

DRAFT Oregon Chapter APWA Minutes

Date: November 14, 2008

Location: ODOT Materials Testing Lab, Salem, OR

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Board Members Present	Board Members Absent	Visitors
Rick Olson - President	Yvonne McClain - Secretary	Terry Chamberlin
Gregg Weston – President Elect	Ken Fuller – Director	
	Bob Patterson - Director	
Hugh Kalani, National Delegate		
Peggy Keppler – Treasurer		
Mark Schoening - Director		
Marty Andersen - Director		
Todd Watkins – Director		
Kurt Corey – Past President		

Approval of the Minutes

The minutes of the October regular board meeting were corrected and approved as submitted.

Treasurers Report – Peggy Keppler

Peggy Keppler provided a summary of the Treasurer's Report for November. The treasurer's report for November was approved as submitted.

Peggy initiated a discussion relating to cash flow. Cash flow will show us in the negative by \pm \$750 come April 2009. If we send \$6,000 to Scholarship Foundation, \$2,000 to Math Counts, etc. We need to determine how to manage cash flow to stay in the black. Rick Olson asked Peggy to put a cash flow projection together assuming no income until after the 2009 Spring Conference. The Board members present had ongoing discussion regarding the management of the Educational Seminars, Foundation Fund options, and how the strategic planning process for future conferences needs to address the funding side so that ongoing operations provide clear direction for future leadership.

Peggy also reported that there will be changes in banking due to Homeland Security, including scholarship funding. Peggy indicated that there will need to be some necessary changes to our scholarship policy which include:

- Conference/Education Scholarships – If being a member is required, then the amount is taxable to the individual. If it is open, then the amount is not taxable.
- If a scholarship is given to a Board Member, then it is deemed inappropriate. If costs cover expenses, the original receipts are necessary to justify.

The question to the Board is do we want to change the policy? Also, the National policy will be changing relative to disclosure of ownerships and may ultimately require the Chapter Treasurer to do this. If the Education Committee is giving scholarships, are they also affected? Giving complimentary rooms and meals is also an issue.

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Peggy will bring the policy modifications to the December meeting for discussion and adoption.

National Delegates Report: Hugh Kalani

Hugh indicated that the upcoming Future Leaders Training is important. There is discussion going on at National regarding National Conference site selection. National is still looking at Portland for a future Snow Conference.

President Report: Rick Olson

All correspondence received has been emailed to Board members for review. The Willamette Valley APWA Luncheon flyer was passed around the table for review.

Educational Seminars:

See the discussion above under Treasures Report. Marty indicated that the ODOT T2 center is working on education programs and that ODOT/APWA need to coordinate. The Public Works Institute is showing a loss in revenue and supports National, needs evaluation.

National Awards Program:

Mark asked the Board who should be nominated for the Top 10 Leader Award. Mark suggested that we conduct a survey, using Survey Monkey, come up with criteria for a Top 10 Leader and survey for individuals who meet the criteria. A subcommittee would review the surveys for those who meet the criteria and make recommendations to the Board for nomination. The University of Oregon is willing to take on the survey with a \$300 stipend for a student to take on the project. The \$300 stipend will need to be put into the 2009 Budget and have the process complete by March 2009. The Board approved the \$300 to be added to the 2009 Budget.

2009 Spring Conference Committee Report:

- Todd Watkins reported that they Conference Committee held a meeting on Thursday, November 13th. Todd reported that Wayne Bauer will be heading up the exhibitors with the help of Anders. Neal Wallace will work with the Conference Center on the conflict on Tuesday, April 28th. The committee recognizes that the cost of food is a big issue and that Kaaren Hofman and Kim McMillan will work on this issue. One cost saving option is to cut out the paper registration form, only have one mailing for the "Save the Date" postcard with a website address on the post card for a printable registration form. Possibly use a new "sender" name for the email blast to the membership for conference email notices.

There was further discussion regarding the mailing issue. The fact that this option is so different from what we have done in the past, it might be better that there are two post card mailings. Changing the mailing process cold turkey could impact attendance. There was further discussion regarding the issue of email notices and the potential issues with incorrect email address. Rick indicated that it is not necessary to mail "Save the Date" postcards to exhibitors unless the timing is just right. In regards to the "keeper" of the email list, it should be kept by the main conference committee.

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The Board recommends that the newsletter be used as the “Save the Date” postcard, the postcard to be mailed in February could indicate that online registration is open, and then send out an email blast to the membership with further registration information.

Spring Conference Board Meeting attendance, can this be controlled as to who attends? The Committee should plan for 20 people to attend the meeting. It was suggested to have the attendance at the Board Meeting on the registration form (check yes or no). The committee is planning to have their draft budget by next month. The conference theme is “Charting Your Course.”

New Business:

- **Conference Steering/Education Committees**
The Board asked Terry Chamberlin, Conference Steering Committee Chair to provide a list committee members to the Board. The Education Committee needs support/organization. Marty will get Bob Roth involved in the Education Committee as the lead of the T-2 effort and will also help assist. There is a need to get active members involved in the committee that are connected. The following individuals would be active supportive committee members: Jim McLaughlin and Paul Klope from the City of Eugene, Russ Thomas, City of Newberg, Brett Kesterson, City of Portland, and Ann Madden, Washington County. It was recommended that Jim McLaughlin be approached to become the Education Committee Chair. Peggy volunteered to contact each of them about being a part of the Education Committee. Rick Olson will contact Gordon Merseeth. The next educational seminar is Pump Station Design. The facility for this seminar is already booked so the committee needs to work fast to fill all the open spots, approximately eight month deadline.

- **Budget Items for December Meeting**
The following need to be built into the 2009 Budget:
 - Chapter Leaders Training, Kansas City; February 2009 – Budget for two to attend (\$900/ea x 2 = \$1,800 - \$600 National Stipend = \$1,200).
 - National Sustainability Symposium; March 2009 (\$800 – No Stipend from National to attend)
 - Education Summit; April 2009 – Budget for one to attend (\$300 after National Stipend)
 - 2009 Committee Budgets to be identified by Committee Chairs.

Director Initiated Items:

- Mark recommended that we budget for displaying the APWA Exhibit Booth at the 2009 AOC and LOC conferences.
- Newsletter transition to electronic format. Next two issues December 2008 and March 2009 will be both formats. June 2009 and September 2009 and December 2009; postcards to be mailed out with directions to the website to view newsletter. Should hardcopies be sent to members with no email address? It was suggested that postcards should be sent to members without listed email address; this was approved by the Board.

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- OEMA Joint Conference – OEMA is set on going to Sun River with room rates at \$120/night for general/private and a government rates at \$90/night. Cost of food will be high. Terry Chamberlin to talk to OEMA to discuss further.
- Mark brought up booth coverage at the AOC conference.
- Potential joint conference with ASCE.

Business Meeting Adjourned at 7:56 pm

Next meeting: ODOT – Washington County; Hillsboro, OR: December 5, 2008 – 10:00 am.

2008 OREGON CHAPTER BOARD MEETING CALENDAR

Month	Date	Location	
JANUARY	11	Otak	Lake Oswego
FEBRUARY	8	CMTS	Portland
MARCH	14	Valley River Inn	Eugene
APRIL	15	Spring Conference	Eugene
MAY	9	OTAK	Lake Oswego
JUNE	13	David Evans & Associates	Bend
JULY	11	Water Treatment Facility	Pendleton
AUGUST		APWA Congress	New Orleans, LA
SEPTEMBER	12	The Resort at the Mountain	Welches
OCTOBER	21	Fall Conference	Welches
NOVEMBER	14	ODOT	Salem
DECEMBER	5	Washington County	Hillsboro