

Chapter Board Meeting Minutes  
 City of Eugene  
 99 East Broadway Suite 400, Eugene, OR 97401  
 April 21, 2023  
 10am-2pm



Meeting started at 10:03 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:**

Sheila Sahu, Awards Committee Co-Chair	X*
Jennifer Garbely, Awards Committee Co-Chair	X*
Jenifer Willer, Education Committee Chair	X

\*Present via Virtual Conferencing

***Action Items are shown in bold italicized font***

**Committee Reports**

**Awards Committee**

Sheila Sahu and Jennifer Garbely reported they have an active committee. Would like to encourage the Young Professional leader award, want to work with the YP committee to nominate award candidates. Ashley suggested talking with Nick Polenske, YP Committee Chair, to nominate candidates. Discussion on how to encourage people to nominate people for awards, discussion on making announcements and bringing printed information at the Spring conference in Bend. John discussed that in the past the awards committee had created table toppers for conferences to encourage Everyday Heron awards and other awards. Discussions on how to promote awards.

The committee asked about the budget for awards. Suggesting changing the awards to an Oregon shaped plaque which might cost more than currently used awards. Shannon discussed that there is currently \$8,500 in line 861 the budget for awards, give aways, gifts etc. Awards committee requests \$3,000 for award plaques. Shannon indicated that the purchase of awards will be in the FY24 Budget, and the Treasure and board will work to provide enough funds in the budget. Krey indicated that it has been a few years since the chapter has had a Sustainability Award nomination, Awards committee is working with committees to encourage more nominations.

### Education Committee

Jenifer Willer says education committee has nine active members at meetings and for work tacks. Three education committee members plus Water Resources, Transportation and Technology committees ranked abstracts for the upcoming Spring Conference. Received 42 submittals for presentation for the Spring Conference. In the past we have often not received enough abstracts and had to get board members and committees to find more potential presentation to fill the session. At some past conferences the Technology Committee has put on Technology Spotlight presentation to fill session slots. This Spring conference planning to have the Technology Spotlight sessions in a separate location while still having three regular presentations.

Education committee met with Jeannie Nyquist and Toby Rickman to talk about NWPWI Leadership trainings and getting more people to participate as instructors. As discussed at the March board meeting, John Ostrowski and Jeannie have run the institute as part of their work and need more volunteers to run the institutes as John is retiring from this work and Jeannie is working on succession planning.

Asked the Board to have a board member to teach one session at each of the institute trainings. This could create a more sustainable list of teachers for the institute. This would also get the board to see more of the trainings and the people taking the classes to see board members. Discussion on how to get more institutional Oregon APWA knowledge to the NWPWI. Discussion on how it would be nice to have multiple instructors and one instructor who could do one day of teaching, which would be less commitment than multiple days or a full week. Discussion on the current cost of the lead trainers and that the costs are low and realistic costs will be higher. Jenifer indicated the discussion on the Executive leadership, fourth class, and the committee decided that it is not realistic to have a fourth class this year, with the goal of having the fourth class in 2024 and or 2025. Discussion on focusing on the three classes we currently have and start the fourth class in the future. Oregon has relied on John Ostrowski from Washington along with Jeannie to lead the institute and we need to make sure that Oregon has leadership running the institute. Jenifer mentioned that Jeannie is committed to leading the three classed in 2023 and plans to continue leading the Developing Leader in the future. Discussion on costs of classes and expenses for instructors etc. Discussion on assigning a board liaison to the institute, Jenifer said that the board liaison to the education committee, currently Mark, can continue to provide that roll through the education committee. John and Jeannie have typically run the institute without asking for much help, but now they need help. Tim suggested that the

President elect could attend a training and understand better how the institute works for when they become president. Shannon discussed the budget considerations of the having board members attend the institute meetings. Dan suggested adding budget for one night of one board member to attend each of the institute trainings. John asked if we had ideas for the budget increases for the institute trainings, Jenifer indicated that increased budget estimates have not been established.

Shannon indicated that we still need to build reserves since we have started having profit again from conferences. Dan's suggestion is to have board budget for now to attend the institutes and then in the future try to budget the board member attendance costs in the institute training budgets. John mentioned that other leadership trainings are much more expensive, and the institute is currently very affordable and raising costs is necessary. Jenifer plans to have a future meeting to with the committee to talk about the schedule, costs and needs.

Krey asked about the idea of using some of the extra conference abstract proposals for potential luncheon and learns or in person luncheons. There was short discussion on the status of current luncheon committees and that Chase is the board liaison to the luncheon committees, Fred W who used to lead the Portland luncheons has moved to Idaho and Brian R has left public works. ***Chase to follow up with the education committee.***

### **Committee Liaison Updates**

Chase gave a Young Professional update, have had a few events with good turnout. Nick, YP committee chair, wants to plan a whiskey distillery tasting tour and proposes a budget request for an event. Discussion on needing insurance rider of \$500, ***Shannon to confirm.*** Ashley suggested the chapter could support part of the fee. Chase suggests a budget of \$700 for the event in May. Then promote a Hwy 217 construction tour. The idea is to have these two events to jump start the YP committee. Discussions on how to split the cost where the chapter pays part, and the participants pay part and potentially use the registration through the website. Discussion on the Portland luncheons used to use the web registration. ***Shannon to investigate the insurance and logistics for the event.*** Discussion on the chapter paying the whole event and board decided to support the event.

Ashley introduced Rachael Vaicunas from City of Eugene who is in the APWA Emerging Leader Academy. Rachael introduced herself as a Principal Civil Engineer. She is one of 16 in the ELA nationwide, also Sasha Vartanian from Lane County, two people from Oregon and the Eugene area with only 16 nationwide. There are several components to the program starting with a retreat in KC at APWA two full day sessions. Personality profile was good. Sessions on ethics was interesting which examples of real sandals in PW agencies. Session called encouraging the heart to build teams. The group has monthly meetings with topics examples are leading change, traits of a dysfunctional leader, talking about advocacy. Final task to give a group presentation at PWX, the topic will be how to recruit and retain staff. The ELA group put out a survey on

recruiting and retaining and the data will be used in the presentation. Group is also writing a paper and learning how writing paper as a group is challenging.

Ashley stopped the meeting for lunch at 11:57.  
Ashley called the meeting back to order at 12:30.

#### Water Resources committee update

Shannon indicated that Tammie Connelly with City of Beaverton will be becoming a co-chair of the Water Resources Committee along with Cedimir Jesic current co-chair. Ashley appointed them as co-chairs. Discussion on chapter committee chair responsibilities.

#### General committee updates

Mark indicated that he has tried reaching out to Steve and Alyson, the Sustainability Committee Co-Chairs regarding the Sustainability Committee and has not received responses back. Discussion on the how to engage committee chairs to try to have active committees. Dan mentioned that the board should let the committee chairs know what we expect for the committees otherwise the committee chairs do not know what to do. Shannon suggested that the committees should go through a chartering process to understand what they plan to do and what the board expects. National APWA has resources to assist committees in developing programs.

Gary discussed that the foundation board is full and a great group but there is a need for succession planning. The foundation is trying to figure out how to engage interest in being officers in the foundation. Gary is the current Foundation President but needs succession planning for secretary, treasurer, and president. Discussion on used to recruit past chapter presidents to join the foundation board.

Russ discussed that Fred Wismer is the Specification Committee chair, Fred is continuing to work with ODOT and others on Specification updates though he has moved to Idaho.

Ashley asked about Dante Posadas Taking on UPROW committee, John indicated that Dante is planning to attend the Spring conference and potentially interested in committee work.

Discussion on what committees do we need to have, and which should we have. Ashley said that we could have a discussion at a board meeting on what committees should have try to encourage participation. John suggested having an online survey with a few questions asking what areas of interest people have and what committees should we have, and how much would you be willing to participate. ***Ashley will talk to Maggie and Peggy about adding to the post conference survey.***

### Chapter Board Business / Updates

#### President's Report

Administrative Kelly O'Grady-Smith. Ashley said Kelly is ready to start doing support administrative work for the chapter.

Ashley reminded everybody to participate in the ELA survey.

Ashley discussed the audit committee. Shannon suggested some dates. Need three people on the audit committee and include Maggie and or Peggy from Cameo. Suggest having the audit committee the same day as a board meeting, potentially July. Krey volunteered to be on the audit committee as he may be the next treasurer. **Shannon and Ashley will coordinate an audit committee date.**

Request from Maggie and Peggy of Cameo who are doing work for Pacific Northwest Snowfighters who have a conference in June. Request to help advertise the event. John suggested we ask Communications committee to put information in the newsletter. Broad discussed adding to the chapter website events section and send out a chapter email. Broad is support.

### **Secretary's Report**

Doug emailed the March board meeting minutes which included the catch-up meeting minutes to the board and the minutes were shared on the screen.

Dan moved to approve the March and catch-up board meeting minutes as written. Shannon seconded. No discussion. Motion carried unanimously.

### **Conference updates**

Tim indicated the Spring conference in Bend is planned. Tim said there are five active conference committee members, and the conference committee has been active and ready for the conference.

Registration numbers are as follows:

65 company exhibitors

199 delegates

107 members

42 nonmembers

33 first timers

4 retirees

3 students

10 one day registrations

Committee has done great, and Tim has not had to do a lot. Tim will work to get the moderators and facilitators organized this next week.

Should be a fun conference!

2023 Fall Conference. Tim indicated that Mark Willrett has been engaged and Tim has contacted Nikki M with Roseburg to start discussions on a Fall Conference committee.

## **Treasurer's Report**

Shannon emailed and provided copies of the treasurer's report. We have a balanced budget and discussed whether funds should be moved into reserves. Shannon discussed the budget and QuickBooks. Discussion on when to move funds to reserves, either monthly or after events when funds come in. Discussion on having a budget report for the morning membership meeting at the conference. Dan indicated that the Cameo budget reports are complicated and suggested we ask Cameo to provide a simple expense revenue report for each event so the board and membership can quickly understand the event finances. Shannon indicated that the monthly treasurers report is not ready for approval. ***Shannon to provide updated treasurers information at future meeting.***

## **Update from National**

Dan provided the National update via email. Dan is planning to attend PWX in San Diego.

## **Foundation update**

Gary Stockhoff said the foundation plans to provide 20-21 scholarships for a total of \$37,500 this year. The Langley and Lyle scholarships have been difficult to award the past few years. The sponsoring schools (Lane CC, and Walla Walla CC) have not provided any viable candidates, or candidates at all. The Scholarship Committee is now working with Mt. Hood CC and Central Oregon CC to switch the Lyle and Langley to those schools. Working on making sure that the funds are going to students. The veteran's scholarship will go to University of Portland this year. At Bend meeting plan to discuss an investment review. Discussion on getting financial advisor to help with an investment strategy. John indicated that the foundation assets are at the point where professional review of the financial investments is recommended. Dan indicated that the foundation has done fine in the past with not paying for financial advice. General discussion with no conclusion. Gary said that the foundation is steady and going well.

## **Continuing Business / New Business**

### **Board succession plan**

Ashley indicated that there will be three board vacancies to fill this year. John as Past President will drop off the board, and Russ and Leiden are both voluntarily dropping off the board. John has put together a committee of past Presidents for chapter nominations.

### **PACE Award**

John indicated that Nancy Kraushaar has asked board members for information related to the PACE Award application. Eric Jones has supported Nancy with the PACE Award expectations. John is working with Nancy on the submittal.

Ashely has not heard back from the Governor's office regarding the Proclamation of Public Works Week.

Ashley Cantlon closed the meeting, adjourned at 2:04 PM.