



CHAPTER BOARD MEETING MINUTES
City of Eugene Offices - Eugene, Oregon
 January 25, 2024

Board Member Attendance

		Present	Absent
Tim Blackwood	<i>President</i>	X	
Doug Singer	<i>President-Elect</i>	X	
Chase Welborn	<i>Secretary</i>	X	
Shannon Williams	<i>Treasurer</i>	X	
Russ Thomas	<i>National Delegate</i>		X
Ashley Cantlon	<i>Immediate Past President</i>	X	
Maureen White	<i>Director #1</i>	X	
Ryan Webb	<i>Director #2</i>		X
Mark Willret	<i>Director #3</i>	X	
Krey Younger	<i>Director #4</i>	X	
Nick Polenske	<i>Director #5</i>	X	
Leslie Finnigan	<i>Director #6</i>	X	

Additional Attendance

Jenifer Willer	<i>Education Committee Chair</i>
Fuji Ngariki	<i>Street Maintenance and Collection Systems Committee Chair</i>
Gary Stockhoff	<i>Foundation Board Chair</i>

Call to Order: 10:00 AM by Tim Blackwood, President

Committee Update – Street Maintenance and Collection Systems School

- Fuji provided an update on Street Maintenance and Collection Systems School. Fall Collections School event in Redmond was very successful. Class materials and subject matter was upper level and very useful to attendees. 159 attendees, 15 vendors. Approximately \$4,500 profit. ODOT T-2 provides laptops and projectors, which cuts down on equipment rental costs. 2024 Spring School open for registration. Equipment Roadeo will take place. Heavy equipment training will take place at offsite location. **Shannon to confirm certificate of insurance for Heavy Equipment Training at offsite location.** Fuji gave appreciation to CAMEO for Maggy and Peggy assisting and coordination of putting on these schools.
- Shannon brought up the topic of providing introductory discounted or free memberships to smaller agencies to encourage participation. Will be considered.

President’s Report

- Tim checked in on the website rollout update. Progress is slow on repairing the updated website that is not functioning correctly. Access to files that should be available is limited or non-existent. **Tim will continue to discuss with National on the progress.** One Drive is still unavailable. Point of Sale is still unavailable.
- Adrienne Lindsay has started her own company, and is now the APWA OR Chapter Administrative Assistant. **Shannon requested a W9.** Can be of help on form letters, fliers, advertising, etc.

Secretary’s Report

- Chase shared the meeting minutes from the December 13, 2023 board meeting. No comments were given. Shannon makes a motion to approve. Mark seconds. No comments or discussion. Motion passes.

Treasurer's Report

- Shannon presented the account balances as of 12/31/23. Showing \$175k in total assets. Shannon recommends moving some funds to reserves as Event Checking is higher than necessary.
- Shannon presented Budget v. Actuals, FY 2024 P&L. On track for registration for budget. Noting more checks are being used for income, and Cvent not providing granular data to adequately track income per line item. Received our APWA National Rebate. Tracking slightly higher expenses over revenue than budgeted.
- Desire to realign Cameo contract dates to match fiscal year to better track expenditures.
- Chase made a motion to approve the October, November & December 2023 Financial Reports. Maureen seconds. No additional discussion. Motion passes.
- Historically APWA OR has not provided W-9s if they are corporations. National APWA is requesting W-9s for all vendors. Shannon and Tim requesting W-9s from all current vendors to provide to National.
- Fiscal year ends June 30, 2024. **Shannon requests board members reach out to Committees to discuss budget requests. Tim requests board members consider other budget revisions ahead of time.**
- APWA OR Chapter has been using Umpqua bank roughly 4 years. Many payments have been through ACH, Umpqua submits checks for the chapter. Umpqua is taking roughly 21 days from withdrawal to vendor receiving the check. Paying several fees for multiple users (more than 2) to within the Chapter to use their services. Access to information older than 6 months requires extra fees. Overall \$35 per month for access and use at sub-par service and sub-par customer service on issues. Eventually APWA National will require APWA OR to transfer to Bank of America to align. Shannon suggests moving to BofA now. **Board recommends Shannon explore this comparison and options.**

Foundation Report

- Gary provided an update on the Foundation Board. They had a meeting on January 5, 2024. Board from 2023 was put in place for 2024 with same members and positions. Gary Stockhoff and Peter Olsen's terms are up in 2024. Succession planning is in discussion. Matt Macrotisie will take over as president in 2025. Scholarship roster was reviewed. 22 Scholarships, \$38,000 in funds. Had trouble finding students for two scholarships. Lori Faha and Todd Watkins have worked on rerouting these to two new schools.
- Fund Balance is up for the quarter, down for the year. \$735,000 endowment currently. Overall in good shape. Ready to award new scholarships this summer.

Standing Conference Committee Update

- Chase Welborn discussed meetings with various delegates and vendors soliciting feedback on the current state of the bi-annual conferences.
- Overall feedback is it's in need of a refresher to increase engagement
 - Vendor Social was a common item. Needing games, themes, entertainment, food. Keep delegates on site and engaging versus dispersing quickly.
 - Venue locations was a common item. Venues within a Casino were rated very poorly and a factor in attending all Conference events. Running in to others at off-site activities increased substantially at these venues.
 - Consider challenges/games versus Keynote speakers for a luncheon. Make the tables work together. Could keep national delegate on a short speech, then an activity or game after, or just conversation time.
 - A new Conference Committee could be started with a group of people to charge with assisting Cameo on new ideas for the Conference. President Elect and City support will still be included.

2024 Planning Assignments

- Distribute and Review Strategic Plan to Board
- Review group memberships for vacancies & contact to fill

Audit Committee

- Tim requests that Audit Committee get assigned in January each year from now on. Tim requests upcoming treasurer and YP Chair are standing positions for Audit Committee. A third person would be an open position. Due to two YP Chairs this year, both will be asked. If we still need a third person, will readdress in February. **Nick will ask both YP Chairs if they can participate in 2024 Audit Committee.**

Standard Operating Procedures

- Ashley presented a draft of “Standard Operating Procedures” around usage of payment methods. Involving procedures, limits, access, responsibilities for usage of Chapter Board Funds. Need to consider reconciliation with other official procedure documents. **Board Members to review, provide comments, and vote on this SOP in February Board Meeting.**
- Shannon recommended a resolution stating that Cameo or event coordinator can be a second signatory for checks greater than \$5,000. This is a current practice but is not currently board resolved. **Shannon to write a resolution to this affect and voted on in February Board meeting.**

Review Group Membership Vacancies

- Annually, board members review group memberships for vacancies. Board members contact these associations to inform and assist them in filling the vacancies. **Tim to check with Leslie to request vacancies list from National.**

Succession Plan

- Board reviews succession plan spreadsheet. There are three newly appointed directors. Due to succession plan, one director will need to promote to secretary or treasurer after one term. Webb, White, and Polenske are potential candidates.

Education Committee

- Jenifer presented on the education committee. Jeannie will run leadership group. New speakers and new presentation materials are planned. High attendance from Operations & Maintenance when this was typically 50%. Discussing moving one class to Spring to space out class times.
- For conference preparation, 44 technical session submittals were received without any extension reminders. Sessions currently under review for selection process. Additional method for requests came through Cameo’s list of training or conference attendees, versus just nationals database of contacts.
- Some considerations for finals day sessions being 2 or 3 tracks. Sometimes 3 tracks on last day are very low attendance.
- ESRI has reached out requesting methods to attend and present at conference.
- Terra Firma has reached out for exhibitor opportunities.
- Toby of Northwest Public Works Institute does not currently have a contract. He will work for last years fee, but more conversations are necessary. There are more demands on the board than in previous years because of the transition away from John and Jeannie. Jenifer is going to reach out to some candidates for assistance. Some transition issues with funding the volunteers for their time and expenses. Additional analysis is necessary to understand the new costs for running the institute in it’s new form.

2024 Engineer’s Week

- February 22nd, 2024 is E-Week. APWA Board has purchased 2 seats. **Nick to donate the two seats back to the E-Week Committee.**

Committee Liaisons and Chairs

- Reviewed liaison and chairs roster. Adrienne will not be chair of communications going forward. Fred Wismer will not be chair of Specifications committee. Need to fill these positions. **Chase to reach out to communications committee to assign new chair. Krey to reach out to Fred for Specifications Committee chair handoff.**
- Maureen expressed concerns on committee chairs being overloaded, requesting assistance. Will be a future discussion.

AOPA Award Banquet

- Krey volunteered to be representative for 2024 banquet. **Krey to send receipt for reimbursement.**

National or Regional Nominating Committee Volunteers

- Oregon has not provided volunteer. Need to look for one. **Shannon to volunteer.**

Seaside Conference

- Aaron Clodfelter, John Jensen, Doug, and Allison Pynch are on the committee. Keynote speaker has been selected.

Meeting Adjourned: 1:44 PM by Tim Blackwood, President

Action Items are shown in red font.