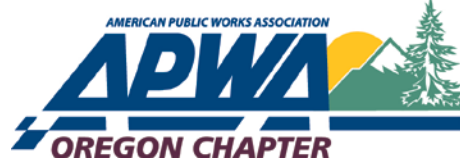


# American Public Works Association



Wildhorse Resort,  
Tower Hotel, McKay Rm.  
46510 Wildhorse Blvd.  
Pendleton, Oregon 97801

## BOARD MEETING MINUTES

October 14, 2014

### Board Members 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	
Paul Shirey	Director	X	
Jenifer Willer	Director	X	

@= Present via Conference Call

Guests: Dan Boss, Gregg Weston, Maggie Vohs, Peggy McCormick

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Meeting convened at 6:42 PM

Good of the Order

President's Report - Terry Song

- Chapter is still looking for a new membership chair.
- Board Nominations  
Nominating Committee Chair Patterson went over the proposed slate of officers and board members as recommended by the committee to be presented at the chapter business meeting.

Rotation of officers:

Immediate Past President: Terry Song

President: Todd Watkins  
President-Elect: Delora Kerber (appointed early 2014 to fill vacated Treasurer position)  
Secretary (2014-15): Russ Thomas

2014-15 Directors:

Gordon Munro  
Nikki Messenger  
Paul Shirey

In-coming Treasurer (2015-16) nominee:

Jenifer Willer

2015-16 Director nominees:

Elizabeth Papadopoulos (incumbent)  
Tony Roos (appointed early 2014 to fill Director term for Delora)  
Mike Bisset (vacant)

Secretary's Report

September 5, 2014 meeting minutes were presented for approval. Roos moved to approve minutes as presented, Messenger 2<sup>nd</sup>, Approved.

Treasurer's Report – No report at this time – to be presented at the November meeting.

National Delegate's Report

Reid reported on the House of Delegates official name change to the Council of Chapters. Region 9 Director, Jill Marilley puts out a monthly summary of talking points concerning information on what's going on at national and in the region for chapter's that is now attached to our chapter minutes. Reid went to National Congress in Toronto in August, reported that the chapter dinner was a success. They had a get acquainted party at Congress. National staff was contacted by the Canadian government to require them to provide annual income because everyone working while in Canada income is taxable by their laws. Messenger asked is the national delegate elected. Patterson replied that they are appointed by the Board. Reid stated that she would give a report on Congress at the business meeting.

Stephanie Reid notified the board that she had presented her intent to resign to as Chapter Delegate to President Song at the end of her current term which ends December 2014. Reid reported that she intends to get involved more in chapter and national board activities after she steps down at the end of the year.

President Song presented a discussion to the board with Dan Boss to become the chapter's national delegate. Boss requested an agreement to be worked on concerning reimbursement from the chapter for expenses to attend chapter conferences and national meetings, as he is retired and does not have financial support to cover those expenses. President Song made a motion for the chapter to cover the expenses of retired members who take on the chapter position of Chapter Delegate, with the chapter paying for conference registration and lodging, and for national travel expenses. Patterson 2nd, Approved.

Messenger moved to appoint Dan Boss to the position of Chapter Delegate, for the Oregon Chapter, for a full three year term, beginning January 1, 2015 following the resignation of Stephanie Reid. Patterson seconded. Discussion held on 2 years or 3 year terms for the Chapter Delegate. Patterson stated chapter by-laws currently list the term as 3 years and would need to be changed if less than that. Further discussion ensued on background of people in the delegate's position. Monroe asked are we looking for Boss to serve a full three year term. General board response was yes. Further discussion by board members on possibility of amending motion to fill the remaining term of Reid, instead of the full 3 year term. Further discussion on is it the intent to fill the remaining existing term or for a new 3 year term. The question was called for by Patterson, initial motion passed. There was further discussion by the board on reviewing the bylaws for term lengths and limitations of the number of terms for the National Delegate.

#### Foundation Board Scholarship Update.

Gregg Weston reported there is currently \$330,433 and change in the Scholastic Foundation funds. 9 scholarships totaling \$6,750 have been awarded this year, and they are currently on track with the Foundation Scholarship plans. Three Blue Mountain Community College scholarship recipients will be at the conference this week

ULCC One Call Report. Tim Simons not present - no report.

#### Young Professionals.

Messenger presented the 2015 goals and discussed possibility of discounted rate or incentives to encourage young professional's agencies to send them to conferences. Roos presented a question what is the cost to attend conferences, and what is the current discount for first timers and retired, and stated they should be aligned.

#### Strategic Plan Action Items.

Task Force for Conference Siting Policy. Patterson stated there is nothing to report at this time.

#### Top 10 Reception Budget Policy.

Messenger stated there is nothing final to report this time, and they are currently working on a draft policy for cost of reception for award recipients. Monroe asked why is this a problem? What happened, why this is needed, what was the cost. Will it be funded by the chapter or agency, what should be the budget? Board discussion on all aspects of costs and responsibilities, guidelines and expectations when chapter has a top 10 award recipient. Suggestion by members of the task force was to contact National to find out what they expect and the task force to research and form draft criteria to return to the board. President Song reminded board that a chapter with over 500 members must nominate someone for the top 10 to be eligible for the pace award, and that's the board should be prepared 2 to present a list of nominees for the top 10 award at the November meeting.

## Committee Reports

### Website Update.

Willer reported the new chapter website is online and sent a notice out to update policies and procedures section on the new website. Reported on the E-communication policy and chapter events being shown over national events on the chapter website. Willard requested feedback on the E-Blast policy and procedures, which she provided to the board via email and went over. Discussion by the board ensued on the email blast maximum number counts per month when tied to all chapter events. Additional discussion on who can approve sending them out and requesting over the limit and the number needed for chapter events. Willer went over the rest of the E-Communication policy and procedures. An extensive discussion by the board over the number and amount of e-mails ensued. Willer reported that Eric Jones will go over the website at the chapter business meeting. They have also created a new Facebook page, changing to a new one to better represent the Chapter and conform to the Facebook policies. The current website is still alive and will be phased out over the next few months, as the new website is still a work in progress and continuing to work out the bugs. Maggie Vohs asked will the new website have a registration option. Willard stated that yes it will and Maggie discussed needing to have the information to be able to set it up for ease of use. Maggie stated the current registration system is using two different systems.

### Conference Updates

Canyonville - Fall 2015 Messenger is working on it.

Hood River - Spring 2016 Contract is done, need a chair. Suggestion was to talk to Paul Shirey.

#### Coos Bay – Fall 2016

Maggie Vohs made a report on the facility. It is small and smoky. Recommends waiting on evaluations of the Fall 2014 conference before a decision is made. Messenger also discussed the facility area size and distance of travel is a possible detraction for attendance. Board discussion on having conferences at a casino and that it possibly the tracks from attendance.

Exhibitor Relations No report.

### New Business/Director Initiated Items

#### Cameo Contract

President Song reported that the Cameo contract has been sent out and needs to be finalized by the end of the year. Cameo's contract should be in the mail and should be at Maggie's by the end of the conference.

## By-Laws Update

### Election Procedures

President Song reported that the election procedures need to be cleaned up and changes made to notifying members.

### Term Limits

Board term limits were discussed by the Board and needs to be revisited at the November meeting. Discussion centered on adding back term limits to the By-Laws and to present to membership at the Spring Conference.

## Chapter Leaders Training

President Song reported the chapter needs to send two or three to the training to be held February 26/27, 2015 in Kansas City. There will be a \$400 stipend provided to the first attendee and a \$300 stipend for the second. President Song moved to send the President Elect Delora Kerber, and board members Nikki Messenger, Tony Roos, and Mike Bisset, who have not attended in the past. Patterson 2<sup>nd</sup>. Approved.

## New Education Topics.

Willer stated ODOT used to have a class on traffic signal design and now only has traffic signal inspection. Willer asked is anyone interested in having the Oregon chapter take on a class for traffic signal design. Eugene has staff that may help put it together. Discussion by the board on this may be a good time due to adaptive signal management moments. Additional board discussion on common issues with ODOT signals due to programming issues, with agencies not having the information. Discussion on ODOT T2 center being the place to start or work with on developing and putting on the class.

## OUNC Representative

Patterson reported that there are currently no small city representatives on the OUNC board due to Russ Thomas being turn limited off the OUNC board. Additionally there are no representatives from the eastern part of the state on the board. Current OUNC board policy does not support phone conferencing for members with great travel distances to attend. The City of Pendleton is prepared to support a support a staff member in the small cities under 25,000 position on the board, however due to this policy and budget constraints, they currently cannot do so. Patterson requested chapter board support to begin discussion with the Oregon PUC and the OUNC board to support a change in policy to allow representation by agencies via conference call at certain meetings for members with significant travel distances and cost. General consensus by the board was they would support Patterson proposed discussion.

## Officer Duties

Watkins sent out a draft requesting feedback. Kerber reported that for the treasurer, there are two accounts, not 3 and will send Todd the mark up concerning the treasurer. Watkins stated this was done to help board members in transition and to know duties and responsibilities.

Watkins started a discussion on a board meeting schedule at conferences. Does a Tuesday night or Wednesday work better for the board meeting? Several members stated Tuesday night or Monday due to Foundation meeting on Wednesday morning that also includes the President and Past President.

Messenger presented a question as to what Stephanie Reid's status will be if she is not the Chapters National Delegate. General response was she will be a chapter member.

Meeting adjourned at 9:07 p.m.

Next Meeting: 10:00 A.M., November 14, 2014, at Washington County, Todd Watkins hosting  
Committee Report(s): Portland Luncheons, Scholarship

**Attachment A - *Talking Points* - Monthly Update for APWA Leadership October 2014**

## ***Talking Points***

### **Monthly Update for APWA Leadership**