



APWA Oregon Chapter Scholastic Foundation

Foundation Board Meeting Minutes

Date: April 22, 2014

Location: Seaside Conference Center, Seaside, Oregon
Spring Conference

Attending:

Gregg Weston, VP
Rick Olson, Treasurer
Kurt Corey, Trustee
Ron Polvi, Trustee
Jeanne Nyquist, Trustee
Ed Wegner, Trustee
Terry Song, Chapter President
Victoria Saager, Scholarship Chair
Gordon Merseith, Secretary

Excused: Dan Boss, President
Bob Patterson, Chapter Immediate Past President

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

Call to Order: Vice President Gregg Weston called the meeting to order at 8:35 a.m. and reviewed the distributed agenda.

Agenda: The agenda will focus on items suggested by Gregg Weston in a recent email to all Trustees.

Approval of the Minutes:

Minutes of the February 26, 2014 Foundation Board meetings were distributed to all Trustees via email prior to the meeting. Review pointed out the misspelling of Rick Olson's last name – minutes will be corrected.

A motion to accept the February 26th minutes was made, seconded and unanimously carried.

Treasurer's Report

Treasurer Rick Olson reported total assets of \$323,953.63 as of March 31, 2014 with \$0 outstanding liabilities. He also reported that the second half of the 2013-14 scholarship checks were issued to nine recipients. Rick also reported receipt of a contribution from Don and Cathy Schut raising the Schut Tribute Account over the \$10,000 threshold.

In compliance with the Foundations bylaws and policy, he computed the 8-quarter average holdings. This indicates that the Foundation can provide between \$14,433 and \$20,221 for scholarships in the 2014-15 school year, depending on the Trustees' decision. He also has provided a completed Form 990 to the Foundation's accountant.

Rick also requested that the Chapter appoint an audit committee to review the Foundation's books. Chapter President Terry Song will see that a committee is formed.

Jeanne Nyquist reported contact with other Tribute Account holders, Gene Appel and Hugh Kalani. They each agreed to join their account with hers to form a new account.

Ron Polvi also reported a contact with Joe Roshack, a VP with Century West Engineering Corp regarding their account and any plans for adding funds to it or joining it with others. Joe will discuss this with the CWEC Board.

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

Old Business

1. Chapter/Foundation Support. Terry Song said the Chapter approved and sent a check for \$6,000 to the Foundation in January for their annual contribution. Rick Olson has not received the check and has no record of a deposit into the Foundation accounts. Rick and Terry will discuss with the Chapter's Treasurer.

New Business

1. 50th Anniversary Fundraising: Kurt Corey reported his contact with ACEC resulted in a contribution of \$1,000 to the Foundation. He is also drafting a request letter to be used when approaching potential public works industry stakeholders; contractors, A/E firms, vendors, etc. The letter will indicate that this is a one-time request and focus specifically on the value the APWA Scholastic Foundation provides by assisting students in the public works career path. He will circulate the letter for anyone to use and suggested that **we each contribute names with contact information and share the list so any dual contacts are coordinated.**

Kurt offered the suggestion that each Trustee contribute a raffle basket for fundraising at the Fall Conference. Need to coordinate with the conference planning committee if we do.

2. Conference Fundraising: After discussion the Trustees concurred to stay with just the Gizmo and the \$10/delegate for now. Everyone will be provided with opportunity to make a special contribution in honor of the Chapter's Anniversary.

We are still planning to hold an official 'Gizmo Burial' at the fall conference in Pendleton. Bob Patterson is organizing the event and is on top of it!

3. Scholarship Status Report: Virginia reported that the Committee is on schedule again this year. She expects to receive all applications by May 30th and will have recommendations for our July 11th meeting. This will be a joint meeting with the Chapter Board.

Regarding our limited success at Blue Mountain CC, Bob Patterson said that BMCC is expanding their curriculum to add Engineering Technology. There was no decision on changes to the scholarship program at this time.

Victoria also reported that she is again the sole member of the Scholarship Committee. She is seeking help in finding a potential replacement for her position as she sees retirement in the not-too-distant future (~ 2 years +/-). Trustees are asked to help to identify candidates for this very important position.

4. Additional 50th Anniversary Planning: Bob Patterson reminded Trustees that the Chapter Board will be meeting in Pendleton on September 15th and that the Roundup Parade is on the 16th. He invited Foundation Trustees to come to Pendleton and participate in the parade.
5. Good of the Order: Gordon will draft a Thank You letter for Don and Cathy Schut for Dan's review and signature when he returns from his extended trip.

Trustees discussed increasing scholarship amounts and possibly the number of scholarships awarded. If we are successful in fundraising centered on the 50th Anniversary, we may have financial opportunities to do this. Trustees are to be thinking of this along with improving the overall scholarship program.

Ed Wegner said he will meet with Dan Boss to discuss details of his Tribute Account Scholarship.

6. Adjourn

With no further business, Vice President Gregg Weston adjourned the meeting at 9:35 a.m.

Minutes recorded by Secretary Gordon Merseth