

# Oregon Chapter APWA Board Meeting Minutes



Date: **August 10, 2007**

Location: David Evans and Associates – Bend, OR

<b>Board Members Present</b>	<b>Board Members Absent</b>	<b>Visitors</b>
Kurt Corey – President	Yvonne McClain – Treasurer	Jeanne Nyquist
Rick Olson – President Elect	Lila Bradley – Past President	
Gregg Weston – Secretary	Eric Rouse – Director	
Hugh Kalani, National Delegate	Ken Fuller – Director	
Marty Andersen – Director		
Jim Carnahan – Director		
Peggy Keppler – Director		
Bob Patterson – Director		

***Meeting called to order at 10:06 A.M. by President Kurt Corey***

## **Approval of Minutes**

The minutes of the July regular board meeting were approved as submitted with the correction of Bob Patterson's last name.

## **Treasurers Report**

The Treasurer's report was submitted in Yvonne's absence. Some discussion was held regarding budget line items, and the Board decision was to defer the approval until Yvonne is present at the next meeting.

## **President's Report**

On July 18<sup>th</sup> the City of Bend celebrated their accreditation by APWA. Kurt attended the activities representing the Board. Kurt reported that he has decided not to attend the British Columbia meeting approved last month due to schedule conflicts.

## **Delegate's Report**

No report this month.

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### Correspondence

Kurt shared items in the correspondence file and circulated it for the Board's review.

### Chapter Conferences

- **Fall Conference 2006, Pendleton**

Audit of conference was completed and provided to the Board

- **Spring Conference 2007, May 1-4; Ashland**

Rick Olsen reports that the conference committee has paid all bills and finalization of the accounting will be completed within the next 30 to 45 days. Conference receipts are estimated to be approximately \$12,000.

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

Jim reports that the conference committee is formed. Staff from DEA, Otak, PSI, and the City of Bend are working on organizational items. Next piece that the committee will be working on will be the flyer including education tracts. Arlene Kampe will be organizing the guest program. Jim described the facilities and space use relative to the conference activities. Vendor space costs were discussed and Jim and Mary Meloy will be working to reconcile the bottom line cost per exhibitor. Rick needs to have the cost per exhibitor set soon, so that he can get the budget together and get vendor's invited. Rick recommends that the booth cost be set at \$400 per vendor so that he can proceed.

Conference Technical Program was discussed and Rick requested that those who have committed to putting tracts together get these finalized as soon as possible. If everyone follows through, we should be in good shape. However, to get the CEU certification set up, the program needs to be set by September 1, 2007, so that Rick can submit the program. Jim indicated that the same time frame is important to getting the flyer printed for mailing. Jim also reports that the facilities are high tech and fully outfitted for the programs. Jim will follow up on the availability of laptops for speakers use.

Correspondence with National Board indicates that Larry Frevert has this conference on his calendar.

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- **Spring 2008 Conference, April 15 – 18; Eugene (Mark Schoening)**  
Kurt reported that Mark has a good committee in place and they are working on the conference.
- **Fall 2008 Conference, October 21 – 24; Welches**  
No report.
- **Spring 2009 Conference, April 28 – May 1; Seaside (Washington County)**  
No report.

Discussion was held regarding the cost of the photographic documentation of the conference activities. The current situation is not covered by an agreement and needs some documented method of reimbursement. The Board voted to set a maximum budget amount to cover conference registration for photographic services. Deliverables to include the preparation of a power point for use at the conference and two (2) copies of the conference photos on CD.

## Old Business

### Chapter Conference Insurance

No new information at this time on National's part. This issue needs to be addressed by the National Board.

### Conference/Congress Scholarship Policy

Kurt has amended the policy to reflect the separate scholarship application deadline for the Spring and Fall Conferences, and had the policy posted on the Chapter web site.

### Standard Specifications Printing/Publishing Costs

Marty reported that ODOT's budget has money for printing, but will sell the specs at cost. If APWA wants to use this as a fund raising item, then APWA would need to cover the cost of the printing. Kurt replied that the issue was not a fund raising item for APWA, but rather the concern raised by ODOT that the printing cost could not be credited to the right account within ODOT. Marty indicates that the printing cost is not an issue within the new ODOT budget. Discussion by the Board was that this is a service to the membership rather than a fund raising item.

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### **“National Congress in Portland” Initiative**

No report.

## **New Business**

### **Report from Scholastic Foundation**

Jeanne reported back on the Foundation’s goal setting relative to funding the Scholarship Foundation attaining a \$1mil dollar balance by 2020. The current fund balance is at \$200,000. The Conference fund raising is at approximately \$3,000 per year, and the Chapter currently has a \$6,000 annual donation. To get to the \$1mil amount by 2020, the Chapter would need to contribute \$30,000 in the next two years, dropping back to \$25,000 per year starting in 2009. A question was raised as to what the money would go to. Jeanne indicated that more or larger scholarships would be one item, but also that we require recipients to attend at least one conference. Other ideas included internships and encouraging recipients to become more active in APWA. Jeanne indicates that public agency budgeting is tightening to the point that younger employees are not able to get funding for memberships. This could be covered by making a one to two year membership part of the scholarship. The main goal would be to get the Fund self sustaining by reaching a fund balance of \$300,000. The spreadsheet provided by Jeanne indicates that this could be attained by 2009, if the Chapter could contribute a total of \$85,000 between June 30, 2007, and the end of 2009. A designated amount per person over and above the conference registration could be a way to fund this amount. Rick indicated that it is important to approach this not by discussing the amount, but to focus on the new scholarships and amounts available to students by increasing the funding and how this would benefit APWA by bringing in younger members and increasing the membership.

### **Scholarship Committee Chair Vacancy**

Jeanne also discussed the need of a Scholarship Committee Chair. Some names were discussed and contacts will be made between now and our next meeting.

### **2008 APWA International Congress and Expo Request for Financial Assistance**

A request was received from National for financial assistance in putting on the 2008 Conference in New Orleans. Kurt discussed options ranging from no assistance

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available, to some dollar amount from the 2008 budget. The Board discussed the options and determined that National needed a commitment now in order to budget for the 2008 Conference. The Board decided to donate \$2,000 to the New Orleans Conference from the Community Outreach line item via a unanimous vote.

### Proposed National Bylaw Revisions

The Board reviewed the proposed bylaws. Peggy presented the proposed changes including budget timing, committee membership, etc. Comments are to be relayed back to National by Hugh. Peggy indicated that there are not significant items affecting the Oregon Chapter's operation. The proposed change to budget reporting would require the Chapter to move our goal setting meeting earlier in the year rather than our current practice of completing this work at our December meeting.

### Strategic Planning Assistance from APWA

Kurt shared that National has offered to assist the Oregon Chapter in our next strategic planning. Brian Van Norman (National APWA) indicates that he is available to attend our November meeting, which will be at CMTS. Kurt will make the arrangements.

### Director Initiated Items

Travel to Riverhouse Convention Center for site visit.

### Next Board Meeting

October 16, 2007 – Riverhouse Convention Center; Bend, 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

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### 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
<b>JUNE</b>	<b>8 1</b>	<b>City Hall</b>	<b>Lincoln City</b>
JULY	13	Water Treatment Facility	Pendleton
AUGUST	10	David Evans & Associates	Bend
<b>SEPTEMBER</b>		<b>APWA Congress</b>	<b>San Antonio</b>
OCTOBER	16	Fall Conference	Bend
NOVEMBER	9	CMTS	Portland
DECEMBER	14	Eugene Airport	Eugene