



CHAPTER BOARD MEETING MINUTES
Virtual Meeting
 January 6th, 2025

Board Member Attendance

		Present	Absent
Doug Singer	<i>President</i>	X	
Shannon Williams	<i>President-Elect</i>	X	
Chase Welborn	<i>Secretary</i>	X	
Krey Younger	<i>Treasurer</i>		X
Russ Thomas	<i>National Delegate</i>	X	
Tim Blackwood	<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	
Dawn Easley	<i>Director #4</i>	X	
Nick Polenske	<i>Director #5</i>		X
Leslie Finnigan	<i>Director #6</i>	X	

Additional Attendance

Adrienne Lindsey	<i>Chapter Administrator</i>
Jessica Carpenter	<i>MMM</i>
Ashley Cantlon	<i>Siting & LRP Committee</i>
Gary Stockhoff	<i>Scholastic Foundation</i>
Matt MacRostie	<i>Scholastic Foundation</i>

Doug called the meeting to order at 10:03 AM.

Chapter Administrations

- Adrienne Lindsey, Chapter Administrator, provided an update.
 - Brief introduction of general responsibilities
 - One Drive and Microsoft 365 Accounts. “Chapter Admin, Events, and Board”. Currently all files, minutes, agendas, website, templates, are all stored on Chapter Admin One-Drive.
- Event Management - Meetings Management and More
 - Jessica provided an introduction and brief update.
 - Well underway with Streets School. Almost ready to submit CEUs. Bookkeeping will be passed on soon once end of year is completed by Cameo.
 - All events for 2025 booked and signed
 - Some events for 2026 booked and signed. Conferences and Leadership classes still need to get booked in the near future
 - Working on 2027 events this spring

Conference Siting and Long Range Planning Committee

- Ashley provided an update. Have a long term plan in the works.
 - Bend every spring, starting Spring 2027

- Keep Pendleton in Fall rotation due to high attendance and financial outcomes
- Investigate Eugene again for The Graduate and Valley River Inn
- New plan doesn't have any casinos.
- Southern Oregon presence can only happen with Casino, Seven Feathers.
- Will try Salem, reassess after.
- Metro conferences have attendance risk, including Salem and Portland. Will evaluate after Salem.
- Medford has a new Conference Center at Aquatic Center. Need to check on space limits, hotels.
- With Bend as a regular location, will need additional Conference support so that the City of Bend isn't putting on the event every year.
- Need to consider Washington APWA Conference times to avoid overlap. Need to reach out to them as we start locking these dates in.

Treasurer's Report

- Shannon provided an update. Account number set up with Bank of America. Working on user account setup for link to Quick Books. Followed by wire transfer and all set. Approximately 1 week out.
- No treasurer's report yet during this transition.

President's Report

- Doug provided an update. Start planning December 2025 board retreat. McMenamins Edgefield had good feedback. Generally good price. Not a fan of the shared bathroom setup. City of Independence has an option. Grand Ronde has some options.
- Have 2 April Board meetings instead of 1 May Meeting at Conference
- Have 2 October Board meetings instead of 1 November Meeting at Conference
- Have board meetings at conference with soft agenda.

Secretary's Report

- Chase provided meeting minutes from December's Board meeting. Leslie moved to approved minutes as written. Mark seconded. Doug called to vote. Motion passes unanimously.

National Delegate's Report

- Russ provided an update. Public Works Stories from APWA National to include Shannon William's story. Upcoming meeting. Tina's update include positive news for the website and national database, getting on track.

Foundation

- Matt provided an update. Matt will be taking over as Scholastic Foundation President tomorrow. Scholarship funding on track. Starting on the roster. Looking to have a third party manage the fund as its getting large enough professional advisors are necessary for responsible fund and investment management.

Audit Committee

- Appoint Audit Committee. Potentially Maureen and or Ryan. Maybe young professionals. Still TBD. Talk to Krey to select a date and then send open invite out.

Milestones

- Review milestones.
- Need to support Q1 Newsletter. Communications due to provide content. Ask Jason Rice for Leadership & Management article.
- Awards Committee starting up the yearly process next week.

Engineer's Week Representatives

- 2025 Engineer's Week Reps for Banquet Feb 20, 2025

Committee Discussion (Committee Chair/Committee Board Liaison)

Discuss responsibilities of Committee Chairs and provide them information on what they need to do. What defines success? How does board help Committee Chairs promote growth?

- Committees could have an annual planning meeting.
- Ideally a quarterly highlight, event.
- Promote all committees preparing and updating a charter annually.
- Doug to prepare a doodle poll to set up a meeting with all Committee Chairs to discuss expectations.

- ✚ Communications (Reed/Welborn)
 - Chase to check in.
- ✚ Education (Willer/Willrett)
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- ✚ Collections & Maint. School (Ngariki, Jacobson/Easley)
 - .
- ✚ Young Professionals (Weinberg, Loveday/Polenske)
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- ✚ Membership – (Jones/Finnigan)
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- ✚ Luncheons (Germundson, Covey/White)
 - Going well.
- ✚ Specifications – (Crowther/Polenske)
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- ✚ Technology – (Clodfelter/Willrett)
 - Aaron stepped in. First meeting was this week. 3 other active members. Technology Showcase coming up, wondering about which vendors will participate.
- ✚ Sustainability – Deactivate Committee
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- ✚ Scholastic (Watkins, Cox/Blackwood)
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- ✚ Awards (Garbley, Sahu/Webb)
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- ✚ Transportation (Hippenstiel, McCarthy/Polenske)
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- ✚ Water Resources (Connelly, Jesic/White)
 - Looking to put on a local conference (ASCE's EWRG?). Need to discuss further. Should be looking at a one time small event as a starting point versus preparing a conference.
- ✚ Leadership & Management (Rice/Finnigan)
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- ✚ Utilities & Public ROW – (_____/Easley)
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- ✚ Emergency Management (Johnson/Webb)
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Washington Chapter Reciprocal Agreement

- Received from Washington, Tara. Agreement to Comp one attendance to conference Oregon to Washington.

Meeting Adjourned: 1:25 PM January 6th 2025, by Doug Singer, President