



**CHAPTER BOARD MEETING MINUTES**  
**Virtual Meeting**  
 August 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 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**

Eric Germundson	<i>Luncheons Committee</i>
Gary Stockhoff	<i>Foundation</i>
Nancy Kraushaar	

*Action Items are shown in red font.*

Call to Order: 10:04 AM by Shannon Williams, Treasurer

**Luncheons Committee**

- Eric provided an update. Next Portland Luncheon is October, hosted at DEA offices. Still considering hybrid.
- Eugene Luncheons have started back up. First luncheon was in August. Great attendance. (Higher than Portland!)
- Looking to increase Portland attendance.

**PACE Award**

- Nancy provided an updated on the PACE award. Eric Jones was previously running the award coordination. Nancy and Ashley have been working on it for the last two years. The tight time frame and large amount of work required has been concerning.
- PACE Award Criteria has potential changes coming. Oregon Chapter has provided input for the changes requested. New criteria hasn't been made clear yet, but could impact what events the Chapter is doing now in order to meet the standards.
- Brainstorming new ideas of how to assist Nancy throughout the year and provide information of what the Chapter does throughout the year, versus collecting when the award is due.
- More photos throughout the year would be helpful. Still need a better solution for a shared drive that's easily accessible by everyone. A PACE committee could help assist the Chapter better than one person.

**Membership Committee**

- Leslie still does not have access to the membership website. People asking Leslie for help with their membership number but she is unable to pull it up for them. The website still does not allow this and is a problem.

### **Secretary's Report**

- Chase presented minutes for the July 25 Board meeting regarding Fiscal Year Budgeting. Shannon made a motion to approve the minutes as written. Krey seconded. No Further Comments. Tim called for a vote. Motion Passed Unanimously.

### **Treasurer's Report**

- Shannon provided the Treasurer's Report regarding June 2024 Treasurer's report. Nick made a motion to approve the minutes as written. Chase seconded. No Further Comments. Tim called for a vote. Motion Passed Unanimously.
- Foundation opened an account at US Bank, they sent all the paperwork to Maggie. It wasn't known who opened the account which led to starting a fraud claim. Eventually the board figured out who started the account and it was valid. This led to discussions that we need better fraud protection, and something Umpqua Bank is not providing adequately.

### **National Delegate's Report**

- Russ provided an update via email. Tina working on a Region IX gathering for PWX. Russ working on an Oregon Chapter gathering.

### **Conference & School Pricing Update**

- Pricing has been updated with CAMEO. Increase in fees based on July's board meeting discussion. Registrations going well for Fall Conference which include these new fees.

### **New Specifications & Technology Chair**

- Searching for a new Technology chair.

### **Communications Committee Follow up**

- Chase provided an update on CommComm. Pushing monthly updates where committee chairs need to give stories to CommComm for the newsletter has been a significant benefit for them.
- The board should consider mentioning CommComm during the Fall Conference to help push support and maybe get more volunteers to the Committee.

### **Newsletter Contributions**

- Technology providing newsletter content this month
- Transportation providing newsletter content this month
- Utilities & ROW providing newsletter content this month

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

- Contract executed with MMM.

### **Website, Fontiva**

- No updates!

### **Leadership & Management Committee**

- Ashley provided an update. L&M provided two abstracts, neither were accepted for the Fall Conference education classes. Need to promote ways to reward Committees for their work otherwise it will lead to a decline in Committee support.

### **Milestones**

- Scholarship Winner Letters
- Sign up Scholarship Winners as Members
- Chapter Audit – Submitted, with minor finding for missing receipt.
- National Delegate's Semi-Annual Report submitted.
- 2025 Slate of Candidates provided.
- FY 2023/2024 Financial Report – waiting on National to answer questions.
- Award Nominations – 8/31 – 5 submittals for awards this year. Lower than normal. Currently under review.
- Audit Submitted – 9/1
- Board Slate to Members 10/10

### Conferences

- Fall 2024 – Wildhorse Casino, October 15-18
  - Exhibitor relations and slide show
- Spring 2025 – Salem OR, April 29 to May 2

Meeting Adjourned: 12:42 PM by Tim Blackwood, President