

**Oregon Chapter APWA
Scholastic Foundation
Meeting Minutes**

Date: July 25, 2008

Location: Tualatin Operations Center

Present:

Jim Gilmer, President
Ed Wegner, Trustee
Ron Polvi, Vice President
Gordon Merseeth, Trustee
Eric Jones, Trustee
Dan Boss, Treasurer
Jeanne Nyquist, Secretary
Gene Appel, Trustee
Victoria Saager, Scholarship Chair

Call to Order: 10:10 a.m.

Minutes:

Minutes of the June 13, 2008 meeting were approved with the following amendments:

- Add who recorded them
- Note that all of the provisional motions were passed

Treasurer's Report:

- Dan reported that we received an invoice from the accountant. A motion passed unanimously to pay the invoice.
- Dan reported that the accountant has informed us that there are changes in the federal regulations governing how we invest and spend money. The accountant highlighted two areas to pay attention to:
 - Requirement to invest prudently – our current policy is to invest prudently. No change is needed.
 - If we spend more than 7% of assets on a 3-year rolling average, we need to document that we did it and why. Our currently policy is to distribute 5% on a 5 quarterly average, so we are within the guidelines. Dan presented an analysis of the average of the fund balance for the prior 12 quarters comparing our 5% distribution history against the 7% rule. If we continue with the 5% practice, we will not have a problem with the 7% rule. Dan suggests that we have future discussions about shifting to a longer average to balance out the fluctuations in the market. Gene pointed out that this could result in a lower balance being available for scholarships. This discussion will be tabled for a future meeting. We will consider alternatives of a 5, 8 and 12 quarter average.

- Quarterly report – the fund gained some money. Current total is \$227,411.74. The market came back up a little. Dan put \$7k in the Oregon muni bond fund and \$7K in the short term bond fund as directed by the Board at the Eugene meeting 4-16-08.
- We have received funds from the Spring conference.
- Motion passed unanimously to accept the Treasurer’s Report.

Old Business

- Tribute Accounts – Dan reviewed that we are offering a ‘look back’ for individual donors who contribute a minimum of \$1,000 in a 24-month period. The Board discussed that the ‘look back’ provision is intended for individual donors. Once individuals have established their tribute accounts, they can combine them to create a larger pool to reach the \$10,000 required to issue a scholarship.
- Update on State of Oregon Registration – The Foundation is registered as a non-profit in the State of Oregon. The Chapter is registered as part of National APWA, but the Oregon Chapter is not registered as a stand-alone non-profit with the State of Oregon.
- PS U Lindberg Scholarship – Current eligibility requirement is to consider Master’s candidates. We have had a request to broaden the eligibility requirement to allow Ph.D candidates. A motion was unanimously to change the eligibility requirement to ‘a person in a graduate studies program in Public Administration or Urban Studies’, which would allow for either Masters or Ph.D candidates.
- Scholarship Eligibility – We currently offer a number of scholarships, each with specific scholarship criteria. We recently received a request to expand the eligibility requirement for OSU to allow chemical engineering students to apply. The Board discussed the request and determined that we would stay with the current eligibility requirement for the OSU Civil Engineering scholarship. Dan reviewed the current guidelines for scholarships. Donors can request specific criteria for award of scholarships, but it is up to the Board to determine award and eligibility criteria. We have had a request to establish a new scholarship to be awarded to female or minority candidates. It was discussed that this is a different approach than we have had in the past and would require the Board to review, screen and select candidates. Motion was unanimously approved that the Board supports the concept of a scholarship to be awarded to a female or minority candidate. The scholarship may be designated for a specific school or could be established as an additional scholarship at any of the schools that we currently support. We will continue the discussion as to how to administer this type of scholarship.

New Business

- Scholarship Awards – Scholarship Chair, Victoria Saager presented her recommendations for award of scholarships as follows:
 - \$3,000 Oregon Institute of Technology Civil Engineering/Geomatics to Scott McCurdy, whose area of concentration is geomatics.
 - \$3,000 Oregon State University Civil Engineering Scholarship to Bryan Eddy, whose area of concentration is transportation.
 - \$3,000 Portland State University Civil Engineering Scholarship to Maren Fulton, whose areas of concentration are environmental and water resources.
 - \$2,000 Portland State University Lindberg Scholarship to Katherine Gentry, whose area of concentration is sustainable development.

- \$500 Blue Mountain Community College Les Lyle Scholarship to Tristin Baldwin, who is pursuing a degree in Civil Engineering.
 - \$500 Lane Community College Merle Langley Memorial Scholarship to Pamela Johnson who is pursuing a degree in civil engineering.
 - \$500 Umpqua Community College to Litahni Harlow who is pursuing a degree in civil engineering
 - Chemeketa Community College and Clackamas Community College did not submit candidates. Victoria made several attempts to contact their school coordinators , but she did not receive applications. Victoria will make another attempt to contact the coordinators and encourage them to submit applications for the 2008-2009 school year by end of September.
 - Jeanne and Jim will send out the scholarship award letters and will request a jpeg photo and a bio from each award recipient.
 - Victoria reported that Paul Seitz from Washington County and Terry Haugen of Grants Pass have volunteered to be on the Scholarship Committee.
 - Polvi Scholarship – Ron suggests that the Polvi Tribute account be established at OSU in sustainability studies. Ron will continue to investigate options.
- **New Logo and Communication Tools** – Eric reviewed the update of the website, which now includes
 - The new logo
 - An on-line form for donors to submit their interests. If a potential donor fills out the form, Eric will set up the link to send an email directly to Dan.
 - Scholarship award history
 - Pictures of award winners
 - Scholarship information and criteria
 - An email account at oregonapwa@oregonapwa.org
 - Eric is also developing a Facebook page for the Scholastic Foundation that will link students to our website to help notify them of scholarship availability
 - A Google presence that will direct searchers to our website
 All Board members should review the website and let Eric know if changes or additions are needed.
- **Planning for the Fall Conference**

Our next meeting is Wednesday, October 22, at 10 a.m. at Welches. We will have the annual business meeting and election of officers on Friday, October 24.
 - **Nomination of Officers** – The terms of Ron Polvi, Ted Kyle and Gordon Merseth expire at the end of this year. Gene Appel would like to resign at end of December 2008, leaving a one-year term to fill. Ron is willing to fill Gene’s remaining one-year term. The bylaws specify that the Chapter Board is responsible for nominating a slate of members for the Foundation Board. Foundation board members will suggest potential nominees.

Adjourned: 12:22 p.m.

Submitted by Jeanne Nyquist, Secretary