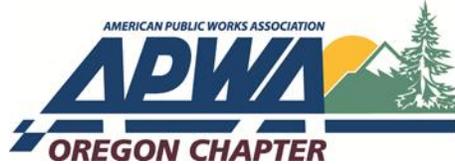


American Public Works Association



Valley River Inn
Eugene, Oregon

BOARD MEETING MINUTES

March 17, 2015

Board Members Attendance:

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

@= Present via Conference Call

Guests; Eric Jones, Gregg Weston, Doug Singer, Mark Schoening, Maggie Vohs, Peggy McCormick

Meeting was called to order at 6:55 PM by President Watkins. Good of the order followed. Guests included:

- Eric Jones, Communications Committee
- Gregg Weston, Chapter Foundation
- Doug Singer, 2015 Spring Conference Committee
- Mark Schoening, 2015 Spring Conference Committee
- Maggie Vohs, Peggy McCormick, Cameo Management Solutions

President's Report (Watkins):

- National Congress in Phoenix, Arizona in August – Chapter dinner will be held at Rustlers Rooste Steakhouse.
- Presented Thank You letter and card from the City of Sodaville, Oregon
- President Watkins introduced the Chapter board dinner guest of honor, 2015 nominee for Top Ten: Eric Jones. Again praised Adam Craft's organization and leadership in the application process
- Announced that the Oregon chapter again qualified for the PACE Award.

Secretary's Report (Thomas)

- Thomas presented February 2015 board minutes. Bisset moved to approve February minutes, Roos seconded. Motion was approved by unanimous vote.

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Treasurer's Report (Willer)

- Willer sent out revised January Treasurer report via email prior to meeting. Several items were moved to correctly align them and explained new format. Messenger moved to approve the revised January Treasurer report, Roos seconded. Motion was approved by unanimous vote.
- Willer presented February 2015 treasurer report. Discussed several items that were corrected, placing them in appropriate categories. Invoice for Green Transportation Summit, Young Professionals (YP) was included under sponsorships, was for a social event, relocated to correct line item and will be keeping an eye on future YP events.
- Messenger began discussion of where YP fit under the leadership committee. Need to review and see where they fit best. Kerber reported on the Chapter leadership training at national where they talked about YP inclusion on chapter board, further discussion by board about experiences with YP's.
- Munro raised a question about page 2 of the February treasurers report numbers, \$50,000 from education moved to Money Market account. Willer responded this was to meet the targeted 35% for a reserve budget approved by the board at the last meeting, and estimated a larger transfer in June.
- Willer reported that she had a discussion with Maggie Vohs over the cash balance that has gotten high in the education fund and about possible reducing registration fees for education classes.
- Song moved to approve the February Treasurer report, Messenger seconded. Motion was approved by unanimous vote.

National Delegate's Report (Kerber for Boss)

- Boss reported on attending the mid-winter Council of Chapters meeting with the other region delegates and region 9 director, Jill Marilley, who went over the national "Talking Points"
- National asking to see if anyone from Oregon wants to serve on the national committees, Matt Rodrigues indicated that he interested in the Sustainability Committee, and is a candidate.
- National has opened the congress registration
- Boss reported that Jill Marilley mentioned that she would like to do only a region dinner at national instead of individual chapter dinners to resolve the attendance count and other related issue. Looking for sponsorships by the chapters to help offset transportation and use busses, with dinner cost covered by attendees. A previous discussion between Boss and Marilley over the chapter dinner issues has help promote this idea.
- Boss reported on the joint chapter leadership and regional meeting in Kansas City, several flights delayed due to weather. They are looking at having a central meeting site. Marilley said her idea was to have delegates at the leadership training based on weather issues.
- There was discussion on the leadership training event and the repetitive attendees. National having a discussion on getting the YP's involved at congress. The discussion also centered on letting the chapters focus on their YP groups, with a focus on meeting folks and getting acquainted.

Foundation Report (Weston)

- Weston reported he had the foundation meeting at 8:30 AM Wednesday morning. Over \$352,000 in total scholarships have been awarded to date from their inception by the chapter foundation.
- Reported on an Alsing scholarship tribute account by the widow.
- So far 9 checks (1/2 the scholarships) have gone out. One was unused.
- Roos asked is there a process to start an account? Weston replied its real easy, write a check. It only takes \$1,000 to start, and at \$10,000 it starts the scholarship, Weston corrected that it really takes \$10,500, which includes the first scholarship check.
- Board discussion on the value of a \$500 scholarship, the tribute accounts, and the amount of the scholarships, and the schools involved. Weston reported that every bit helps, and that the president's scholarship rotates around the state schools. It is at OIT this year.

Review of Strategic Plan (Watkins)

- Water Resources Committee – Mike Bisset is the Board Liaison, Ashley Cantlon is the committee chair.
- Discussed sponsorship of Scholarships at the ASCE EWRG Stormwater Symposium, September 16-17, in Portland. Proposing 3 scholarships for

registration and attendance at \$295 each, up to 3 scholarships for APWA member's attendance, and to solicit scholarships for the chapter members. Roos Moved to provide up to \$885 for ups to 3 scholarships, at \$295 each, Willer seconded. Motion was approved by unanimous vote.

Conference Updates

- Spring 2015 Eugene) – **(Mark Schoening)**
 - Reported 112 full conference, 31 one day registered delegates. 48 registered for ball golf, 14 for disc golf, which they were able to get sponsor for the discs. Pre-Conference registrations were 7 for the WWTP, 13 for Pervious Concrete, and 13 for Amazon Creek. Have 17 First timers registered, and 6 mentors so far. Need additional mentors and they meet at 11AM tomorrow March 18, 2015. Had no scholarship recipients in attendance. Keynote speaker for opening conference lunch is the Eugene City Manager, a former APWA Top Ten Award recipient. Exhibitor Spotlight has been organized by Tony Roos; they will have about 15 minutes to present their company, set up outside the exhibitor hall. Young Professionals mixer social is scheduled at 4:30-5:30 prior to the exhibitors social. The First-timers reception will be in Sweetwater's prior to the Banquet on Thursday. Breakfast will be served at 7AM. The business Meeting will start at 7:30 AM on Friday.
- Fall 2015 – Canyonville – **(Messenger)**
 - Met with Maggie and Peggy on keynote speaker costs. Messenger wanted some clarification on Les Miller presenting pre-conference workshop in Canyonville. Kerber talked about having 2 community events per year as required to qualify for the PACE award. More discussion on Young Professionals at the conference, citing things brought up at the National leadership training. At this point a board wide open discussion began on a variety of subjects, including awards, events, scholarships, costs, poster contests, reducing registration fees, etc. until President Watkins reeled everyone back in.
- Fall 2016 – Bend
 - Maggie Vohs reported that the Riverhouse in Bend has sold and they will be in a major transition and remodeling. She is looking at Sunriver Resort
- Spring 2017 – TBD.
- Conference Siting – **(Papadopoulos)**
 - Reported that she would present more information at a later board meeting.

Standing Items / New Business / Director-Initiated Items

Committee Reports

- Membership (Bisset)

- Submitted information from Kansas City Leadership Training. Info shows membership data such as agency paid memberships, not registered memberships such as 4 memberships and only 1 registered. National has membership statistics on the chapter membership with easy access, including paid slots not filled that agencies can use to fill the paid ones. Discussion by the board on ex-members, retirees, and the lack of contact information to help keep them up on what the chapter is doing. Discussion on how to retain current members, First Timers, and vacancies.
- **Communications/Website**
 - Eric Jones talked about the chapter leader resources, and use of chapter email and maintaining consistency. Additional discussion on use of Mail Chimp.

New Business

- President Watkins reported that he has received confirmation from the Governor's office of the receipt of the application providing a proclamation for National Public Works Week.

Meeting adjourned at 8:42 pm

Next Meeting April March 10th at Cardno Offices in Beaverton.

Attachments:

Talking Points

Talking Points

Monthly Update for APWA Leadership

March 2015

National Committee Nominations – March 13 deadline

□ As a reminder, Committee nominations for appointments that begin in August of 2015 will close March 13. To be considered for appointment under President-elect Brian Usher's term as president, a member must either self-nominate or be recommended by another APWA member/chapter and complete a brief bio form online. Learn more about National Committees or to nominate [click here](#). Questions about the process should be directed to Cindy Long at clong@apwa.net or (816) 595-5220.

2015 Congress Registration and Housing Open!

□ Registration is now open ([click here](#)) for the 2015 APWA International Public Works Congress & Exposition to be held August 30-September 2, 2015 in Phoenix, AZ. The 2015 APWA Congress is three days of valuable information, with more than 125 education sessions and hundreds of exhibitors covering nearly 90,000 square feet of exhibit space. The City of Phoenix has been making environmentally sustainable practices a priority within key public works areas, creating thousands of jobs and making the city an ideal host for the public works industry's premier international event of 2015. More information, including hotel accommodations can be obtained by [clicking here](#).

Winter Board of Directors Meeting

□ The Board of Directors held its winter meeting February 27-28 in Kansas City in conjunction with the biennial Chapter Leaders Training and Council of Chapters meetings. Key topics included approval of APWA Larry Stevens' appointments to the nine member National Nominating Committee for 2015, discussion of plans to rebrand the APWA Congress and Exposition, discussion of reinvigorating APWA's commitment to public works history and the PWHS, a staff update and discussion on progress to implement changes to the credentialing programs offered through the Donald C. Stone Center, the role of the Professional Development Committee in all APWA professional development and education programs, an update on the status of the APWA financial audit, and a briefing and discussion of the need to address issues with business and charitable registration at the state and provincial level given chapter fundraising activities.

□ The APWA Finance Committee presented a second quarter financial report noting APWA is in a strong financial position. The Board also discussed several policy issues and priorities related to development of the FY16 budget (July 1- June 30), including areas of priority for spending for the upcoming fiscal year. The concept of a national rodeo was also explored and it was agreed a special work group will be created to examine the feasibility and steps that would be needed for support of a national event.

Membership

□ The final January membership count was 28,492. This is an increase of 50 members from January 2014, but a slight decrease compared to last month.

□ The 2015 “1st Time Member” special offer campaign has brought in 237 new members so far this calendar year; 25 of those are Canadian. The 237 total is about 14% (29 members) higher than same time last year. This campaign allows anyone who has not previously been a member to join APWA for \$90 USD/\$100 CAN.

□ Overall retention is at 86.18%, a decrease of 0.14% compared to last month.

□ Marketing materials, “unique” to each individual chapter, are being produced by Chapter Relations and Marketing staffs and are being distributed to all 63 chapters. The flyers are basic informational pieces about the value of joining APWA and highlights member benefits. What makes the materials unique is that all of them have a chapter contact and the chapter logo and chapter web address on them. The flyers are good ways to explain what benefits are available to a prospective member and it also helps to reinforce all the benefits that an existing member receives.

□ The nomination process for the 2015 APWA Awards Program has closed. Chapters who qualify to submit for the PACE (Presidential Award for Chapter Excellence) will be notified no later than April 1st by the Chapter Relations Department. The deadline date to submit for the PACE Award is June 1, 2015. Contact Rhonda Wilhite at rwilhite@apwa.net or 816-595-5261 if you have questions pertaining to the Awards Program.

Chapter Leadership Training and Council of Chapters

□ A record number of APWA members were in attendance for Chapter Leadership Training, held February 26-27 in Kansas City. 125 chapter and branch leaders from 55 chapters attended the event, ‘Igniting Your Leadership.’ The two-day session offered Chapter leaders the opportunity to immerse themselves in the resources and tools provided by APWA, meet staff, network with leaders from other chapters and hear from speakers on leadership and team development.

□ Chapter delegates and alternate delegates convened in Kansas City on February 27 for the inaugural Council of Chapters Winter Meeting. Attendees met within their regions to discuss and exchange ideas related to chapter capacity development, best practices and challenges chapters are currently facing. The Council of Chapters currently has eight committees working to address key strategic priorities of APWA in serving as a resource to the Board of Directors as well as the APWA Executive Director and staff. Contact Sharica Smallwood-Ware at sware@apwa.net or call 816-595-5259 if you have questions pertaining to the Council of Chapters.

Professional Development

□ Recognizing the importance of providing an opportunity for various APWA committees to meet together in one location to discuss priorities and coordination of efforts, APWA has scheduled a Combined Committee Meeting for March 21st at the Embassy Suites Kansas City Airport Hotel. Joining the nine Technical Committees will be the Small Cities/Rural Communities Committee,

Center for Sustainability Leadership Group, Professional Development Committee, and the chairs of DCS Center Council and Government Affairs Committee. APWA Executive Committee members and all At-Large Directors will join committee members. In addition to the Saturday Combined Committee Meeting, all committees will be holding individual meetings on either Friday or Sunday.

- A number of improvements and efforts to streamline the processes involved in the APWA credentialing programs through the Donald C. Stone Center (DCS) have been implemented and the new candidates and mentors are working through the program. The improvements include Website updates and “checklists” for each level (PWS, PWM and PWE); additional support for mentors and candidates, including an updated mentor catalog; mandatory mentor selection and orientation sessions; and simplifying the document sharing process.
- The Leadership and Management Committee continues to seek volunteers from Public Works Institutes’ volunteers to contribute to their 2015 *Reporter* series highlighting the 11 core units each Institute is required to cover. Each Institute that contributes an article will also have an opportunity to have their Institute highlighted.
- The 2015 certification exam schedule is available on the APWA website or by [clicking here](#). The three APWA certification programs have the following number of professionals certified: 94 CPF (Fleet); 247 CPII (Infrastructure Inspector); and 92 CSM (Stormwater Manager).

For more information on the Leadership & Management Committee or the Certification programs, contact Becky Stein at bstein@apwa.net.

Accreditation

- Chapter workshops and presentations are being scheduled now for New England, New York, and North Carolina. For more information on how your chapter or branch can provide this benefit to your members, contact Ann Daniels at adaniels@apwa.net.

Government Affairs

- President Obama released his Fiscal Year 2016 (FY 16) \$4 trillion budget proposal on February 2. The budget proposal heavily emphasizes investment in transportation and infrastructure and includes a \$478 billion, six year highway bill, also known as the Grow America Act. You can view the President’s proposal [here](#). You can view APWA’s budget highlights [here](#).
- The Government Affairs Committee, led by Chair Keith Pugh of North Carolina, will hold their Spring Meeting in the Washington DC area April 21-22, 2015.
- APWA hosted its first Twitter town hall on February 19 about President Obama’s FY 16 budget proposal. Participants included APWA Board and Committee members, Public Works agency employees, private firm employees, and stakeholder organizations. The President’s \$478 billion infrastructure proposal for the highway program, public transit, and long term sustainable funding for U.S. infrastructure needs were key topics. APWA is planning future Twitter town halls on timely subject matters.
- On February 23, APWA sent a letter to Republican and Democratic leadership in the House and Senate, as well as to the committees with jurisdiction over the Department of Homeland Security (DHS) urging Congress to find a resolution and pass a full Fiscal Year (FY) 2015 funding bill for the

department before the continuing resolution was set to expire on February 27. Of particular concern was the potential impact on the FEMA budget. APWA's letter can be viewed [here](#). On February 27, the House of Representatives and the Senate passed House Resolution (HR) 33, a short term funding measure to fund DHS until March 6. The move allows for another week of negotiating time between the two chambers as division over President Obama's executive orders regarding immigration remains the sticking point. In January, the House passed HR 240, the Fiscal Year FY2015 appropriations bill to fund DHS through September 30. However, the measure includes a provision to block the President's immigration orders from being implemented.

Center for Sustainability

□ The Center for Sustainability will co-present, with the Emergency Management Committee, a Click Listen and Learn Session on April 16, "Resilient Cities – A Discussion with Chief Resilience Officers." Center leader Kim Lundgren Barrows will moderate the session, which will feature Christine Morris, Chief Resilience Officer for the City of Norfolk, Virginia and Timothy Burroughs, Assistant to the City Manager and Chief Resilience Officer (CRO) for the City of Berkeley, California. Christine and Timothy will highlight their role in the Rockefeller Foundation's 100 Resilient Cities program. For more information, click [here](#).

CPWA

□ CPWA President Kealy Dedman will be attending a March 19, 2015 Asset Management Roundtable being held by Infrastructure Canada. Attendees will include both federal and provincial officials, and representatives of municipalities who are involved in asset management, as well as stakeholders. CPWA was noted in the invitation as one of six key stakeholder organizations that the Government has asked to join the discussion.

□ CPWA President Kealy Dedman has been invited to a March meeting of the Municipal Infrastructure Forum hosted by the Federation of Canadian Municipalities (FCM) in Ottawa. CPWA is a member of this group of collaborative organizations and municipal representatives who provide input to the federal government as stakeholders on infrastructure policy issues and for the annual budget.

□ CPWA has launched the 2015 CPWA National Public Works Week Awards program in Canada which recognizes outstanding municipal public works awareness programs and events held during NPWW. Criteria for the Canadian program can be found [here](#): [Click here to download the criteria](#).

□ In anticipation of NPWW, CPWA will be working with all Chapters in Canada to solicit provincial proclamations of NPWW from provincial premiers.

□ CPWA President Kealy Dedman will speak at the Women in Public Works program being presented by the Public Works Association of British Columbia.

□ CPWA is planning for the April 27-28 Board Meeting to be held in Ottawa, ON. This annual meeting involves updates and meeting with Government and other stakeholder organizations.

International

□ The next International Chapter Liaison conference call will be on Wednesday, March 18, 2015 at 4:30 p.m. Eastern. If your chapter would like to designate an International Affairs Committee Chapter Liaison or if you would like more information, please contact Lillie Plowman at lplowman@apwa.net.

□ The 2015 IFME World Congress on Municipal Engineering is to be held jointly with the IPWEA (Australasian) International Public Works Conference in Rotorua, New Zealand, June 7–11, 2015. If you are interested in attending this conference, more information can be found by clicking [here](#).

□ The 2015 National Public Works Congress will be held in Vsemina, Czech Republic and Tatry, Slovak Republic, May 12 – 16, 2015. If you are interested in attending this conference, please contact Lillie Plowman at lplowman@apwa.net.

Snow Conference

□ Registration continues to be open for the North American Snow Conference to be held in Grand Rapids, MI on April 12-15, 2015. This unique event offers the public works/winter maintenance community the opportunity to experience the most concentrated collection of snow and ice solutions under one roof. More information can be obtained by clicking [here](#).

Please contact Peter King at pking@apwa.net or 202.218.6700 or the staff person noted if you have questions or comments.