

Chapter Board Meeting Minutes
 Virtual
 February 17, 2023
 8:30am – 10:30am



Meeting started at 8:32 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:

Mike Lueck, Emergency Management Committee Chair	X*
Kelly O’Grady-Smith	X*

*Present via MS Teams

Action Items are shown in bold italicized font

Committee Reports

Emergency Management

Mike Lueck, Emergency Management Committee Chair

Mike shared that the Emergency Management (EM) committee has five active members and are actively having meetings and working on future conference topics. Mike is working with Krey to have an active committee. Mike plans to attend one day at the Street Maintenance and Collection School to work with people on EM. Working to identify EM topics for Fall Conference. Looking into potential joint conference with OEMA and Oregon APWA. Considering future topic on cyber security.

Chapter Board Business / Updates

Administrative Support Contract

Ashley introduced Kelly O'Grady-Smith who will be providing administrative support to the chapter. Kathy Griffin in still provide some services and will be meeting with Kelly to update her on what work is needed. Ashley is working to develop a contract with Kelly for providing administrative support. Ashley welcomed Kelly to our group and asked the board if anyone have questions or comments. The board welcomed Kelly.

President's Report

Ashley discussed group memberships. Leslie indicated that she has a report of group memberships for vacancies, and that there are not very many vacancies in group memberships, some agencies have more members than their minimum. Ashley asked for volunteers to call agencies that have vacancies. ***Leslie indicated that she will put together a list of agencies with vacancies and email to the board.***

Nancy Kraushaar is working on the Top 10 Award application.

APAO Banquet February 28th in Salem, discussed having a board member attend to help with awards. Krey indicated that he would try to attend the event and represent APWA if we are asked by APAO. ***Krey will contact John H with APAO.***

Street Maintenance and Collection School was looking for sponsors for the ROADeo event and has now found a sponsor. Looking for volunteers to judge the ROADeo event. Ashley is tentatively planning to attend one day of the school.

Ashley has been working with Maggie and Peggy with Cameo on contracts for future events.

Ashley has sent an invitation to National for a National representative to attend our Spring Conference. Dan indicated that National board members are very busy with travel, trying to attend events at smaller chapters. ***Ashley will invite Tina Nelson.***

Secretary's Report

Doug stated that minutes from all 2022 board meetings and business meetings have been posted to the chapter website. Doug thanked Krey and Russ for taking minutes the meetings he missed in 2022. Doug thanked Eric Jones for his work posting the minutes the remain minutes.

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

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

Treasurer's Report

Shannon discussed the procedure for updating signature authority on the chapter banking account, to get the new treasure set up on the accounts. Shannon indicated that it took several weeks to get access to the accounts as new treasure which created a lag in being able to get financial information updated. Discussion on when to start working on banking signature authority and if a chapter by laws need to be updated.

Shannon will investigate how to get the signature and banking authorities processes to happen quickly at the being of future years.

Shannon provided the December 2022 and January 2023 chapter monthly treasures reports to the board via email and share the December 2022 report on the screen. Shannon discussed the differences between a few line items in the treasures report and based on National APWA budget template line items. Dan, John and Tim had input on budget line items. Discussion on the chapter using Umpqua Bank and National using Bank of America. Shannon confirmed with National APWA that the chapter can continue with Umpqua Bank. Shannon indicated that the chapter uses QuickBooks and she is sharing QuickBooks reports as part of the treasures report. Discussion that chapter has created a monthly spreadsheet to show budget and expenses. Discussion on the need for the separate spreadsheet. Tim indicated that the spreadsheet is a good clear look at the chapter finances. John indicated that when he was treasure preparing the spreadsheet was a good check to see that the budget, expenses and balances matched. Shannon indicated that QuickBooks links directly with the Umpqua Bank accounts and this makes for a good way to check balances.

Ashley indicated that it is 10:28 AM and that we can continue the banking and treasurer reports at next month's board meeting.

New Business

Ashley reminder the board that we have committee chairs to be invited to board meetings

Ashley asked Leiden to discussion the future Pendleton Conference suggesting that it will not be at the Pendleton Conventions Center due to issues with catering at the last conference. Leiden discussed the recommendation to have future conferences as the Wildhorse Resort Convention Center. There was short discussion and Ashley indicated that we could continue the discussion at the next board meeting.

Ashley Cantlon closed the meeting, adjourned at 10:36 AM.