



APWA Oregon Chapter Scholastic Foundation

Foundation Board Meeting Minutes

Date: December 12, 2012

Location: Tualatin Operations Center

Attending: Eric Jones, President
Rick Olson, Treasurer
Dan Boss, Trustee
Ed Wegner, Vice President
Gregg Weston, Trustee
Jim Gilmer, Trustee
Ron Polvi, Trustee
Jeanne Nyquist
Doug Singer, Chapter Scholarship Committee
Gordon Merseeth, Secretary

Excused: Peggy Keppler, Trustee, Chapter Past President
Mark Schoening, Chapter President
Kurt Corey, Trustee

Call to Order: President Eric Jones called the meeting to order at 10:00 a.m.

Approval of the Minutes:

Minutes of the October 3, 2011 Foundation Board meeting were missing and not approved. Secretary will prepare minutes for the next Foundation meeting.

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

Treasurer's Report

Treasurer Rick Olson now has all the financial records of the Foundation and has taken over full charge of the documents. He distributed a summary report in a new format and reviewed the information provided in the areas of assets, liabilities, income and investments. Investment fund stands at \$267,283 as of October 31, 2012.

He also provided a summary of the 8-quarter average which is used to calculate Foundation scholarship distribution amounts. He pointed out that the reason for including a 7% calculation column is to satisfy the IRS, showing that we are under the 7% number so there will be no need to report other spending to the IRS.

As part of the Treasurer's report, President Eric Jones reported submitting a request of \$6 thousand to the Chapter Board for the next budget year. The Chapter Board will meet on December 14th to develop their 2013 budget. He also said that the Chapter Board is considering offering to replace the traditional \$6 thousand Chapter donation with an annual \$10 thousand contribution and do away with passing through the speakers fees and \$10 delegate payments from the conferences. Eric solicited the Board's thoughts on this.

After discussion, Rick Olson moved the Board authorize Eric to speak with Mark Schoening, Chapter President, indicating the Foundation Board's agreement with the proposal to increase the annual Chapter contribution to \$10 thousand and eliminate the speakers fee and delegate payments. Second by Doug Singer.

Following more discussion on the motion, Rick withdrew the motion and Doug withdrew his second.

The group agreed that no formal motion on the matter was necessary. Eric recapped the discussion and sentiments expressed by the Trustees and will express those to Mark Schoening before the Chapter Board meets.

In reviewing the Treasurer's report, Dan Boss pointed out that the report omitted the Dan Boss Tribute Account in the summary letter.

Dan also noted that recent scholarship recipient Carrie Waters hasn't cashed her check yet.

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

Old Business

1. Scholarship Committee Report

Doug Singer reported for the committee. He and Victoria Saager will split the responsibility for school liaison, with each taking half the schools. He also outlined actions that the Foundation Board must take to maintain the schedule. These are:

- a. Determine the 8-quarter average and set the Foundation's contribution
- b. Monitor the Chapter's decision on contributions for the next school year
- c. Provide the Scholarship Committee with the funding amounts for each school so they will know in January, 2013 what they have to work with.

Doug will send the committee's working schedule to the Foundation Secretary for inclusion in the record.

Jeanne Nyquist moved that the Board match the 2011 scholarship amounts with a total of \$14,000 and the same amounts to each of the schools. Motion carried.

Secretary will draft a Resolution to document the Scholarship allocations.

New Business

1. Foundation Strategic Plan

The results of the Strategic Plan work session were made available to all Trustees on line prior to the meeting. Eric reviewed the work session discussions and gave a brief overview of the approach and results. Gregg Weston provided a review of the draft cover sheet which defines the Foundation, Mission, Vision and Values. Eric also compiled the results of the session and presented them by Category, Goals, Action Items, Measure and Lead Person. Goals are grouped by time frame with most identified in 2013 and 2015.

Gregg Weston moved, and Jim Gilmer seconded a motion that the Board adopt the Strategic Plan.

Trustees then discussed each of the items including the Vision and Values sections, the Goals and Action Items, and included specific names for Lead person in taking action where necessary. Corrections were made to the numbering system and the title will be changed to read '3-Year Strategic Plan'.

With these changes and clarifications, the motion passed to adopt the Strategic Plan.

The Plan will be used by the officers and Board as guidance for 2013 activities of the Foundation and will be included on each meetings agenda.

Eric will make changes to the draft Plan and reissue the final Plan as adopted.

2. Election of Officers for 2013

With new Trustees in place, the following individuals were nominated for officer positions for 2013:

President – Ed Wegner
Vice President – Dan Boss
Treasurer – Rick Olson
Secretary – Gordon Merseth

Motions were made, seconded and carried for each position.

Trustees for 2013 are:

Eric Jones
Kurt Corey
Ron Polvi
Gregg Weston
Jeanne Nyquist

3. 2013 Foundation Board meeting Schedule

February 20	Tualatin Operations Center
April	OR Spring Conference
June	Meet with OR Chapter Board
October	OR Fall Conference
December	TBD

4. Adjourn

President Eric Jones adjourned the meeting at 12:12 p.m. (on 12/2012)

Minutes recorded by Secretary Gordon Merseth