



OREGON CHAPTER BOARD MEETING MINUTES
The Independence Hotel
 December 3, 2025

Board Members in 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

Jessica Carpenter - MMM
 Jennifer Garbely – Upcoming Director

Call to Order: 12:49 PM by Doug Singer, President

Event Planning Update & Discussion

- Jessica provided an update.
- Costs are up at Bend Riverhouse. Spent \$100 on people for appetizers and beverages on the hosted night. More per person on hosted night versus the banquet night. Net roughly \$15k for exhibitor night.
- Spring School costs are up, with revenue slightly declining. Need to reassess budget.
- MMM to provide rough outline of costs and revenue, with deadline of when to make a decision, and Board will discuss if fees should be raised.
- Need to reconsider sponsorship tiers and benefits. Trying to increase participation. Sponsorships that last longer than one event. Asking for money too often.
- Could consider raising costs for premium vendor booth locations. Could add more booths in hallway at Seaside.
- Large number of people not showing up to meals (number of tickets collected versus no show).
- Friday has low participation. Could make Friday the tech tour day, and full day of sessions Wednesday.
- Consider a third alcohol bar to minimize wait times
- Coffee Sponsor (However already have Breaks being exhibitor sponsored)
- Can we get a coffee cart or food truck on site
- Could consider doing Communication awards in the Spring. Project of the Year awards in the Fall
- Conference gift budgets have increased. Wondering if that's what's desired. \$20 each currently.
- YAPP App was well received. Significantly reduced number of paper copies of the program.
- Request a second Square POS device.
- QR Codes to easily donate without receiving something in return
- Add buy it now price on silent auctions
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President's Report

- Doug provided an update. Region IX nominating committee volunteer due December 15. Tina likely running again. Need to pick a volunteer. Ryan expresses desire to be on committee.
- Administrative Support Contract with Adrienne is getting renewed. She's fairly underutilized. Board should speak more on ways to use this service.
- MMM Contract Expires June 30, 2026. Jessica will prepare new contract for board to review.
- Q4 newsletter articles due 12/11. Membership, Transportation, Luncheons, Awards Committees expected to submit articles.

Secretary's Report

- Chase presented minutes for July, September, and October at the December board retreat for review and approval. Mark moved to approved the minutes as written. Dawn seconded. No further discussion. Doug calls for a vote. Motion passes.

Treasurer's Report

- Krey provided an update. Need to close old bank accounts post transfer. Still discussing long term interest bearing options for current assets. Received copy of what Funds the Washington Chapter uses. Sitting at roughly \$300,000 in assets. Still waiting on conference finances to reconcile to fully understand current finances. Shannon makes a motion to approve treasurers report. Leslie seconded. Doug calls for a vote. Motion passes.

Conferences

- Fall Conference Survey Discussion.
 - Might be time to reset Gizmo. Create Succession plan. Rebirth plan. Possibly add a YP member to spearhead this effort.
- Conference Locations, Budget, Fee Structure, Schedule, Comped Registrations
- Does Foundation have a desire to pick up some costs, split, for certain Comped Registrations for Scholarship winners, etc.
- 2026 Spring Conference Seaside May 18-21
- 2026 Fall Conference Eugene Sept 28-Oct 1

Top Ten Public Works Leader of the Year Award

- Deadline March 2, 2026
 - Current candidates have concern of who would meet the Public Service Requirements
 - Consider City Managers?
 - Tabled for overnight conversations of nominee.

Milestones

- Up to date on Milestones for 2025.

New Business

- NWPWI Potentially add a Project Management Class in 2027.
- Young Professionals are asking to prop up a Coffee Cart during finals week at Oregon State. Cart would be in the Engineering Building with logos and materials. \$500 ask. Chase makes a motion to approve this request. Maureen seconds. Motion passes.

Committee Discussion (Committee Chair/Committee Board Liaison)

- ✚ Communications (Reed/Polenske)
- ✚ Education (Willer/Wilrett)
- ✚ Collections & Maint. School (Block, Jacobson/Easley)
 - Short School is next week in Bend. Rob Block is the new chair of the committee. They are having a hard time getting speakers at their events, could be a budget conversation item to cover room/board for speakers.
- ✚ Young Professionals (Weinberg, Loveday/Garbley)
 - Recently held an event at Birdie Time (mingolf) in Portland with 60 attendees and have the next event planned on 11/13/25 that is a technical tour of the St. Helens Waterfront project. Both Alyssa and Brittney attended PWX and continue to get a lot of value of being connected with YP at a national level.
- ✚ Membership – (Jones/Finnigan)

- Update given above.
- ✚ Luncheons (Germundson, Aldritt, Morris/White)
 - Portland in-person luncheons have started back up, next one in November. Kenton Aldritt and Wyatt Morris are the new luncheon committee co-chairs in Eugene, David has stepped down.
- ✚ Specifications – (Crowther/Webb)
 - No major updates, continue to coordinate with ODOT and are working at getting more consistent reviews out of the public agency community.
- ✚ Technology – (Clodfelter/Willrett)
- ✚ Scholastic (Watkins, Cox/Singer)
- ✚ Awards (Neumann, Garbley)
- ✚ Transportation (Wurtz, McCarthy/Webb)
 - Just held a very well attended (75+ people) webinar on some of the Fanno Creek Trail improvements and are actively trying to get a technical tour scheduled for the new ped/bike bridge over OR99W in Sherwood. Darren has moved to Seattle, likely will be looking for a new co-chair here in the near future.
- ✚ Water Resources (Connelly, Jesic/White)
 - Recently had a site tour that was well attended, will continue to have these types of tours.
- ✚ Leadership & Management (Rice/Finnigan)
- ✚ Utilities & Public ROW – (Hennessey/Easley)
 - No updates here, likely would like to see some additional input potentially some other help/ideas here.
- ✚ Emergency Management (Johnson/Webb)
- ✚ Op-Engine (Cantlon & Minor/Easley)
 - Actively working on this and will have a good conversation at the conference with Ashley and the group.

Meeting Adjourned: 4:27 PM by Doug Singer, President