

**APWA Oregon Chapter Scholastic Foundation  
Trustee Meeting Minutes**

**Date:** July 31, 2009

**Location:** City of Tualatin, Oregon  
Operations Center

**Attending:** Jeanne Nyquist, Secretary  
Dan Boss, Treasurer  
Kurt Corey, Trustee  
Ed Wegner, Trustee  
Greg Miller, Trustee  
Eric Jones, Trustee  
Victoria Saager, Scholarship Chair  
Gordon Merseith, Trustee

**Excused:** Jim Gilmer, President  
Ron Polvi, Trustee  
Gregg Weston, Chapter President

**Call to Order:** Secretary Jeanne Nyquist led the meeting in Jim Gilmer's absence and called the meeting to order at 10:08 a.m.

**Minutes:** Minutes of the April 29, 2009, Trustee meeting had been distributed and were reviewed. Dan noted that in the Treasurer's Report, the Oregon Chapter President and will appoint an audit committee. It was moved, seconded and carried to approve the minutes as corrected.

**Treasurer's Report:**

Dan distributed a written summary of the Foundation's financial status including a balance sheet, Quarterly Statement from Columbia Management, a graphic showing Foundation growth, Reconciliation Summary, Register Report and a summary of Foundation accounts. He noted that the Foundation investment balance grew in the last quarter from \$169,903 to \$189,569 reflecting changes in the market.

He also reported:

- All proceeds from the Spring Conference have been received and deposited.
- The Foundation received \$3500 from the Chapter to the Annual Fund in support of the current scholarships.
- Tribute Accounts have been updated.
- On the last page of his report, the General Fund percentage should read 74.38% and not 73.38%.
- All bills are paid and current including payment to our accountant for the annual tax filing.

A motion was made, seconded and carried to accept the Treasurer's report.

**Old Business:**

Tribute Accounts:

1. Dan mentioned that he has yet to receive a formal (written) statement from CMTS, Gene Appel or Hugh Kalani asking that their three Tribute Accounts be combined. No changes will be made to the accounts until we receive a formal request.
2. Jeanne noted that we have not received a contribution from Ron Polvi regarding providing a \$500 scholarship to an OSU student focused on sustainability practices. The Polvi Tribute Account has fallen below the \$10,000 level needed to provide the scholarship so Ron had indicated that he would provide the funds to allow a scholarship this year.

**New Business:**

Scholarship Awards:

Scholarship Chair Victoria Saager distributed copies of a letter to President Jim Gilmer regarding 2009-2010 Scholarship Recipient Recommendations. Scholarship candidates from nine institutions were received with Lane Community College not submitting a candidate this year. At the time of the letter (June 11, 2009), the GPA for the candidate from Blue Mountain CC had not been received but has now arrived and is acceptable, falling within the award criteria.

She also noted that the candidate submitted by Clackamas CC does not meet the Oregon residency requirements (2 years) specified in the scholarship rules. She noted that no other CCC applicant met the GPA requirement either. Victoria noted that the student was from Longview, WA and was planning to attend PSU to earn a 4-year degree after finishing at CCC.

After discussion, Kurt Corey moved that the Trustees make an exception in this case, waiving the residency requirement. This is supported by the fact that Ms. Fisher is the only student meeting the GPA requirement, is from a neighboring state and intends to continue her education in Oregon. The motion was seconded and carried.

Referring to the fact that Lane Community College didn't submit a scholarship candidate this year, Victoria suggested that it may be worthwhile to have someone from the Chapter or Foundation make a personal visit to the school to present our program to faculty and students if possible. She also recommended that this offer be extended to each school in the scholarship announcement letter. Both ideas received positive responses.

She also noted that the award letter typically sent by the Foundation President continue the request for a digital photo, brief bio and note that the recipient is invited to one of the yearly conferences.

A motion was offered by Ed Wegner that the remaining eight scholarship awards be approved. It was seconded and carried unanimously.

#### Corporate Contact:

Jeanne reported on a meeting with Ned Dempsey of Century West Engineering. Ned is interested in exploring the possibility of a Century West sponsored scholarship, focused on sustainability studies and possibly placed at the University of Oregon. They discussed the options provided by the APWA Scholastic Foundation ranging from provision of funds to the Annual Fund in support of such a scholarship on a year-to-year basis to establishment of a Tribute Account which would provide scholarships for many years to come.

Trustees welcome the entrance of a corporate sponsor to our family of scholarships. Discussion included issues such as:

- Needing to have the funds in hand before advertising the scholarship if it is routed through the Annual Fund,
- The 'continuity' of a scholarship which is funded annually but focused on 'sustainability' studies,
- Possible development of a Memorandum of Understanding or Letter of Interest to set the overall goals of both the Foundation and Century West,
- Desirability of a corporate sponsor that could be used to build interest from other corporations in this industry.

The Trustees agreed that Jeanne should lead the discussions with Ned, provide him with feedback on this meeting, and further discussions on how this could be accomplished. She will also be the point person for any discussions with the U of O with assistance from Kurt and Eric as needed.

#### Historical Committee:

Jeanne reported on information from Elizabeth Papadopoulos regarding her work with the Historical Committee and her interest in matching 'old timers' with students. Trustees did not see any direct connection with the Foundation other than the word 'old' but thanked Jeanne for the information anyway.

#### Fall Conference:

The next Trustee meeting will be held during the Fall Conference at Spirit Mountain in October; the specific date and time to be announced. Trustees reviewed the terms of office and found that the positions held by Dan Boss, Ron Polvi, and Jim Gilmer will expire at the end of the year and will require nominations.

In addition to those already holding the positions, Trustees suggested Paul Shirey, Rick Olson and Russ Thomas as members who may be interested in serving.

#### Foundation Web Site:

Eric Jones informed the Trustees that the Chapter is intending to migrate the Chapter's web site onto National's web server and that, since the Foundation is a part of the Chapter's site, we would migrate with it. It is apparently not required that this happen

but should the Trustees decide to keep the Foundation's web site apart from National's, we would have to make arrangements for this and would incur whatever annual costs (estimated at \$120) are associated with site hosting. Currently, the Foundation has no such costs as the Chapter covers the cost of the web site.

Joining the National site also means there would be a page limit and a mandated page template. Since the OCSF is a separate entity, Trustees believe we have the option of maintaining a separate web site.

Consensus of the Trustees is to not join the National site, at least until we have more information on the advantages and disadvantages.

Fund Raising Suggestion:

Dan asked for input regarding Bob Deuel's suggestion for fund raising at the conferences. This involves distribution of prize tickets to each person with a drawing to eliminate most of them. Remaining tickets could be auctioned with half the proceeds going to the Foundation. Subsequent drawings interspersed with more auctions would reduce the number of tickets until someone eventually holds the winner.

It was observed that when we've tried to add fund raisers to a program we find little difference in the final contributions. People just choose to spend the same amount but spread it around a little more. Consensus was that this approaches a raffle which brings some state regulations into play and the program would need someone who would work with the conference committee to plan and execute it. No further action is planned at this time.

**Adjourned:**

With no further business brought before the Trustees, the meeting was adjourned at 12:10 p.m.

Minutes recorded by Gordon Merseth