



CHAPTER BOARD MEETING MINUTES
In Person Meeting
 December 4th and 5th, 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 Wilrett	<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

Dawn Easley	<i>Incoming Director 2025</i>		
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Tim called the meeting to order at 12:59 PM.

President’s Report

- Tim discussed the Chapter Leader Training Program and looking for Directors to join February 2025. Krey and Nick volunteered.
- Krey and Scott Johnson are looking for a partnership between APWA and Oregon Association of Emergency Managers. Possibly promoting through website or newsletter. Currently only a few options to add them to the website, possibly the “resource” section. More discussions to happen which could lead towards a Co-Conference.

Secretary’s Report

- Nick moves to approve the October and November reports. Russ seconds the motion. Unanimously approved.

Treasurer’s Report

- Shannon gave an update on the Treasurer’s Report and statements.
- Roughly 50% through the FY, realizing 34% anticipated revenue. Likely additional revenue in November’s deposit’s which have not been realized as of the time of this meeting.
- In general, showing a net profit from FY24 conferences and schools.
- Discussion about transferring POS platform. National’s POS is not up and running yet. CVENT is current, which Oregon Board renewed for an additional year. MMM recommended “Apricot” as a POS to take over for CVENT until National’s POS is ready.

- Discussion about including mandatory donation as part of registration. Other options would be removing the \$10 notification and donation, but then the board makes a donation after each conference to the Foundation Board based on actual registration revenue.
- Krey makes a motion to approve the September and October Treasurer Reports. Doug seconded. No further discussion. Unanimous approval. Motion passes.

National Delegates Report

- Some National Committee openings looking for nominations.
- Washington Chapter making a bid for the National Snow Conference for 2027 or 2028 in Spokane.
- State Pipeline Utility Commission having trouble with sewer locates, particularly in Portland. Kevin Hennessey wants to do a presentation on this topic at the Spring Conference.

Continuing Business / New Business

- Fall Conference Evaluation Results
 - Concerns on size of venue for exhibitors, Casino presence.
 - Discussion on future Conference location planning. All Springs in Bend. Fall locations rotate around to other available venues. All Conferences in Bend would require a Conference Committee with two Chairs to provide the heavy lifting, versus leaning on City of Bend to prepare the conference.
 - Concerns about visitors and traffic to vendor booths.
 - Discuss moving Committee Meetings to second lunch instead of early morning.
 - Discuss low attendance on the Friday sessions. Find some ways to increase interest.
- Discussion on creating shirts for Conference Committee and Board for each Conference.
- Update on Website. Some progress. Database near complete. Chapters do not have access to database yet and must go through national.
- NWPWLI Contract Update. No signed contract yet for Toby. Will be splitting the classes up between different volunteers with John no longer running the program.
- Spring Short School ROADeo – Very positive reviews by everyone. Had third party instruction come in to instruct 1 on 1. Short School interested in creating a separate tract for equipment training. Would like to up the budget from \$3,000 to \$6,000. Additional sponsors have already signed up with equipment and supplies, and heavy machinery. Baker Technical Institute will come in to train. Want to expand capacity of attendees. Doug presents a motion to provide an additional \$3,000. Shannon seconds. Motion passes unanimously.

Review Milestones

- Banking Resolution
 - Bank transfer to BofA underway.
- Sign Up Scholarship Winners as Members. Tim to reach out.

Top 10 Discussion and Selection

Tips and Research for a worthy candidate:

- Achievements through their Career – Furthering Public Works
- Training and Involvement in State Chapter and National Activities
- Publications
- Advocacy for APWA and Public Works
- A career in Public Works
- Volunteers in their Community

Meeting Adjourned: 4:45 PM December 4th, 2024 by Tim Blackwood, President

Meeting Called to Order: 8:21 AM December 5th, 2024 by Tim Blackwood, President

The board reviewed the list of Executive Committee and Chapter Committee Duties and Descriptions for 2025.

Board Meeting Schedule

January	Virtual
February	Virtual
March	Eugene
April	Salem – Spring Conference or the week prior Virtually
May	Central Geotech - Tualatin
June	Grand Ronde
July	Virtual
August	No meeting - PWX
September	Salem TBD Location
October	Bend – Fall Conference or the week prior Virtually
November	Virtual
December	Strategic Planning Session

The board recited the Oath of Office for Chapter or Branch Officers

Role of officers has changed to the 2025 slate.

Conferences

- Spring 4/29/25 – 5/2/25 Salem
- Fall 2025 Bend “Last week in October” Note Halloween is on the Friday
- Spring 2026

Conference Committee

Ashley Cantlon is starting a conference committee for Conference siting and Conference Preparation.

Conference Discussions

Possibly removing second keynote speaker day and having committee meetings in the room following lunch

Discussion to increase attendance on Friday morning

Discussion on creating an operator track of classes at the conference. Would need to get CEU certified. Would be able to have the ROADeo at the conference.

Committee Discussion

The board assigned new Committee Board Liasons. Looking for a new chairperson for the Utilities & Public ROW Committee. Will reach out to Lyssa Patterson of APS Locates.

- Communications
 - Liaison Welborn
- Education
 - Liaison Willrett
- Collections & Maint. School
 - Liaison Easley
- Young Professionals
 - Liaison Polenske
- Membership – New Chair Amy Jones
 - Liaison Finnigan
- Luncheons
 - Liaison White
- Specifications – New Chair Ryan Crowther
 - Liaison Polenske

- APWA Specs not working well for small communities (City of Aurora etc.)
 - Ryan needs assistance on what he needs to do in this Committee.
- Technology – Aaron Clodfelter Chair
 - Liaison Willrett
- Sustainability – Deactivate Committee
- Scholastic
 - Liaison Past President Permanently (Blackwood)
- Awards
 - Liaison Webb
- Transportation
 - Liaison Polenske
- Water Resources
 - Liaison White
- Leadership & Management
 - Liaison Finnigan
- Utilities & Public ROW – Needs new Chair (Kevin Hennessey may be interested)
 - Liaison Easley
- Emergency Management
 - Liaison Webb

Succession Planning

Polenske volunteers to be Secretary in 2026

Strategic Plan

Doug discussed his 2025 Strategic Plan and Presidential Goals

Meeting Adjourned: 12:02 PM December 5th, 2024 by Doug Singer, President