



# APWA Oregon Chapter Scholastic Foundation

## Foundation Board Meeting Minutes

**Date:** December 9, 2011

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

**Attending:** Kurt Corey, President  
Dan Boss, Trustee  
Eric Jones, Vice President  
Jim Gilmer, Trustee  
Ron Polvi, Trustee  
Gregg Weston, Trustee  
Ed Wegner, Trustee  
Victoria Saager, Chapter Scholarship Chair  
Gordon Merseeth, Secretary

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

**Call to Order:** President Kurt Corey called the meeting to order at 10:00 a.m.

### **Approval of the Minutes:**

Minutes of the October 19 and October 20, 2011 Foundation Board meetings were unanimously approved.

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

### **Treasurer's Report**

Dan Boss gave the Treasurer's report in the absence of Treasurer Rick Olson. Dan and Rick have been in touch and will transfer the books at their first opportunity. Rick is unable to attend today due to the press of business.

Dan requested approval to order new checks for the Foundation (\$150) and pay the annual state corporate fee (\$50). A motion was made, seconded and carried to approve these payments.

Dan also reported deposits to the Foundation accounts. These are receipts from fundraising activities at the spring conference in Eagle Crest.

Income sources and their proceeds are:

Gizmo	\$1785
Raffle Baskets	922
Golf	500
Delegate Registration	1100
Speakers payments	520

Kurt raised the question regarding the net income for the Gizmo and the raffle baskets and whether adding the baskets had the effect of taking money from the Gizmo contest. Dan offered the opinion that the Gizmo income this time seemed lower than normal and offered to research the records to see how the Gizmo income this time compared with previous conferences.

Dan reported that no scholarship funds were received from Century West Engineering this year. Unless funds are received in this calendar year, no sustainability scholarship at the University of Oregon will be awarded next year. Dan also noted that the Polvi Tribute Account has fallen below the \$10,000 minimum required to award a scholarship. He also said that Ron Polvi has contributed to the account in previous years when this happened so scholarships can be awarded.

Dan has also calculated that \$11,552.78 is available from the Foundation's general fund and the tribute accounts to fund scholarships in the 2012-13 school year. This is based on the Disbursement Policy stating that the Foundation shall award 5 percent of the fund balances averaged over the previous 8 quarters.

***The treasurer's report was unanimously accepted.***

## **Old Business**

1. *Followup on Fall Conference Fundraising*  
Discussed during the Treasurer's report.

2. *Donation Accountability Standards*  
Discussion regarding the Donation Accountability Standards was limited with no new recommendations for additional changes to those already considered. A motion was made, seconded and carried to adopt the Donation Accountability Standards with edits as currently posted on the chapter's web site. Eric will clean up the edited version and post it as the final policy statement on the web site.

Trustee Gregg Weston left the meeting for a business commitment.

3. *Tribute Account Letter*  
A draft letter prepared for distribution to current Tribute Account sponsors was provided and reviewed by the Trustees. It was agreed that the Foundation should proceed with personal contacts to the sponsors followed up with distribution of the letter to those individuals. Eric and Gordon will make the contacts.

## **New Business**

1. *Spring Conference Fundraising Discussion*  
Trustees discussed fund raising activities for the 2012 Spring Conference, including use of the Gizmo, wine tasting (ala the OR/WA joint conference), raffle baskets, etc. The group concurred that we will ask the conference committee to consider fund raising activities other than the Gizmo and that the Foundation Board will decide next year whether or not to do the raffle baskets at the Fall Conference.
2. *Scholarship Schedule for 2012-13*

Chapter Scholarship Chair Victoria Saager reviewed the status of the scholarship program. As previously reported, the Foundation's General Fund and the Tribute Accounts will provide just over \$11,500 toward the scholarship goal of \$14,000 for the 2012 – 13 school year. It was determined that we would again offer \$14,000 in scholarships to 10 institutions and request that the Chapter support this by providing \$6,000 in new money to the General Fund.

**A motion was made, seconded and carried to offer the scholarships to the following institutions in the amounts shown:**

Oregon State University	-	\$3,000
Portland State University	-	\$3,000
Oregon Institution of Technology	-	\$3,000
PSU Graduate School	-	\$2,000 – Lindberg Tribute Account
Blue Mountain CC	-	\$ 500 – Les Lyle Tribute Account
Lane CC	-	\$ 500 – Merle Langley Tribute Account
OSU Sustainability Programs	-	\$ 500 – Polvi Tribute Account
Clackamas CC	-	\$ 500
Umpqua CC	-	\$ 500
Southwestern CC	-	\$ 500

The Secretary will prepare a Resolution so stating.

Virginia will contact each of the schools and provide them with the scholarship criteria and schedule. She anticipates that each school will provide her with scholarship nominees by May, 2012 and she will have recommendations for award at the Trustee's June meeting.

### 3. Election of Officers for 2012

After discussion, the Trustees nominated the following individuals to serve as Foundation officers for 2012:

President – Eric Jones  
Vice President – Ed Wegner  
Secretary – Gordon Merseth  
Treasurer – Rick Olson

**A motion was made, seconded and carried to elect the nominees.**

President Kurt Corey reminded the Trustees that the position of Vice President is the de facto President-Elect.

### 4. 2012 Foundation Board meeting Schedule

April 18	Eugene – OR Spring Conference
June 15	Meet with OR Chapter Board TBD
October 3	Salishan - OR Fall Conference
December 7	Tualatin Operations Center

### 5. Director-Initiated Items

*Chapter Anniversary* – Virginia reminded the Trustees that the Chapter's 50<sup>th</sup> anniversary is coming up in a year and suggested that we consider ways to incorporate that into the fund-raising program.

*Gizmo* – Dan suggested a newsletter article soliciting ideas from the membership on what to do with/about the Gizmo. **Eric volunteered to write an article for this.**

*Contacts* – Eric reported that the Foundation now has a Facebook page where members and others can go to 'like' the Foundation. He wondered if we may be able to use the page to promote the scholarship program. It was suggested that the Facebook logo be added to the Foundation letterhead.

6. Adjourn

President Kurt Corey adjourned the meeting at 12:17 p.m.

Minutes recorded by Secretary Gordon Merseth

**Oregon Chapter  
American Public Works Association  
Scholastic Foundation**

**RESOLUTION**

Resolution No. 11- XX Foundation Disbursements

Adopted 12/9/2012

In accord with the disbursement policy of the Oregon Chapter Scholastic Foundation, a chapter of the American Public Works Association, for the school year 2012 – 2013, the Foundation Trustees authorize disbursement of the following amounts to be taken from the General Fund, the Annual Fund and Tribute Accounts:

- ❖ One scholarship of \$3000 will be awarded to a student in the Civil Engineering program at Portland State University.
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- ❖ One scholarship of \$3000 will be awarded to a student in the Civil Engineering program at the Oregon Institute of Technology.
- ❖ One scholarship of \$2000 will be awarded as the Lindberg scholarship to a student in the Public Administration Program at Portland State University.
- ❖ One scholarship of \$500 will be awarded as the Les Lyle Memorial Scholarship to a to a student in the Civil Engineering Technology program at Blue Mountain Community College.
- ❖ One scholarship of \$500 will be awarded as the Merle Langley Memorial Scholarship to a to a student in the Civil Engineering Transfer program at Lane Community College.
- ❖ One scholarship of \$500 will be awarded as the Ron Polvi Civil Engineering/Sustainability Scholarship to a to a student in the Civil Engineering Technology program at Oregon State University.
- ❖ One scholarship of \$500 will be awarded to a student in the Civil Engineering Transfer program at Clackamas Community
- ❖ One scholarship of \$500 will be awarded to a to a student in the Civil Engineering Technology program at Umpqua Community College.
- ❖ One scholarship of \$500 will be awarded to a to a student in the Civil Engineering Technology program at Southwestern Oregon Community College.

The Scholastic Foundation Board of Trustees approved this Resolution on December 9, 2011.

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Kurt Corey, President

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Gordon Merseth, Secretary