

# Oregon Chapter APWA Board Meeting Minutes



Date: **January 20, 2006**

Location: OTAK Conference Room, Lake Oswego, OR

<b><u>Board Members Present</u></b>	<b><u>Board Members Absent</u></b>
	Kurt Corey, V.P.
Lila Bradley, President	Bob Patterson, Dir
	Greg Miller, Past President
Rick Olson Sec.	<b><u>Visitors</u></b>
Gregg Weston, Treas.	Barbara Duda, Membership Chair
Marty Andersen, Dir	Patricia Bugas Schramm, APWA
Jim Carnahan, Dir	Kelsi McNair, Eng. Without Borders
Derek Forseth, Dir	Douglas Van Bossuyt, Eng. Without Borders
Peggy Keppler, Dir	Jennifer Schieberl, Eng. Without Borders
Yvonne McClain, Dir	
Hugh Kalani, Nat. Delegate	

***Meeting called to order at 10:00 AM by President Lila Bradley***

APWA Scholarship Foundation – Jeanne Nyquist, President of the Foundation gave a brief report on the foundation. This year they are scheduled to give out 7 scholarships. Jeanne indicated that with the rising cost of tuition the foundation is exploring ways to increase the amount available. Jeanne asked if the Chapter would consider giving an additional donation to the Foundation in 2006. President Lila suggested that the item be placed under new business.

## **Chapter Board Meeting**

### **Approval of Minutes**

The minutes of the December 2005 regular board meeting were approved as submitted.

### **Treasurers Report**

Rick Olson provided the Treasurer's Report which was approved as submitted. Rick then submitted a Board Resolution to approve the change for authorized signers on the bank accounts at Pacific Continental Bank to reflect the transition of Oregon Chapter officers. The board approved the resolution. Treasurer Gregg Weston will complete the necessary forms with the bank. As a note the following APWA National officers are required to be signers on the account.

- Larry Frevert, Treasurer
- Teri Newhouse, Director of Finance

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Action Item: Bank resolution and signatures sent to PCB Bank and National office

### President's Report

Lila Bradley provided a report on several items:

- Bob Fruedenthal, Jim Fahey and Bob Browell (National Officers) have indicated that they will be in attendance at our joint conference in Vancouver.
- Peggy Keppler has requested permission to post the "DJC Top 10" to the chapter website. After a short discussion the board approved the request.
- Patricia Bugas Schramm has requested an opportunity to speak to the board to request possible funding of her trip to New Zealand in June. Patricia is a Jennings Randolph Fellowship winner for a partial scholarship funding for the trip. Lila indicated she will be speaking during our lunch today.
- Engineers With out Borders will be speaking with us today about the new OSU chapter that has been formed and will be constructing a water system in El Salvador.

### Delegate's report

Hugh Kalani reported that the Region 9 is holding a combined meeting with Region 8 (Northern California) on the weekend following our Joint Conference with Washington. The meeting will be March 31 –April 2 in Reno Nevada. Jack Pitas is trying to get a formal head count. If any Oregon members are planning on attending, please let Hugh know.

### Correspondence

The correspondence file with various items was circulated to the group.

### Chapter Conferences:

- **Fall Conference 2005, Salishan, October 10-13** – Lila Bradley reported she has almost finished reconciling the convention accounting. She brought a check for \$7,500 to reimburse the convention advances and then a check for \$4800 as income from the convention to date. The board thanked Lila for the great job on the convention.
- **Spring Conference 2006, Joint Conference with Washington Chapter, Vancouver Convention Center, March 28-31** – Eric Rouse was not present. Several of the board members provided brief updates. Concern was raised for the room block being full before the registration forms has been posted. Kurt Corey was not present, but it was reported that our (Oregon) speakers are all identified and lined up at this time.

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- **Fall Conference 2006, Pendleton** – Bob Patterson was not present, but Lila reported that the convention planning is on track
- **Spring Conference 2007, Ashland – No report**
- **Fall 2007 Conference, Bend** – Jim Carnahan will talk with Terry Chamberlin about possible sites. Jim suggested the River House Motel
- **Spring 2008 Conference, Joint w/ Washington and Rocky Mountain Chapters** – There was no update on the possibility of three-way conference.

### Chapter Goals

The board reviewed the 2006 Chapter goals that were drafted at the December Board Meeting. After a short discussion the board approved the goals and made the following assignment of Board members to the specific goal areas. The intent will be for the board member assigned to help communicate input from the committees under the various goal areas.

<b>Goal Area</b>	<b>Contact</b>
Board	Lila Bradley
Standard Specs	Jim Carnahan
Newsletter	Kurt Corey
Educational Programs	Marty Andersen
Outreach	Yvonne McClain
Public Relations	Rick Olson
Water Resources	Gregg Weston
Awards	Peggy Keppler & Greg Miller
Membership	Derek Forsyth
Conferences	Rick Olson
Leadership/Management	Peggy Keppler

### Community Outreach funding

The board held a discussion on the potential projects/requests that could be funded in 2006. The board has previously received and approved the request for Math Counts for \$2,000. The Chapter has also funded approximately \$1,000 for APWA Week each year. At the December 2005 board meeting the board approved a budget line item of \$10,000 for projects that might be appropriate in 2006. With the 2 projects already approved, this would leave about \$ 7,000 that could be allocated.

*Action Item: Derek Forsyth and Peggy Keppler were appointed to a task group to consider drafting a policy on how we might seek qualified proposals during the year.*

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The board discussed the Employee Scholarship fund with \$ 1,000 allocated in the budget for 2006. This money was designated to help attract current APWA members to attend the conferences. After discussion, President Lila appointed a task group to come back with input

*Action Item: Yvonne McClain and Hugh Kalani will review and provide input back to the board on how we could promote this program better during the year.*

### Cash Reserves

The board discussed the proposal from the Scholarship Foundation to increase our contribution for 2006. The board reviewed the current cash position of the Chapter. We currently have approximately \$53, 000 in cash reserves. The board approved a motion to provide an additional \$ 5,000 donation to the Scholarship foundation.

*Action Item: Rick Olson, Gregg Weston and Barbara Duda were appointed to a task group to review the chapter finances and reserves and provide feed back to the board on what an acceptable level of reserves should be.*

### Guest Presentations

Engineers without Borders made a presentation during the lunch break. Jennifer Schieberl, Kelsi McNair and Douglas Van Bossuyt from the Oregon State University Chapter provided details on the upcoming water project in El Salvador they are undertaking. They have about 75 members in the chapter at OSU and have 3 faculty professors to help them with input. They have made the initial visit to El Salvador and are scheduled to take a smaller group in March for Data Collection. The cost to travel is approximately \$ 800 plus about \$ 200 for vaccinations.

After the presentation the board discussed how our APWA chapter might get more involved with this organization. One of the ideas explored was to take this program on as a mentoring program and have the group attend our conventions allowing for our members to help provide advice.

*Action Item: Rick Olson and Derek Forseth were appointed to a task group to come back to the board with additional input from the organization.*

### Committee Reports: None

### Old Business:

- **Future National Congress in Portland** – Hugh Kalini reported that we are still awaiting the feed back from the Portland Visitors bureau about the convention space.

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- **One-Call Committee Chair** – No report.
- **Medallion Fundraiser** – Rick Olson reported that there are still plenty of medallions in his possession. The foundation committee is looking into how to promote them.
- **Mailing List** – Rick Olson reported that he had received a request from the PNPCA to see if they could use the APWA mailing list for a promotional brochure. After a discussion the board indicated that they would not consider this as a proper use of the mailing list. They did indicate that the national office does sell the membership lists to members. The board did indicate that the promotion of a formal training seminar would fall in line with the past actions of the board. After a short discussion the board suggested that we develop a formal policy statement for the use of the mailing and emailing requests in the future.

*Action Item: Rick Olson and Gregg Weston were appointed to a task group to draft a policy statement for the use of the mailing list and website*

- **Model By-Laws** – Greg Miller and Kurt Corey were not present, but they still expect to provide a recommendation on this updating.
- **Jennings-Randolph Fellowship Program Contribution** - Patricia Bugas Schramm, APWA member from the City of Portland reported on her past trips to other countries with the FHWA to talk about the "Asset management." She indicated that her trip in June will be partially funded from the Jennings Randolph scholarship and is still seeking about \$1,440 in additional money from outside sources. After discussion, the board approved a motion to provide \$1,440 to Patricia.

*Action Item: Payment of \$1440 to Patricia Schramm*

**New Business: - None**

**Director Initiated Items** – None.

Yvonne McClain reported that she has submitted APWA informational materials to the Black Engineers Association.

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**Next Board Meeting:** February 10, 2006 at the ODOT offices in Salem

## **Agenda Items for next meeting:**

- Task group reports
  - Cash Reserves
  - Requests for funding
  - Mailing List/ Email Policy
  - Employee scholarship
  
- Model By-Laws

With no other business, President Lila adjourned the meeting at 2:10 PM

Respectfully Submitted

*Rick Olson*

Rick Olson, Secretary

## **Addendum: Board Meeting Calendar**

### **OREGON CHAPTER BOARD 2006 MEETING CALENDAR**

<u>Month</u>	<u>Date</u>	<u>Location</u>	
JANUARY	20	OTAK	Lake Oswego
FEBRUARY	10	ODOT	Salem
MARCH	28	Vancouver Conv. Center	Spring Conference
<b>APRIL</b>		<b>No Meeting</b>	<b>No Meeting</b>
MAY	12	OTAK	Lake Oswego
JUNE	9	DEA Office	Bend
JULY	14	TBD	Lincoln City
AUGUST	11	Convention Center	Pendleton
<b>SEPTEMBER</b>		<b>No Meeting</b>	<b>APWA Congress – Kansas</b>
OCTOBER	10	Pendleton	Fall Convention
NOVEMBER	9	TBD	Eugene
DECEMBER	9	TBD	Lincoln City

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