

## Oregon Chapter APWA Scholastic Foundation

### Director's Meeting

**Date:** 10/21/08

**Location:** Oregon Chapter Fall Conference  
Resort at the Mountain, Welches, Oregon

**Present:**

Jim Gilmer, President  
Ron Polvi, Vice President  
Dan Boss, Treasurer  
Jeanne Nyquist, Secretary  
Eric Jones, Trustee  
Gordon Merseth, Trustee  
Gene Appel, Trustee  
Rick Olson, Chapter President  
Kurt Corey, Chapter Past-President  
Ken Fuller, Chapter Board member

**Minutes** – Minutes of the 7-25-08 meeting were approved as submitted.

**Treasurer's Report** – Treasurer Dan Boss reported that the Foundation's fund has been impacted by the downturn in the stock market. The Foundation funds are invested 60% in equities, 20% in cash and 20% in bonds. The Foundation balance was \$230,556 as of 12/31/07. The balance declined to \$198,014 as of 9/30/08 as a result of the decline in the market and the payout of the first half of the 2008-2009 scholarship awards. Dan estimates that the fund balance has fallen further during the month of October because of further declines in the stock market.

**Old Business** –

- **Disbursement Policy:** The current Foundation policy dictates that the Foundation will award 5% of the past 5 quarter average of the general fund plus the amount of the annual fund. In recent years, the chapter has donated \$6000 to the annual fund, which has been passed through directly to fund annual scholarships. The Chapter and Foundation Boards made the decision this past year to deposit the Chapter's annual contribution into the Foundation's General Fund. At the Board's direction, Dan Boss presented an analysis of the impact of establishing 5, 8 and 12 quarter averages to establish a base balance for giving awards. The Board discussed their desire to increase the quarterly average to smooth out the fluctuations in the stock market. Gene Appel made a motion to change the disbursement policy to award 5% of the Foundation's funds based on an 8 quarter average. Gordon Merseth seconded the motion and the Board approved it unanimously. Secretary Jeanne Nyquist will prepare a corporate resolution reflecting this change.

## New Business -

- **Nominations for Board vacancies**
  - Gene Appel is resigning his position as Trustee at the end of 2008, with one year remaining in his term. Ron Polvi's term is due to expire at the end of 2008. Dan Boss made a motion to appoint Ron Polvi to fill the remaining year of Gene Appel's term. Kurt Corey seconded the motion and it was approved unanimously.
  - Chapter President Rick Olson reported Chapter nominations of Greg Miller and Kurt Corey to fill two vacant Trustee positions. Jeanne Nyquist made a motion to nominate Greg Miller and Kurt Corey to fill Trustee positions with three-year terms. Jim Gilmer seconded the motion and the Board unanimously approved the nominations. The candidates will be presented for approval by the membership at the Foundation's business meeting on 10/24/08.
- **Fund Raising** – President Jim Gilmer will prepare a letter to the Chapter Board requesting an annual contribution of \$6,000. Jim will explain that the Foundation Board has adjusted the distribution policy to award 5% of the prior 8 quarter average, which will generate approximately \$10,000 for scholarships. Jim will explain the intent to allocate \$3,500 of the Chapter's contribution to maintain the current level of scholarships at \$13,500, while depositing the remaining \$2,500 in the Foundation's general fund to support continued growth. Jim and Dan Boss will attend the Chapter's meeting on December 12 at Washington County to discuss the request.
- **Communication Update:**
  - Eric reported that he has updated the Chapter's website to include photos and biographical information about recent scholarship recipients as well as a Chapter display board with a panel on the future, including Foundation activities. The Board discussed strategies to encourage scholarship recipients to get involved in APWA.
  - Ken Fuller reported that his graduate studies are focusing on the value of mentoring young students. He offered to meet with each of the scholarship recipients as part of his research project, and he suggested that the Board take a more active role in mentoring the students and involving them in APWA activities. The Board appointed a task force including Victoria Saager, Ron Polvi, Jeanne Nyquist and Gordon Merseth to work with Ken Fuller to develop a plan to mentor students. In the short-term, the group will plan to invite scholarship recipients who attend Spring conference to attend the Foundation Board meeting and to present a panel discussion on generational and quality of life issues. Eric Jones will report this plan to the Chapter Board and will request that a session be reserved on the Spring Conference roster for the Foundation.
- **Polvi Tribute Scholarship** – Ron Polvi reported that he has made contact with OSU requesting them to suggest some criteria for a sustainability scholarship. Ron will report back at the next meeting.
- **Scholarship Requests** – The Board discussed a recent request for a scholarship at University of Portland. Board members recalled that at early in the Chapter's scholarship program history, a scholarship was offered alternating years between Portland State and University of Portland.

Since the establishment of the Foundation, the direction has been to maintain a reliable scholarship at a consistent level. The Foundation has established fund raising goals which will eventually allow it to expand scholarship offerings to new schools.

- **Fund Raising** – Dan Boss reported that:
  - The Gizmo will be the fund raising event for the Fall conference.
  - Tribute accounts may be established by the end of the calendar by donating a total of \$1,000 over the past 2 calendar years. Once the new tribute account has been established, Dan will credit prior contributions of record to the account. Yvonne MacLain has requested establishment of a tribute account that will generate a scholarship to be awarded to women or minority candidates. The Board will continue discussion of how to administer this type of scholarship at its next meeting.
  
- **Next Meeting is scheduled for November 12, 2008, 10 a.m. at Tualatin Operation Center.**

**Adjourned:** 12 noon

Respectfully Submitted by:

Jeanne Nyquist, Secretary