



**CHAPTER BOARD MEETING MINUTES**  
**Virtual Meeting**  
 May 23, 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 Willrett	<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**

Matt MacRostie	<i>Foundation Board Chair</i>
Darren Hippenstiel	<i>Membership Committee Chair</i>
Mike McCarthy	<i>Membership Committee Chair</i>

*Action Items are shown in red font.*

Call to Order: 10:02 AM by Tim Blackwood, President

**Committee Reports - Transportation**

- Darren Hippenstiel provided an update on Transportation Committee. Had one event in person last year to Abernethy Bridge construction tour. Well attended. Followed by a networking event at local food carts. Working on pipeline project tour and bridge tour later this year. Planning on starting up a few lunchtime presentations.

**President's Report**

- Tim provided some updates.
  - We currently don't have a contract with NWPWI. Was worked through CAMEO. Now working on preparing a contract to APWA-OR.
  - Received comments and feedback from Spring APWA Conference.
    - Committee Meetings are too early. Not enough participants. Possibly move to second luncheon.
    - Mostly positive. Some negative individual opinions. Many opposing opinions.
    - Desire to intermix Operations groups more. Could do a combined conference some time. Would require larger conference center like Portland.
  - Refresh the new member packet. **Tim to coordinate with Leslie.**

**Secretary's Report**

- Chase presents the draft minutes from the April 1 2024 Oregon APWA Board meeting. Doug motions to approve the minutes as shown with edits. Krey seconds. No further discussion. Unanimous approval. Motion Passes.

### Treasurer's Report

- Shannon provided an update on the monthly treasurers report. Roughly \$60,000 worth of reserve. Will transfer excess funds from event checking in to savings account. Issues with Umpqua Bank continue. Desire to transfer to Bank of America. Mark moves to approve Treasurer's Report. Krey seconds. No further discussion. Unanimous approval. Motion passes.

### Foundation Report

- Matt provided an update. Todd and Caleb are working on Scholarship Committee work. Looking at how the Board is managing their investments. More to update in June.

### 2024 Planning Assignments

- National PW Week Governor Designation
  - Governor gave designation
- PACE Award
  - Ashley provided an update. June 3<sup>rd</sup>. Nancy working on the report. Adrienne and Ashley provided some comments.
- Invite Dignitary

### National Delegates Report

- Russ provided an update. Some desire to remove PACE award. Russ argued it's a checklist of how to perform as a good chapter. Some advocates and adversaries to this. National has hired a second IT consultant to come in and fix the website rollout. Oregon has much better fundraising than Washington, despite Washington's higher member count.

### Continuing & New Business

- Org Mgt Company Search
  - Reached out to 3 firms from CAMEOs recommendation. One has responded. Interview set up next week.
- Audit Committee Update
  - New Committee for 2024 will be John Jensen & Brittney Weinberg.
- YP Outreach/Activities
  - Have a booth for events at high school and colleges. Looking to increase number of events that we target to set up a booth at. Ashley looking to set up a work force development track related to the deficits we see in the industry.
- Update on Website, Fonteva, Etc.
  - Looking to get away from Cvent and National's option will be a welcome change.
- Communications Committee
  - Chase has been meeting with CommComm to address some concerns. Boiling down to 3 items:
    - More Content – They are spending too much time soliciting content. Content should be more readily available to them and their job is to boil down content in to a news feed. Reminder will be sent to all Committees that they need to contribute one article per year to CommComm. Need to support them greater at the conference and remind members to provide articles of what they are doing and see around them in the industry. **Need to highlight Committee Content Schedule and liaisons to reach out to Committees. Chase to send email address for Erin Reed.**
    - More Volunteers – They need more volunteers to prepare content. Board will prepare email blasts soliciting volunteers and address this as conferences.
    - Appointing a Committee Chair. The Committee has not appointed a chair and want to understand the responsibilities more. I've shown the 2023 Executive and Chapter Committee Duties pdf from the board website.
- Review Milestones
  - Milestones on track.

### Fiscal Year 2025 Budgeting

- Cvent
  - Need to renew Cvent but looking when and how to transfer to Fontiva. Need to determine 1 or 2 year contract. Recommend 1 year contract so board can transfer sooner and coordinate with new Event Management Company.
- CMSI additional fees
  - Some additional fees to cover transition between companies.
- Foundation donations, gross or net

- Due to fees automatically being removed by Cvent, not worth the effort to sort and reimburse these fees. Advocate for Tony to find a new point of sale system.
- 24/25 proposed budget
  - Shannon showed the FY 24/25 budget. Brought in substantially more money this year than last year.
  - Biggest cost is food and beverage. Has increased significantly beyond expected inflation.
  - Income has not been tracking adequately with increased costs.
  - Discussing how many Board Members to send to Chapter Leader Training.
  - Discussing where and how to raise rates.
  - More discussions and updates offline and will finalize budget by June.

### Conferences

- Fall 2024 – Wildhorse Casino, October 15-18
  - Bob Patterson organizing the event. Will be retiring and moving to Australia but will organize and attend.
  - After vendor social, rented out the bowling alley at the Casino.
  - Working on a 60<sup>th</sup> Anniversary feature for Oregon APWA for the event.
- Spring 2025
  - Confirmed dates for Salem, Oregon
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- Fall 2025
  - No venue selected. Need to coordinate soon so it's set up for Event Management transition.
  - Could be opportunity to combine with Operations Conference. Would need to coordinate now. **Tim to check on status.**

### Committee Review and Updates

- Communications –
  - Need New Chair, or current member to step up.
  - Chase gave an update prior in the meeting.
- Education
  - No updates.
- Collections & Maint. School
  - Ryan gave an update based on prior in the meeting discussions. Fuji (City of Eugene) has a concern about the transition in the Event Management Company.
- Young Professionals
  - Joint Construction site tour (ITE ASCE) in Central Oregon on US 97. Great turnout.
  - Group of people at joint event (YMF) in Eugene recently.
  - Portland APWA event next Thursday.
  - Looking to do more joint events. Interest is growing.
- Membership –
  - Need New Chair. Need help recruiting this person.
  - Website still not working, can't access members.
- Luncheons
  - Start luncheons program again in Eugene in August.
- Specifications – Need New Chair
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- Technology
  - No updates.
- Sustainability – Continue committee or inactivate?
  - No updates
- Scholastic
  - No updates
- Awards
  - Conversation internally about possibly charging for awards to contribute more to Gizmo – decided it's not a good idea to do this.
- Transportation
  - Heard from committee earlier.

- Water Resources
  - Site tour was held May 17<sup>th</sup> – Gresham wastewater treatment plant, Columbia Slough Water Quality Facility. 6 attendees, looking forward to at least one or 2 more tours this year.
- Leadership & Management
  - Still meeting every month, working on abstracts for next conference.
- Utilities & Public ROW
  - Met with Dante and John L. – not sure of the role of chair and committee.
  - Committee needs to be stood up
  - Might collaborate site visit in Oregon City on tribe land looking at utilities going into site. Could help generate interest in committee by starting with tour
- Emergency Management
  - No updates

Meeting Adjourned: 1:47 PM by Tim Blackwood, President