



**CHAPTER BOARD MEETING MINUTES**  
**Virtual Meeting**  
 July 25, 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**

Allison Pynch	<i>Sustainability Committee</i>		
Eric Jones	<i>Communications Committee</i>		

*Action Items are shown in red font.*

Call to Order: 10:01 AM by Tim Blackwood, President

**Sustainability Committee**

- Allison gave an update. Not a lot of movement due to members having work/life changes lately.
- General interest is somewhat low in the Committee. Looking for strategies to increase participation.
- Allison is looking for a second chair to assist the committee. New job may not be able to provide full participation.

**Communications Committee**

- Eric provided an update on the CommComm.
- Chair is vacant. Seems to work well as a self-directed team. Not interested in having a chair.
- Quarterly Newsletters done via MS Publisher
- Have followers on Linked In, X (Twitter), and Facebook.
- Erin primarily posts to these sites.
- Need more articles to post to social media sourced by others.
- Request more collaboration with other committees.
- Set and broadcast a schedule of newsletter deadlines to facilitate material being sent to CommComm.
- Question about news releases. Curious about return on investment for advertising news in local newspapers, DJC, etc. Would require extra effort to prepare and produce. Could be an opportunity.
- Have a lack of metrics. Knowing what the members value is difficult to understand.

- MS Publisher may not be available on Windows 11. Make cause issues next year. Could need to review software license options.
- Dropbox is currently being used. Could consider OneDrive. Chase suggested Office 365 Family license may be able to cover the needs of CommComm for software.
- Generally want more people, participation, and money to assist the CommComm.

### **Presidents Report**

- Tim gave an update.
- No sign ups for the emerging leaders academy
- YP Summit will have both YP Chairs, Brittney and Alissa, at PWX.
- The August Klamath Falls Board meeting has been transferred to virtual meeting instead. Krey may host locally at new Central Geotech Offices.
- PWX will have an Oregon Chapter dinner. Working on planning.

### **Secretary's Report**

- Chase presented minutes for the July 10 Board meeting regarding Fiscal Year Budgeting. Krey made a motion to approve the minutes as written. Shannon seconded. No Further Comments. Tim called for a vote. Motion Passed Unanimously.
- Chase presented minutes for the June 26 Board Meeting. Nick made a motion to approve the minutes as written. Doug seconded. No Further Comments. Tim called for a vote. Motion Passed Unanimously.

### **Treasurer's Report**

- Shannon provided the Treasurer's Report.
- Need to increase our rates for classes and events to reflect updated budgets.
- Desire to keep \$60k in Event Checking Account. Remainder is transferred to Business Savings.
- Audit Committee went well. Missing one receipt from Dan attending PWX.
- Completing Fiscal Reporting by July 30.
- Audit letter is written and drafted, pending the missing receipt findings.
- Discussion regarding cash reserves, how much we should have, process for storing these.
- Shannon will fix some minor errors in Treasurer Report Monthly Balances that were noted and will be voted on next Month.

### **National Delegate's Mid-year Report**

- Russ provided an update.
- Finalizing the Delegate's report with Peggy. Will be sent to National for House of Delegates Meeting.\
- Colorado, Oregon, Washington got PACE Award for Region 9.
- Oregon provided comments for how the PACE Award should be ran.
- 690 Members in Oregon Chapter.
- Still having issues accessing membership records. Working on increasing licenses.
- Increasing National Appointments from Region 9.
- Still working on website access and repairs.

### **New Chairs**

- Nominating Committee has provided recommendations for 2025 Board Slate of Candidates. Nick made a motion to approve. Maureen seconded. No further discussion. Motion passes unanimously.
- Dawn Easley, City of Medford, recommended for our new Board Member Director Position.
- Amy Jones will join as Membership Committee Chair.

### **Newsletter Contributors this Quarter**

- Transportation, and Utilities & ROW Committees will provide a news article each to CommComm in the 3<sup>rd</sup> Quarter.

### **Organization Management Company Contract Update**

- MMM contract has been reviewed and approved by National.

### **Conference Fees**

- Budget planning on a ~20% increase in expenses. Need to consider Conference Prices. Food is a large factor in raising costs, which is incorporated in Conference Fees.

- Earning approximately 18% on all conferences over one year.
- Fiscal Budget closed showed approximately 8% earning over the year.
- Doug proposes 10% rate increase for Conferences and Schools.
- Board negotiated and requested new fees for the upcoming year. \$650 for conferences. \$475 for Fall school. \$850 for PW Classes.

#### **Upcoming Conferences**

- Fall Conference planning going well and on track for Pendleton.
- Spring Conference in Salem is starting planning. Shannon will provide names of key personnel for Salem to assist.
- Currently have a reservation for Fall 2025 with Bend. Trying to get Bend slated for Spring on a long term basis. Need to decide asap if we are keeping Fall 2025 in Bend.

Meeting Adjourned: 1:08 PM by Tim Blackwood, President