

Chapter Board Meeting Minutes
 Central Geotech/Hybrid
 10240 SW Nimbus Ave Ste L6, Portland, OR
 97223
 March 24, 2023



Meeting started at 10:00 AM by Ashley Cantlon

Board Member Attendance:

| | | Present | Absent |
|------------------|--------------------------|---------|--------|
| Ashley Cantlon | President | X | |
| Tim Blackwood | President-elect | X* | |
| Doug Singer | Secretary | X* | |
| Shannon Williams | Treasurer | X | |
| Dan Boss | National Delegate | X* | |
| John Lewis | Immediate Past President | X | |
| Russ Norton | Director | | X |
| Chase Welborn | Director | X | |
| Krey Younger | Director | X | |
| Lieden Cook | Director | X* | |
| Mark Willrett | Director | | X |
| Leslie Finnigan | Director | | X |
| Gary Stockhoff | Foundation President | | X |

Guests:

| | |
|--|----|
| Daren Hippenstiel, Transportation Committee Co-Chair | X |
| Mike McCarthy, Transportation Committee Co-Chair | X |
| Jason Rice, Leadership Institute | X* |
| Jeanne Nyquist | X |
| Toby Rickman | X |
| Jenifer Willer | X* |
| Maggie Vohs | X* |

*Present via Virtual Conferencing

Action Items are shown in bold italicized font

Committee Reports

Transportation Committee

Goal is quarterly sessions, nothing scheduled as of yet in 2023. Looking for new presentations for events, and site tours of transportation projects. Happy Hours following an event are being discussed. Budget request has been filed for these events. Approximately 30 people on the Committee List. One session idea is a technical tour of I205 Bridge adjacent to Oregon City, followed by Happy Hour

downtown. Suggest event emails be sent via Whole Chapter to increase interest. Advertise on the website.

Event insurance implications. **Shannon to write SOQ on planning events through APWA.**

Need to discuss strategies for increasing attendance. Interesting topics and tours. Should be a primary goal of Committees for the near future. ODOT projects under concept design such as I5, I205, Tolling, and Rose Quarter would likely gather large attendance.

Need to grow committees to keep them active in order to keep PACE award.

Could visit Hwy20 (Bend) or Hwy217 (Beaverton) projects through Darren. Business Oregon or ODOT could come in to discuss different funding streams for projects.

General committee updates

Water Resources Committee chair vacancy

Jue Zhao has resigned from the chair. Could possibly promote Cedimir Jesic. Chris Hass has expressed interest. Daniel Child has been discussed.

Shannon have will discussions with Cedimir and Chris and report back.

Chapter Board Business / Updates

Northwest Public Works Institute

John Ostrowski has retired, and Toby Rickman will be taking over the position. Looking to expand the NWPWI committee out beyond its current small team Discussed the purpose of NWPWI for those in leadership, managerial, and executive positions in Public Works, and taught by those experienced in Public Works.

Propose creation of a committee in APWA-OR to pair with the NWPWI to guide them on the curriculum and other items while giving regular contact to the board. A second committee would be set up in Washington to collaborate with.

Propose change in delivery model to match Washington. Would like Public Agencies to host classes. Hosting Agency could get three complimentary slots in classes. Ideally need 8 tables of 5 people. NWPWI will provide all other equipment and logistics.

First 3 classes designed for new and front-line managers. Goal is to get PW Directors involved in NWPWI, as it directly leads to their staff being involved.

Ashley to send email to Chapter re-introducing NWPWI to gain interest and volunteers for committee.

Oregon planning all 3 classes in 2023. Need to consider venue for Public Works Essentials. Tigard Embassy Suites or Redmond Eagle Crest Resort. NWPWI

recommendation is Eagle Crest. Chase and John agree with Eagle Crest and decided on.

Washington to hold all three classes in Tacoma area.

Executive Leadership Forum is a new class under development for a more advanced curriculum. Ideal audience is Directors, Superintendents, etc. and those looking ahead to those positions. Not just Public Agencies. Want to include Private Sector Executives involved as well.

John Lewis makes motion to schedule Executive Leader Class in Oregon in second half of 2023. Krey seconds. Motion passes. Will need to get contracting and budget into June's Budget, and start advertising scheme.

President's Report

Administrative contract setup with Kelly O'Grady-Smith. Reviewed by National. Will coordinate with Kathy and Andy on website instructions. Administrative Personnel will need to be APWA Member. Board can sign her and up expense it.

Add Kelly O'Grady-Smith to list of officers for website management.

Board contacted all Jurisdictions containing vacancies for group memberships with APWA. Will check results at later date.

Top 10 Application for Ken has been submitted. About 8 other award applications were submitted.

Sent in proclamation for Public Works Week to Governor's Office.

Cameo contract signed, valid through 2024. Discussed moving end date of Cameo contract to later in year after President is established. Believe it's good as is but should be started and reviewed earlier than deadline.

Overarching discussion that maybe move deadlines away from contract valid date coinciding with Presidential Transfer.

PACE award requires summary of what committees have done for the year. It would be better if Committee Chairs keep a log running through the year of activities that occurred.

Secretary's Report

Doug emailed the February board meeting minutes to the board and the minutes were shared on the screen.

John moved to approve the February board meeting minutes as written. Chase seconded. No discussion. Motion carried unanimously.

Treasurer's Report

Shannon sent Treasurer's Report. Need to vote on December 2022, January 2023, and February 2023 reports.

\$110 Line item 831 reallocated to Line item 837 after books were reconciled. (Check 3110).

\$3596.08 allocated to 862. Don't believe this is the correct code. John recommended moving to item 861. John proposes motion to move this item from line 862 to line 861 and approve December 2022, January 2023, and February 2023 reports. Krey seconds. Motion passes unanimously.

Account balances and reserves. How to relocate cash reserves to meet our planned budget item. Should an automatic transfer be created to transfer to savings? Board recommends keeping in Chapter Savings until end of Fiscal Year. Might consider transfer of cash reserves twice per year, between Conferences. (Approximately March and July). More discussions before decisions are made.

Would like to know what our ideal balances are on each account. Discussion with Maggie.

Review Treasurer's report for March 24, 2023 for more information.

New Business

None

Ashley Cantlon closed the meeting, adjourned at 1:40 PM.

Chapter Board Meeting minutes
Catch up Meeting April 4, 2023; 2:00 PM – 3:00 PM, Virtual

Meeting started at 2:00 PM by Ashley Cantlon

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| | | Present | Absent |
|------------------|--------------------------|---------|--------|
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| Doug Singer | Secretary | X* | |
| Shannon Williams | Treasurer | X* | |
| Dan Boss | National Delegate | X* | |
| John Lewis | Immediate Past President | X* | |
| Russ Norton | Director | X* | |
| Chase Welborn | Director | X* | |
| Krey Younger | Director | X* | |
| Lieden Cook | Director | | X |
| Mark Willrett | Director | X* | |
| Leslie Finnigan | Director | X* | |
| Gary Stockhoff | Foundation President | | X |

Ashley discussed that the Communications Committee has requested to start a LinkedIn page for the Chapter, Ashley has approved.

Ashley mentioned that Jenifer Willer sent her an email mentioning that National sent an email regarding an Emerging Leader Academy survey and Ashley encouraged the board to take survey. Jenifer noted that two Oregon people are in this year's ELA Rachael Vaicunas with the City of Eugene and Sasha Vartanian with Lane County.

Tim provided updated on the Bend Spring Conference in May. Conference committee has everything planned and looking forward to a good conference. Discussion on vendor relations during the conference. Tony Roos has been the lead on vendor relations and looking for a new person to take over in the future. Leslie indicated she would talk to Tony to find out what is needed for vendor exhibitor relations and potentially work on that in the future. Discussion on organizing the slide show during the conference, Tim will look into the slide show.

Ashley talked about the board succession plan. Ashley showed the succession planning spreadsheet on the screen and who might be nominated to be officers next. Russ Norton indicated that he is not able to be an officer on the board therefore would roll off the board. It was discussed that Chase would be recommended to be nominated to secretary. Discussion on John Lewis being the lead on the nominating committee and John will set up a committee. Discussion on possible candidates and how to recruit board members.

Ashley continued the discussion of the idea of having a chapter debit card or credit card. Many activities and other payments are online making it difficult to always

receiving an invoice and mail checks. Discussion on the benefits of having a credit card. Discussion on what the limit and how the board would track the expenses. The recommendation is that the chapter treasure would have a credit card. **Ashley asked Shannon to look into the logistics of having a chapter credit card through Umpqua Bank.**

Ashley talked about the duration of meetings and not having time to get through all the agenda items. The next few meetings are in person longer meetings. Would people be interested in having longer board meetings. Doug said that before covid we typically had 4.5-hour in person meetings, and now we have gone to 2.5-hour virtual meetings. Discussion on the benefits of virtual vs in person meetings. John discussed the benefits of in person meetings and Shannon highlighted the comradery of meeting in person and getting to know new board members. Ashley indicated she was going to at ½ hour to the rest of this years scheduled meetings.

Ashley Cantlon closed the meeting, adjourned at 3:00 PM.