

Chapter Board Meeting Minutes
Virtual
January 27, 2023
8:30am – 10:30am



Meeting started at 8:30 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:

*Jason Rice, Leadership and Management Committee Chair

* Present via MS Teams

Action Items are shown in bold italicized font

Committee Reports

Leadership and Management

Jason Rice, Leadership and Management Committee Chair

Jason discussed the status of the Mentorship program. Currently seven mentors and five mentees, organizing the program has not been difficult so far. Will pitch the mentorship program at future conferences included Spring in Bend.

Chapter Board Business / Updates

Administrative Contract

Ashley said that Kathy Griffin, our current administration support person under contract, is interested in phasing out of doing administration work for the chapter. Andy Sheehan, with Technology committee, is willing to post info to the website when needed for the interim. People can send Andy info and he can post to the website. Ashley asked if the board thinks we should find a new administrative support person or distribute the tasks back among board members and committee chairs. John asked if Kathy had a timeline for ending the work, Ashley said she will continue as needed but wants to end the work soon. Tim indicated that based on billings she was not doing a significant amount of work. Tim asked if Cameo could do some of the administrative work and Shannon indicated that is not in their wheelhouse. Discussion on what tasks Kathy has been doing; sending letters to new members and scholarship recipients, working with Awards committee to collate and process information, send info to Awards recipients, sending out emails and organizing a spreadsheet for conference technical session abstracts, checking on the website and website updates, and other tasks as assigned. Discussion on what needs do we have and what budget are we interested and willing to funded. ***Ashley plans to contact Kathy to see what she has been doing and how much time it takes to do this work. Chapter board can then discuss the needs for recruiting a new admin support person.***

President's Report

Ashley indicated she has been reviewing and signing contracts for upcoming events.

Ashley reminded board liaisons to work with committee chairs and schedule a time for them to attend a board meeting. Remind committees to review abstracts for upcoming Spring conference presentations.

Ashley discussed the November board meeting is the Friday of Veterans Day, suggested rescheduling the board meeting for Thursday November 9, 2023. There was consensus to reschedule to November 9, 2023. Discussed location for joint foundation and board meeting in Salem area for June 16th. Any suggestions? Discussion on options in Salem, would be nice to have an outside meeting for June. July 21st meeting still looking for an in-person location, possible Oregon City. John Lewis indicated that he can host the July meeting at the Public Works facility in Oregon City.

Secretary's Report

Doug shared the minutes for December meeting. Note that Krey took the notes for the December meeting.

John moved to approve the December meeting minutes with minor spelling and name correction edits. Russ second. Motion carried unanimously.

Treasurer's Report

Shannon motioned to take Tony Roos off the Oregon Chapter APWA Umpqua Bank business checking, event and savings accounts as a signature. Second by Leiden. Motion carried unanimously.

Shannon indicate the December monthly financial report is not prepared at this time and will presented to the board in a future meeting.

National Delegates Report

Dan Boss is not present to provide the National Delegate report. Ashley provided the National APWA Talking Points via email.

2023 Planning Assignments

Public Works Week Proclamation – Ashley will provide the proclamation to the Governor's office when all the needed information is available from National APWA.

Ashley discussed the need to review group memberships for vacancies and contact agencies to fill memberships. ***Ashley indicate she would work with Leslie to get the needed membership information.***

Continuing Business / New Business

Ashley indicated that committees need to review the conference presentation abstracts and provide scoring.

Ashley said that Doug is participating on the ASCE EWRG Sustainable Stormwater Symposium organizing committee and asked Doug to discuss the request for sponsorship. Doug indicated that Oregon APWA has sponsored the symposium with \$500 in the past, 2017 and 2019. The organizing committee has asked if Oregon APWA will sponsor the 2023 ASCE EWRG Sustainable Stormwater Symposium in the amount of \$500. Discussion on past sponsorships and current budget. General support from the board on sponsorship but need to make sure we have the funds to support. Shannon and Tim indicated that there is budget to support sponsorships. Discussion on sponsoring ASCE EWRG Sustainable Stormwater Symposium, ASCE Engineers Week and Math Counts. Board is supportive of sponsoring these events and it was decided that no motion is required on the subject. ***Doug will let ASCE EWRG organizing committee know that Oregon APWA will sponsor the event.***

Conferences

Spring 2023: May 2-5 at The Riverhouse Bend (Abbas, Faha, Headley, Kerr, Blackwood) Tim indicated the Spring Conference committee had the first meeting and is getting organized working with Cameo.

Fall 2023: October 17-20 at Seven Feathers Convention Center Canyonville
Discussion on finding conference committee members for Canyonville potentially from City of Roseburg and Klamath Falls. **Tim will contact City of Roseburg and Klamath Falls staff to get their interest in conference committee.**

Spring 2024: April 1-4 in Seaside (tentative)
Discussion on Spring Conference location, coast has potential inclement weather in the spring and the Monday – Wednesday conference the week after Easter creates challenges. Ashley proposed we stick with Seaside Spring 2024 and work out these issues for future planning. Russ indicated the previous discussion of Spirit Mountain Resort for future conference location. Board agreed to continue with Seaside for Spring 2024. **Ashley will contact Cameo to check on the availability of Spirit Mountain for future conference potentially 2025.**

Fall 2024: October in Pendleton

Spring 2025: April, location to be determined

Ashley indicated that the committee updates listed below is on the agenda, but it is 10:30 and time to adjourn the meeting, updates can be discussed at a future meeting if needed.

Ashley Cantlon closed the meeting, adjourned at 10:33 AM.

Committee Updates

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| • Communications | Lindsey/Singer |
| • Education | Willer/Willrett |
| • Street Maintenance & Collection Systems School | Ngariki, Jacobson/ Lewis |
| • Young Professionals | Polenske/Welborn |
| • Luncheons | Wismer, Richardson / Welborn |
| • Membership | Finnigan/Finnigan |
| • Specifications | Wismer/Norton |
| • Technology | Sheehan/Cook |
| • Sustainability | Pyrch, Adams/ Willrett |
| • Awards | Garbley, Sahu / Younger |
| • Scholarship | Allen, Watkins / Blackwood |
| • Transportation | Hippenstiel, McCarthy / Norton |
| • Water Resources | Zhao / Cook |