, Victoria reported that 3 out of the last 4 years, there have been no applications received from Lane CC. Members of the Scholastic Foundation Board(SFB) present talked about the scholarship recipients, and the updated application process and a fill-able PDF application form.

The SFB discussed a replacement for the Golden Knuckle (Gizmo) fundraiser, with each member of the SFB putting a basket together to be raffled off at the conferences. The Pendleton conference committee is working on 10 more baskets for the fundraiser, and that the City of Pendleton currently has Gizmo to make alterations to it.

Eric Jones presented a form letter prepared by Kurt Corey to solicit financial support for the Oregon Chapter Scholastic Foundation. a question was asked about the payment process if donations are written to the chapter vs the foundation. Eric recommended putting the letter on foundation letterhead.

The chapter board recessed for lunch at 12 noon.

Meeting reconvened at 12:24 PM.

Committee Reports

Cameo Contract

Watkins presented contract proposal for Cameo Management Services for review or approval. Kerber discussed change to proposal to have them track financials as per national's standards, and requested to determine if we have copies of policies and guidelines that are mentioned in the proposal. Kerber also mentioned Exhibits "A, B, B1, and B2" and feels the different exhibits costs make it confusing.

The board held discussion on potentially approving the current version for 1 year to allow time to clean up the costs and forms. Further discussion by the board was held about tracking charges for website revisions. Willer recommended extending the current contract till the end of the year while the proposed contract is finalized. Patterson moved to extend the current contract as is for the remainder of the 2014 calendar year, or until a new contract is signed before then. Papadopoulos 2nd, Approved.

50th Anniversary Update

Patterson presented conference blankets and made a proposal motion to give blankets to all delegates, exhibitors, and speakers at the fall conference, and to sell all the left over ones at cost. Delegates and exhibitors would get them as part of the registration process, and the rest held in reserve as speaker gifts. Patterson changed his proposal to a motion, Papadopoulos 2nd. Approved.

Patterson discussed registration costs and discounts; Retirees and students, \$275, First Timers, \$350, Delegates, \$400, Non-Members, \$450, and a late fee of \$15. A question was asked if there would be a Young Professionals rate.

Patterson read a letter from Cameo concerning rates. The board discussed giving speakers a discount of 10% to 20% on full registrations if they were there for the entire conference. Patterson stated he is inclined to support the discount for all conferences to encourage speakers to attend. Watkins talked about barely being able to get the necessary speakers for the conferences, needing 22 for each conference. Watkins talked about providing full registration for speakers. Papadopoulos asked to check with other chapters to see what they do before we act. Further discussion by the board on other conferences not providing discounts or paying for speakers in the past. Willer suggested developing a policy for honorariums for speakers vs. discounts at registration. The board continued that discussion to better define speaker information and conference costs, and on developing set conference

guidelines for speakers with scholarships, discounts, or honorarium payments. It was decided by the board that this would be discussed by a task force to be formed later, but would remain status quo.

Conference Updates

Fall 2014 – Pendleton, October 14 – 17

Now at Wildhorse due to Pendleton Conference Center remodel. Same dates. Board Members will have rooms available in the Tower.

Board Meeting to be Friday Sept 5th at Wildhorse. Rooms are blocked for APWA. Schedule to be lunch, board meeting, go to Pendleton Public Works Shops to decorate float, and a dinner downtown. Parade on Saturday, September 6th downtown starting at 10 AM.

Conference activities scheduled October 13-17 outside conference presentations;

Monday - Travel Day, Shuttle service for Overflow locations will be provided

Tuesday – Golf at Wildhorse, Disc Golf at Park West, Wine Tour, Board Meeting in Tower afterwards

Wednesday – 8:30-10 AM Foundation Board, 2 pre-con workshops, facility tour, Keith May keynote Speaker. YP Mixer, Wed Night Pub Crawl downtown with shuttle bus

Thursday – Wine Tour, First Timers reception, Banquet with Roundup keynote speaker

Friday – 7:30-8:45 AM Business Meeting

Watkins passed out the Fall Conference presentation schedule and went over each presentation and topic in detail.

Spring 2015 – Eugene

- Lane County and the City of Springfield will work with the City of Eugene. Contract has been signed

Fall 2015 - Seven Feathers

- Contract has been signed.

Spring 2016 - Hood River

Strategic Plan Action Items:

Board held discussion on who will be on what task force and the topics of each. The following board members volunteered, or were assigned to the listed task forces

Conference Siting Criteria – Elizabeth Papadopoulos & Bob Patterson

Speaker Honorariums/Expense – Todd Watkins & Jenifer Willer

Cameo contract (2015 +) – Tony Roos & Delora Kerber

Top Ten Reception budget – Nicki Messenger & Gordon Munro

Conference Siting Policy

Limited sites that can host conference activities. Develop a rotating schedule to return to same sites. Follow up with exhibitor recommendations.

Advocacy Policy

Willer got an email from national to help provide information to develop an advocacy policy for the Oregon Chapter. Discussion held by board members on the Oregon Chapter stance on topics and how to develop an advocacy policy for the chapter and guidelines for chapter board members.

New Business/Director Initiated Items

Web Site Update

Willer reported that there are a lot of details yet to do. The skeleton of the site is there, but old website is up and not being updated. It is projected to have the new web site up and operational in early October. Willer is concerned about the national site being ready for the transfer. Board discussed about maybe launching the new chapter website during the upcoming fall conference. Eric Jones is concerned about not having email service with the new site, as it will go away and will not be able to send out email notices. Discussion held by board members on how to pass on the email accounts and permissions to incoming new board members. Eric Jones requested authority to set up an email account with Mail Chimp for the board, and the board consensus was for him to proceed.

Director Initiated Items

Papadopoulos discussed the Portland Sunday Parkways on September 28th. The Chapter can volunteer at an intersections and set up canopies and advertise the Oregon Chapter. She also noted that she is the longest current sitting board member and believes that she will be term limited in December at 6 years and 1 term. She stated that she may be interested in continuing on as a member of the board. Eric Jones found in the bylaws, Article 13, Section (4) that the Executive Committee has the authority to extend any board members term for one full term due to extraordinary or extenuating circumstances.

Adjourned at 2:22pm.

Next Meeting: Time TBD, September 5th at the City of Pendleton, Bob Patterson hosting. Committee Report(s) from: ULCC One-Call (Tim Simons)

Talking Points

Monthly Update for APWA Leadership

July 2014

Membership

- The final May membership count was 28,629. That represented a 0.08% decrease compared to the same time last year, but a 0.3% increase (86 members) compared to the previous month. June month-end statistics will be available online on July 8th.
- The 2014 “1st Time Member” special offer campaign continues to attract new members -- 1,125 as of May month-end; 276 of those were in Canada. The total is about 13% (133 members) more than same-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% as of May month-end, consistent with prior periods. This year’s average retention is slightly higher than the prior fiscal year’s.
- For chapter leaders, there are two important events at the upcoming Congress in Toronto -- the annual Chapter Leaders Forum on Sunday afternoon, August 17. Most of the one-hour meeting will be devoted to round-table discussions so that Chapter Leaders can share information and network.

There will also be a President’s Roundtable later that day. All Chapter Presidents are invited to discuss with their peers the challenges and opportunities faced by all APWA Chapters. Questions about the Forum or the President’s Roundtable can be directed to Brian Van Norman, Director of Chapter Relations, at 1-800-848-2792 (ex. 5260) or bvnorman@apwa.net.

Professional Development

- Certification exams are administered monthly in 2014. The three APWA certification programs have the following number of professionals certified: 95 CPFP (Fleet); 259 CPII (Infrastructure Inspector); and 96 CSM (Stormwater Manager). For more information email certification@apwa.net.
- Applications open July 1 for APWA’s national Emerging Leaders Academy! A year-long program for those in the public works profession for 10 years or less, it is designed for those looking to boost leadership skills, learn more about the public works field and get an insider’s look at APWA. Details and the selection criteria are at <http://www.apwa.net/learn/Emerging-Leaders-Academy>.

- The Emerging Leader's Academy will have a pre-application conference call on July 31st for all interested members. Deadline to apply is August 8, 2014. Contact Becky Stein for more information, bstein@apwa.net or (816) 595-5212 .

Accreditation

- The City of Ventura, CA became the 93rd Accredited agency on June 30, 2014.
- The Cities of Alexandria, VA; Libertyville, IL; Arlington, TX; and Plano, TX received Re-Accreditation in June.
- Representatives from seven agencies participated in the National Self-Assessment/Accreditation Workshop in Baton Rouge, LA on June 20, 2014.
- On-site Workshops are available for local agencies, chapters, and branches. The Detroit Metro and Down River Branches sponsored a workshop in Farmington Hills, MI on June 30, 2014.
- The 8th edition of the *Public Works Management Practices Manual* will be released on August 17, 2014 at the APWA International Congress and Expo in Toronto, Canada. Agencies desiring to sign contracts using the 7th edition will have only until October 31, 2014 to do so or will be required to move to the 8th edition. For more information, contact Ann Daniels at adaniels@apwa.net.

Government Affairs

- APWA is seeking member input on the potential impact of EPA's proposed 'Waters of the US' rule on public works operations, programs and projects. A notice was sent to *APWA Advocates* on behalf of the Water Resources Management Committee and Government Affairs Committee. Feedback received will help APWA comment on the proposed rule's full potential cost and impact.
- In response to a joint written request by APWA and NACE, the Federal Highway Administration (FHWA) agreed to continue supporting efforts to establish 'Stakeholder Partnering Committees' as part of the next round (Phase III) of its Every Day Counts (EDC) new initiatives. The aim of the Stakeholder Partnering Committees is to build stronger working relationships and communication at the state level between federal, state and local transportation officials. FHWA's EDC program is 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. For details, check out <http://www.apwa.net/Congress/2014/Attendees/Sustainability>

ISI - The Institute for Sustainable Infrastructure

- To further familiarize members with ISI and the Envision rating tool, a Round Table discussion will be held at Congress on Sunday, August 17 from 3:00 p.m.-4:30 p.m.

International

- The APWA Board of Directors approved the APWA/Nordic Partnership Agreement at the June Board meeting. This Partnership Agreement is between APWA and the Finnish Association of Municipal Engineering, Association of Municipal Engineering, Denmark, Swedish Association of Municipal Engineers, Norwegian Association of Municipal Engineers and the Icelandic Federation of Municipal Engineering. The signing of this partnership agreement will be held at Congress during the International Reception.
- Ten APWA members have signed up to be “Ambassadors” to welcome International Congress attendees to the APWA International Public Works Congress and Exposition in Toronto. The *International Congress Ambassador Program* allows International Congress attendees to be paired with APWA members (Ambassadors). The goal is to help the international attendee’s network with fellow public works professionals, assist with Congress-related questions and provide a positive overall Congress experience for our international attendees. If you would like to more information on the International Congress Ambassador program, or to sign up to be an Ambassador, please send an email to Lillie Plowman at lplowman@apwa.net.

Conferences

2014 Congress - Early Bird Deadline has been extended! Register before July 10 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.

Congress

Attention all first time Congress attendees! The Diversity Committee would like to extend a warm welcome to you and get you up and running for Congress at the First-Timers Meeting. Please join other first time Congress attendees while you enjoy a complimentary breakfast and learn how you can make the most of your Congress experience. You will have the opportunity to meet and visit with the Board of Directors, Past Presidents, Executive Director, representatives of the Congress Host Committee and members of the Young Professionals Network. The meeting will be held on Sunday, August 17 at 7:00 a.m., Toronto Convention Centre, Room 801B.

APWA recognizes that traveling to Canada for Congress by US members has some subtle differences when compared to traveling to a US destination. Helpful hints for traveling to Toronto are on the APWA 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 Tax, 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.