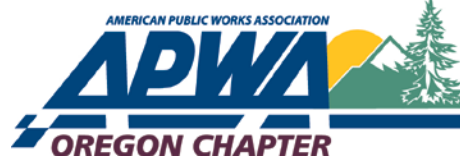


American Public Works Association



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

BOARD MEETING MINUTES September 5, 2014

Board Members Attendance:

		Present	Absent
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	@	
Gordon Munro	Director		X
Elizabeth Papadopoulos	Director	@	
Tony Roos	Director	@	
Paul Shirey	Director		X
Jenifer Willer	Director	@	

@ = Present via Conference Call

Guests: Maggie Vohs

Meeting convened at 12:01PM

Good of the Order

President's Report

- Chapter needs a new membership chair – Christine Amedzake is moving to Texas.
- Attended Chapter Leader and Presidents Roundtable at congress in Toronto. Made a presentation on the Oregon Chapter 50th Anniversary celebration.

Secretary's Report

July 11, 2014 meeting minutes were presented for approval. Watkins moved to approve minutes as Presented, Patterson 2nd, Approved.

Treasurer's Report

Kerber presented the Budget Reports ending July 31, 2014, and August 31, 2014. Balance of all accounts ending July 31 was \$198,541.90, and balance of all accounts ending August 31 was \$223,724.16. Kerber reported that Chapter is looking good financially, and is currently working on aligning budget codes with Maggie Vohs for National. Song commented that the budget is tracking a little under budget, but that is normal for the time between conferences. Willer stated that the financial report is looking good. Thomas moved to accept financial statements, Papadopoulos seconded, Approved.

National Delegate's Report

Reid not present – No Report submitted.

Committee Reports

50th Anniversary Update

Patterson reported on the 50th Anniversary Conference. Ready to go. He has received 1 gnome from Paul Roger, which will be on the parade float. Victoria Saager will be doing the First Timer program, and Papadopoulos will be helping. The Pendleton blankets are all ready, and the Growlers will be available for purchase.

Preparation of the APWA float for the Roundup Dress-Up Parade tomorrow will be done following the board meeting at the Pendleton Public Works yard. Willer commented that the City of Eugene has 2 boxes of the growlers that she will bring to the conference. Roos reported that he has sold 1 box and has 1 box left. The Young Professionals will be doing disc golf and having a reception at the Pendleton Conference.

Young Professionals

Messenger reported that she has been slammed at work, and has not talked to Joe Primeau or Ashley Cantlon. Song reported that the kickball went well, and our team won.

Strategic Plan Action Items

Conference Siting Policy - Patterson reported that he and Papadopoulos have yet to get together.

Speaker Honorariums/Expenses - Watkins and Willer reported on the memo concerning the policy sent to board members. Current Policy and practices are similar to other chapters and not out of line. Discussion on policy information to be propagated at future conferences. Willer noted that prior conferences followed similar policy and it is in line with our region and national policy and procedures and will put the information out to members at conferences. Watkins went over the memo and outline of the speaker types and how to obtain speakers. Maggie Vohs asked if this was in lieu of the \$20 education donation, and is

this for conferences only, or does it include the education school? Watkins replied no, not in lieu of the donation, but policy should be applied across all programs for speakers. Messenger asked is this normally done through the board or the conference chair as part of the conference budgets when obtaining motivational speakers. Watkins stated he felt that this policy should apply, and motivational speakers can be approved by the board as needed. Papadopoulos moved to approve policy as presented, Thomas 2nd. Further discussion by board. Patterson requested that motion be amended to the policy applies across the board for all chapter events, Willer discussed past practices and how they were done. Papadopoulos amended motion to include application of the policy across the board for chapter events, Thomas 2nd, Approved.

Top Ten Reception Budget

No progress, working on developing a funding policy in general to deal with it in the future.

Conference Updates

Fall 2014 – Pendleton, October 14 – 17

Patterson reported all exhibitor space is now booked and filled, no additional vendor space available. Everything is set and ready to go.

Watkins reported the only item outstanding is presentation moderators and facilitators. Patterson is contacting Blue Mountain C.C. to recruit facilitators. Also working on getting former 1st timers to be mentors. Patterson report those wanting to participate in only in golf at conference will be sent hard copies for registration. Maggie Vohs stated that registration is low, however still 30 days out and expects them to pick up. The Oregon Utility Notification Center will be sponsoring attendee messenger bags, still looking for a sponsor for the Young Professionals social, rest of the sponsorships are doing well.

Spring 2015 – Eugene

- Willer reported that Mark Schoening has all the info. City of Springfield and Lane County will be joining City of Eugene as co-hosts and providing help. They are still kicking around ideas for possible key speakers, tours, the disc golf idea. Looking for a chair for golf. Thomas mentioned contacting Frank Ray with EJ, who had mentioned he is interested in helping in that capacity. Maggie Vohs getting floor plan for Valley River Inn for exhibitor space to do advance sign up at the fall conference.

Fall 2015 - Seven Feathers

- No report

Spring 2016 - Hood River

- We have contract, Pres Song to sign. Maggie Vohs stated they have gone through a face lift and facility looks good.

Fall 2016 – Coos Bay

- Maggie Vohs reported on memo presented to board, which included current stats for Fall 2014 conference to date. Bottom of the memo listed information on Coos Bay. Facility is

a little smoky, which may be a negative. There is space for 40 exhibitors in one room vs. 50/60 in other locations. The location can handle more but not in same area and would need to be spread out. 10 spots in foyer and hallway. Facility is very compact but usable, with all meeting rooms on 2nd floor above. Kerber questioning how smoky and are the hotel room smoke free. Vohs reported that almost all rooms are smoke free, the facility staff is very accommodating, and has good food. Hotel has new and an old tower room, both are nice, and recommend booking contract for rooms in new tower. Facility has some room rental considerations and they are very interested in having conference use their facility.

New Business/Director Initiated Items

Exhibitor Relations

Roos reported he is still working on it, discussion on “bingo” being problematic with people just wanting signatures and interrupting conversations. Getting info to exhibitors is key, whatever a new or replacement program is. Patterson to work with Maggie Vohs having exhibitors acknowledge those who have spent “quality time” for drawing eligibility.

Cameo Contract Extension

Song reported the contract has been extended to the end of 2014, and has a new contract being prepared for 2015 which will be sent out to the board for review.

Maggie Vohs requested the board to authorize a chapter credit card to cover the cost and reimbursement gaps, where payments could be made directly out of chapter funds vs. reimbursements. Song inquired about possible linking it to air miles for use in chapter officer travel. Patterson discussed card limit, setting it at \$5,000 to start. Kerber stated she is for it, and it would make travel easier for board officers. Willer questioned use of Visa vs. debit card from bank account. Maggie Vohs talked about credit card being more secure than a debit card, limiting possible charge liability. Willer clarified he question to be a bank issued credit card. Watkins stated he is in support of it. Further board discussion on use of a debit vs. credit card. Song moved to approve chapter credit card with a \$5,000 limit, Patterson 2nd.
Approved

Web Site Update

Willer sent out a memo and went over its content. Web page targeted to be up sometime late September. Board discussion on placing documents on web site. Discussion on national web site. Eric Jones setting up email account for info blasts.

Pace Award Trophy

Song discovered that the trophy is a perpetual award and that Rick Olsen has it. Discussion on having the trophy held by the most recent Past President.

Portland Sunday Parkways

Papadopoulos reported that it will be September 28th and will sign up for the Oregon Chapter to host an intersection. Need needs a volunteer to cover 1 of 2 shifts as she will cover the other.

Patterson Big 50th

Patterson stated that the party is planned for September 28th at 2 PM and that the board is invited.

Education Programs

Maggie Vohs reported that she has sent out a report on the conferences, workshops, and schools to the board and if anyone has any historical information concerning them to sent it to her and she will include it in the data information. The education Chair is Sam Irving, who has retired from Clackamas County, and wants to stay on as the education chair, and reported that Sam has asked if there are any other educational ideas, to please let him know.

Adjourned at 2:20pm.

Tour of Wildhorse conference facilities following Board meeting. Members present in Pendleton to meet at the City of Pendleton Public Works Yard following tour to set up float for Round-Up Dress up Parade on Saturday, September 6, 2014

Next Meeting: October 14th, 2014, Wildhorse Resort, Pendleton, Tower Hotel, McKay Rm. 6:00 PM Dinner; 7:00 PM Board Meeting.

Attachment A - *Talking Points* - Monthly Update for APWA Leadership August/September 2014

Talking Points

Monthly Update for APWA Leadership