

Oregon Chapter APWA Board Meeting Minutes



Date: **June 1, 2007**

Location: Lincoln City Hall – Lincoln City, OR

Board Members Present	Board Members Absent	Visitors
Kurt Corey – President	Eric Rouse – Director	Dan Boss- City of Tualatin
Rick Olson – President Elect		Jeanne Nyquist – Nyquist & Assoc
Gregg Weston – Secretary		Gene Apple – CMTS, Inc.
Yvonne McClain – Treasurer		Barbara Blair – Otak
Hugh Kalani, National Delegate		
Lila Bradley – Past President		
Marty Andersen – Director		
Jim Carnahan – Director		
Ken Fuller – Director		
Peggy Keppler – Director		
Bob Paterson – Director		

Meeting called to order at 10:14 A.M. by President Kurt Corey

Ceremonial Matters

Lila Bradley was presented a plaque and pin in honor of her service as President for 2006.

Approval of Minutes

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

Treasurers Report

Yvonne presented the budget information including a copy of the budget verses actual for the year. Yvonne will be meeting with Maggie Vohs regarding the Education account. Revenues do not match expenses for the year. The Treasurer's report was approved as submitted.

Oregon Chapter APWA Board Meeting Minutes

Date: June 1, 2007

Location: Lincoln City Hall – Lincoln City, OR

Page 2 of 7



President's Report

Kurt received the final invoice from the keynote speaker (Craig Zablocki) for the Spring Conference. Craig contract was for \$5,000 plus expenses but the final invoice only reflected the \$5,000. Craig also sent a box of goodies as a "Thank You" for having him speak in Ashland, which Kurt shared with the Board at the meeting. Kurt attended Washington County's Public Works Week program held at Washington Square and was impressed with their program and suggested that the Board members attend future events when possible. The QBS webcast that Kurt was scheduled to do for ACEC in May has been rescheduled to June 14th. ACEC also asked Kurt to attend their Annual Conference in Maui to lead a session on QBS; all expenses paid. The APWA British Columbia Chapter will be celebrating their 75th anniversary and they have invited all of the Oregon Board Members to attend their conference to be held in September in Victoria, BC. Kurt mentioned that he will try to make it up there for a couple of days.

Delegate's Report

No report.

Correspondence

Kurt briefly went through the correspondence file which included a couple of invoices for payment, a letter from Judy Arasmith thanking the Board for her recognition at the Spring Conference, a letter from National to Haig Valenzuela recognizing him as a Life Member, a copy of the Governor's proclamation regarding Public Works Week, and copies of letters from various individuals.

Chapter Conferences

- **Fall Conference 2006, Pendleton Convention Center, October 10-13**
Closeout of the conference records pending an audit of the conference records.
- **Spring Conference 2007, May 1-4; Ashland**
No official report. All information from the conference was handed off to Kurt and will be passed on to Ken and Jim.

Oregon Chapter APWA Board Meeting Minutes

Date: June 1, 2007

Location: Lincoln City Hall – Lincoln City, OR

Page 3 of 7



- **Fall 2007 Conference, October 16-19; Bend (Jim Carnahan)**

Jim reviewed some of the conference debrief items and noted those that will be considered for the Fall Conference.

- **Spring 2008 Conference, April 15 – 18; Eugene (Mark Schoening)**

Kurt reported that the dates are set, however some issues have been raised regarding conference insurance by Valley River Inn. Exhibitor insurance requirements could make the event difficult to hold at the Valley River Inn; however the issue is not clear and still needs resolution. To date, the event is scheduled at the Valley River Inn, but the insurance issue may cause this to be reconsidered. Much discussion was held regarding limits of coverage and cost for a conference that has primarily table top booths. Hugh volunteered to contact National to try and get an answer regarding National's coverage of "Green" events. Kurt indicated that Terry Chamberlain is getting plugged in with National, but welcomed Hugh's efforts.

- **Fall 2008 Conference, October 21 – 24; Welches**

Old Business

Model Bylaws

The Bylaws were revised to incorporate comments received from National. Kurt forwarded the final draft of the Bylaws to the Board for their review. Kurt went through the latest revisions. The Board approved by vote to approve the changes and to have the revised Bylaws sent back to National for a final review.

Chapter Leaders Toolbox

The "Chapter Leaders Toolbox" item is a carryover from our last couple of meetings and is a checklist of Best Practices for Chapter Capacity Building. Kurt distributed copies of the checklist for review and approval so that they can be returned to National - the information gathered will be used by National's staff in potentially assisting us with future strategic planning efforts.

National Awards Summary

Peggy reported that the PACE award was submitted to National. Kurt reported on a couple of other award submittals and noted that ODOT was selected for Nationals

Oregon Chapter APWA Board Meeting Minutes

Date: June 1, 2007

Location: Lincoln City Hall – Lincoln City, OR

Page 4 of 7



Diversity Exemplary Practices Award for 2007 for the ODOT Bridge Delivery Unit and Office of Civil Rights.

National Committee Summary

Kurt reported on Chapter members' appointments to National Committees they include Paul Klope, Education Committee; Mary Maloy, Water Resources Committee; and Kurt will continue on the Finance Committee.

Chapter Leaders Toolbox

Kurt handed out copies of the Best Practices for APWA Chapter Capacity Building along with National's check list. Kurt filled in the checklist for the Chapter and asked for the Board to review his assessment so that he can get this back to National. Peggy asked about the line item regarding leadership succession. Kurt responded that he could not find a written policy, but referred to the Nominating Committee as what we have in-place right now. Some additional discussion was held regarding other line items, but no disagreement was found with Kurt's assessment except for item 20 regarding a transition meeting between outgoing and incoming Board members. Yvonne brought up the issue regarding the answer to item 14 (treasurer's two year term) and indicated that we should have an explanation to go along with the no answer. Kurt requested that the Board provide any additional input to him within a week so that he can get this back to National.

New Business

APWA Chapter Advocacy Task Force

Kurt discussed the opportunity to serve on this Task Force which would be short term. Kurt noted that this Task Force would be a good way to get involved that does not require a long term commitment.

Chapter Conference Insurance

Discussed above under the Spring 2008 Conference.

Conference Scholarships

Kurt handed out a copy of the Policy and asked for input on what we have in the budget. Yvonne reported on the budget line items and indicated that \$1,000 is

Oregon Chapter APWA Board Meeting Minutes

Date: June 1, 2007

Location: Lincoln City Hall – Lincoln City, OR

Page 5 of 7



available. The policy will need to have ESI removed from the second page under Oregon APWA Education Program Event Scholarships and replaced with Cameo Management. Kurt recommended an extension until July 1, 2007 for the National Congress Scholarship to allow someone to apply for a scholarship to the National Conference, and so that an article can be run in the next newsletter. Board voted to extend the deadline and to place an ad in the next newsletter.

Nominating Committee Report

Rick Olsen reported that we do have a Nominating Committee chaired by Rick Olsen. The Committee consists of Rick, Lila Bradley, and Greg Miller. They will meet to put together a list of candidates.

Sustainability Resolution

Jeanne Nyquist presented the revised resolution modified per the Board's input last month and asked the Board to approve the revised resolution. Jeanne also requested that the Board suggest to National that a similar resolution be approved. Some discussion was held regarding some line items, including the date that the Legislature might prepare legislation for vote. This line item was left as is and the resolution was approved by a vote of the Board.

Standard Specifications Printing/Publishing Costs

Paul Klope reported that there are up front costs for publishing the updated Standard Specifications that cannot be offset by revenue brought in by sales. Paul asked that the Board consider how to help with publishing. Kurt indicates that the Chapter cannot fund the printing and suggested we look at adjusting publishing up front. Marty said that he would go back to ODOT and see what the issue is and will report back.

Director Initiated Items

There were no Director initiated items.

Oregon Chapter APWA Board Meeting Minutes

Date: June 1, 2007

Location: Lincoln City Hall – Lincoln City, OR

Page 6 of 7



Joint Meeting with Scholastic Foundation Board

Review Purpose of Foundation

Jeannie Nyquist provided an overview of the Foundation, its purpose, and relationship to the Chapter Board. The Scholastic Foundation Board and the Chapter Board discussed the following items:

- **Review Disbursement Policy and Discuss the Annual Contribution from Chapter Board**
- **Identify Opportunities for Collaboration**
- **Update Finances and How it Works**
- **Fund Raising – How We Do It, Any Ideas They May Have**
- **Personal Invitation to President Elect to Attend Foundation Board Meetings**

Next Board Meeting

July 13, 2007 – Water Treatment Facility; Pendleton, Oregon

Agenda Items for Next Meeting

With no other business pending, President Kurt Corey adjourned the meeting at 12:55 PM

Respectfully Submitted,

Gregg Weston, Secretary

Oregon Chapter APWA Board Meeting Minutes

Date: June 1, 2007

Location: Lincoln City Hall – Lincoln City, OR

Page 7 of 7



2007 OREGON CHAPTER BOARD MEETING CALENDAR

Month	Date	Location	
JANUARY	12	Otak	Lake Oswego
FEBRUARY	9	ODOT	Salem
MARCH	16	Ashland Convention Center	Ashland
MAY	1	Spring Conference	Ashland
JUNE	8 1	City Hall	Lincoln City
JULY	13	Water Treatment Facility	Pendleton
AUGUST	10	David Evans & Associates	Bend
SEPTEMBER		APWA Congress	San Antonio
OCTOBER	16	Fall Conference	Bend
NOVEMBER	9	CMTS	Portland
DECEMBER	14	Eugene Airport	Eugene