



APWA Oregon Chapter Scholastic Foundation

Foundation Board Meeting Minutes

Date: June 10, 2011

Location: Tualatin Operations Center
Tualatin, Oregon

Attending: Kurt Corey, President
Dan Boss, Trustee
Ted Kyle, Trustee
Eric Jones, Vice President
Jim Gilmer, Trustee
Greg Miller, Trustee
Ron Polvi, Friend of the Foundation
Gregg Weston, Friend of the Foundation
Victoria Saager, Chapter Scholarship Chair
Gordon Merseeth, Secretary

Excused: Peggy Keppler, Trustee, Chapter Past President
Mary Meloy, Trustee, Chapter President
Rick Olson, Treasurer
Ed Wegner, Trustee

Call to Order: President Kurt Corey called the meeting to order at 10:05 a.m.

Approval of the Minutes:

Minutes of the March 31, 2011 Foundation Board meeting were unanimously approved after correcting the date from March 30 to March 31.

Minutes (*action items in bold italics*; individual assignments highlighted in yellow)

Treasurer's Report

In the absence of Treasurer Rick Olson, Dan Boss distributed a copy of the Foundation's 2010 tax return as prepared by James Brinkman, CPA. Dan reported that Forms 990-N and CT-12 were filed electronically, simplifying the process. No further action is needed from the Board.

Dan also distributed the financial reports through March 31, 2011. These show a March 31st ending balance in the foundation of \$253,841.89. The increase from December 31st is due primarily from an increase in market value. The Foundation has received proceeds from the Spring Conference but they do not show up in this report as they came in after March 31st. Dan reported that we received all but one of the credit card receipts from the Pendleton Fall Conference. Maggie is checking into the missing card payment.

Dan also reported that the second half of the 2010 – 2011 scholarship checks have been sent as reported in March. All are now cleared.

Dan and Rick Olson are also planning to meet and conduct a formal 'transfer of the books' so Rick can begin the month-to-month Treasurers duties.

Kurt Corey reported that he understands that the Spring Conference generated about \$2050 from Gizmo voting, about \$750 for our share of the wine tasting event and will receive funds from the registration and golf event. **He will also send thank you notes to all Foundation donors.**

The treasurer's report was unanimously accepted.

Old Business

1. *Scholastic Foundation Fundraising -*

Kurt referred to his earlier comments regarding fundraising at the Spring Conference.

Ted reported a discussion with Ned Dempsey at Century West Engineering regarding their Sustainability Scholarship at the University of Oregon and contributions to their Tribute Account. CWEC won't be making contributions to either this year.

The group discussed fund raising at the Fall Conference at Eagle Crest. Mark Schoening and Maggie Vohs at Cameo Management are primarily planners for the Fall Conference. Any fund raising endeavors other than the Gizmo should be done with their approval/knowledge. They are not tasked with creating any fundraising on behalf of the Foundation.

Kurt suggested the possibility of holding another "basket raffle" with Foundation Board members each providing a basket. Interest in doing this was expressed by Dan, Eric, Ted and Gordon. **Ted and Gordon agreed to sponsor a basket.** We will ask the conference committee to allocate space for the baskets and run the raffle.

Kurt reported it appears that Gene Appel's NFL signature book will probably not generate the return he wishes and that the book will stay with Gene for now.

2. *Donation Accountability Standard –*

Foundation Trustees had offered a number of changes to Ted's draft policy, many of which were agreeable to him. Suggested changes included items such as:

- deleting the word 'permanent' in the 5th line of paragraph 3,
- consensus to delete the \$25 requirement and the word 'Treasurer' in the same paragraph
- Gregg suggested keeping the policy more open and less restrictive to provide future Foundation trustees flexibility in their interpretation and use
- delete references to contributions on behalf of a conference speaker
- delete the receipt form, etc.

Ted will take the suggested edits, changes, and discussion comments into consideration, make changes to the document and repost the draft on line for Trustees comments. The intent is to have a document ready for the consent agenda at the October Board meeting.

New Business

1. *Scholarship Recommendations for 2011 – 2012.*

Scholarship committee Chair Victoria Saager presented a slate of 9 nominees from our partner institutions. The nominee from Clackamas Community College (CCC) does not strictly meet the residency requirements of the Foundation. Victoria read a letter of recommendation from John Lewis, the Department Chair and a letter of explanation from the nominee.

Ted Kyle moved that the Board authorize a specific residency exception for Jennifer Deviren, student at CCC, and that she be considered a viable candidate for a scholarship. **The motion was seconded and carried unanimously.**

No nomination was received from Lane Community College (LCC). Victoria is working the Angela Martinek at LCC to see if a nominee can be submitted soon. Eric volunteered to assist Victoria in contacting LCC if necessary. Victoria suggested, and the Board agreed to set a submittal deadline of June 30, 2011 after which no scholarship would be awarded to LCC this year.

Ted Kyle moved that the Secretary prepare a Resolution accepting these nominees and authorizing award and payment of the scholarships as recommended by the Scholarship Committee Chair. **The motions was seconded and carried unanimously.**

2. *Scholastic Foundation Board Nominating Committee*

Kurt noted that Trustees whose 2-year terms end in December 2011 are Kurt Corey, Greg Miller, and Gordon Merseth. Ted Kyle's position will also be open as he is completing a one-year term.

Kurt appointed a nominating committee of Eric Jones (Chair), Jim Gilmer and Dan Boss with instructions to bring a slate of nominees to the October Board meeting.

President Kurt Corey adjourned the meeting at 11:52 a.m.

Minutes recorded by Secretary Gordon Merseth

2011 Foundation Meeting Schedule

October (tbd)	Eagle Crest - Oregon APWA Fall Conference
December 2	Tualatin Operations Center