



**CHAPTER BOARD MEETING MINUTES**  
**Virtual Meeting**  
 February 22, 2024

**Board Member Attendance**

		<b>Present</b>	<b>Absent</b>
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**

Brittney Weinberg	<i>Young Professionals Chair</i>
Jason Rice	<i>Leadership &amp; Management Chair</i>
Jennifer Garbely	<i>Awards Chair</i>
Alyssa Loveday	<i>Young Professionals Chair</i>

*Action Items are shown in red font.*

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

**Committee Update – Awards**

- Jennifer provided an update. Matt will be retiring, looking to gain one more committee member. Submitting for 3 to 4 national awards. First meeting in March through the Banquet to prepare. Looking to keep same budget.

**Committee Update – Leadership & Management**

- Jason provided an update. Currently at 5 paired mentor’s & mentees, and 5 waiting mentors looking for mentees. Looking to have a panel at the Spring Conference for leadership with several public and private engineers.

**Committee Update – Young Professionals**

- Alyssa and Brittney provided an update. Looking to have events in both Portland and Central Oregon. Possibly extending to Eugene and the Coast. Two events being planned in Central Oregon, joining with ASCE. US-97 North Corridor project tour. Project panel in Kittelson as a second Central Oregon YP event. In Portland, joining AWWA and ASCE for an event in May at a Pub/Golf facility. Roughly 50 people expected to attend. *Shannon to check on insurance details for YP events.*

**President’s Report**

- Tim provided an update. The website is moving forward, and membership information may become available on March 1. At that point we can research group membership vacancies. CAMEO will not be renewing their contract with APWA. Will

need to look in to a replacement. Tim and Shannon decided that treasurer's reports to reconcile the month's books should be delayed a month to have more time for reconciliation and review.

### Secretary's Report

- Chase shared the meeting minutes from the January 25<sup>th</sup> 2024 board meeting. Mark made a motion to approve. Krey seconded. No further comments and motion passes. Chase mentioned where minutes should be stored. Ideally they will be on the website, but that isn't possible at this time. Eventually they will be stored on the website and/or APWA one-drive.

### Treasurer's Report

- Shannon provided an update. Need to decide if board is comping Conference registration for both Regional Director and incoming President. Typically only one attends. Some discussion about what Oregon Conference pays for regarding travel expenses. Agreement to comp both registrations.
- Shannon discussing switching from Umpqua Bank to Bank of America. National Representative said we should wait until May. Bank of America doesn't have billpay, but does have "Instant Pay" that will not have fees. Around June the National Board will be required to settle up on their account system, and Oregon could follow after.
- *Shannon will continue with updating named signatories on account* as the bank transfer may take too long to wait on.
- Shannon discussed board members attending Washington Conference. Has already reached out to their board. Looking for the original resolution to share resources.

### Foundation Report

- Gary provided an update. Committee working with schools to solicit applicants.

### Continuing Business & New Business

- Administrative Contract Complete. Adrienne introduced herself as the board administrator. Working forward to update website. *Adrienne will provide one-drive link to upload minutes and reports from the board.*
- Review Milestones. January Milestone to review group membership vacancies.
- Audit Committee to consist of upcoming Treasurer (Krey) and a Young Professionals chair (Brittney or Alyssa) have agreed. Tim to appoint the third.
- Top 10 Leader Award due March 1. Nancy has prepared submittal.

### CAMEO Update

- Maggie and Peggy provided an update. CAMEO has notified the board that CAMEO is ending their contract with APWA and closing its doors as of 12/31/24. Noted that additional labor is not included in current contract, specifically related to transition efforts. CAMEO will be working with the board for a method to finance these efforts. *Requesting a single point of contact in the board to work on this transition.*

### Conferences

- Spring Conference registration open. Two keynote speakers signed up. Tech session schedule is confirmed. National President Elect and Regional Director scheduled to attend. Discussing the multiple people that traditionally received comped registrations. Should be discussed as we work on a contract with a new Conference Organizer.
- Fall Conference is in Pendleton. Doug is starting to think about planning this now instead of waiting for Spring Conference to end.
- Tony turned over exhibitor organization to Leslie. Reviews of the exhibitor's experiences have been subpar, and the board is looking for solutions. Curious who creates the slideshow. Aaron is preparing an app that utilizes picture sharing to allow photos to be shared on a slideshow. Curious on games to propose, and what CAMEO has already done.

### Gizmo Changes and Updates

- Pose the question about if we should make any changes to Gizmo. No notes yet but a question to consider. Krey and Tony will be having discussions.

### Committee Updates

- Discussed the status and updates of committees.

Meeting Adjourned: 1:00 PM by Tim Blackwood, President