



**OREGON CHAPTER BOARD MEETING MINUTES**  
**Virtual Meeting**  
 January 8, 2026

**Board Members in Attendance**

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

**Additional Attendance**

Ashley Cantlon/OpEngine and Workforce Development Committees  
 Matt MacRostie/Foundation Board President

Call to Order: 9:01 AM by Shannon Williams, President

**Committee Report**

- OpEngine Update – The committee has a meeting coming up on 1/13/26 and will be able to give more of an update on the committee after that discussion. Had a good discussion at the fall conference and is doing well with a lot of enthusiasm and great attendance at their meetings (20+ people regularly). Trying to get more site workshops set up to look at projects and maintenance sites to have more demonstrations that highlight some of the challenges associated with the committee.
- Workforce Development Update – There is an initiative to create a Workforce Development Committee within the Oregon Chapter. A mission statement and goals have been prepared, which Ashley will share, but the overall goal is to have a more consistent interface between the APWA chapter and incoming potential workforce (mainly students). There are several events that the committee will have participation in this year. Mainly looking for formal recognition as a new committee within the chapter today. Ashley and Jody Yates are currently operating as the co-chairs of the committee; Jane Vail is acting as the Outreach Coordinator for the committee. Ashley will forward the committee mission statement and committee goals to the board. Ashley will also continue to coordinate with National to keep the mission aligned with National.

***Doug proposed a motion to start a Workforce Development Committee, and Jen seconded. The motion also passed unanimously, and we now have a Workforce Development Committee. Shannon appointed Ashley Cantlon and Jody Yates as the co-chairs of the committee and Jen will act as the board liaison to the committee.***

The committee is going to be soliciting materials to be used for outreach materials to recruit new committee members and to use at the events they attend to be. A chapter blast will be sent out to ask for this information. There will also be a likely request for additional funds for sponsorship fees for upcoming events (Engineer’s Week and Future Engineer’s Day). A new event that they’d like to attend is the Portland Workforce Alliance NW Youth Careers Expo ([2026 NW Youth Careers Expo](#)).

They would also like to update the booth materials and would like to get a monitor to include as part of the booth materials. Ashley will send over a monitor that they plan to purchase for booth materials.

### Workforce Development Committee

#### Mission Statement

The mission of the Workforce Development Committee is to support APWA Oregon's strategic goal of providing outreach to "improve connections to and between members, agencies, service providers, and local communities". Workforce development within the context of public works will support production of educational materials, services and/or products, student outreach, and development of promotional materials to facilitate communication about careers in public works.

#### Committee Goals

The committee's responsibilities in support of APWA Oregon Chapter's Strategic Goals, Activities, and Initiatives are:

- Develop, evaluate, and revise a common framework(s) in collaboration with other committees.
- Develop a 3-year strategic workforce development plan to implement the framework, to be approved by the Oregon Chapter.
- Educate stakeholder groups on the workforce development framework and how practices can be implemented through cross-collaboration with other committees.
- Coordinate with existing education and outreach programs to incorporate goals of workforce development.
- Track and participate in student events hosted by schools and other partner organizations where we can promote career opportunities in public works, including engineering, surveying, planning, and skilled trade labor.
- Report emerging trends, opportunities, and gaps in workforce development through local data collection, and reporting findings and concepts through presentations and outreach.
- Identify and evaluate external organizations that align with the strategic goals of APWA and the committee, and can provide a support network and additional resources to our common goal(s).



Mainly have been focused on the "Recruitment" side of National's strategy:

#### RECRUITMENT GOALS

- Promote APWA's tools and resources for high schools, technical schools, community colleges, and universities. Identify ways to make public works more visible across all chapters and affiliates.
- Develop the tools and resources needed to promote public works as a career of choice.
- Work collaboratively with APWA education initiatives to create career lattices in public works sectors.
- Research upcoming trends in workforce development and the public works sector to build a pipeline to public works and provide appropriate data for use in outreach and advocacy efforts.

### President's Report

- Need to appoint a Chapter Audit Committee. The Audit Committee last year was Brittney Weinberg and John Jensen and then we will have Maureen join as the next incoming Treasurer. Shannon will reach out to these three people to confirm.
- We will review the Strategic Plan updates in February. Others to provide comments before our meeting in February to discuss and incorporate before final approval.
- New Initiative Program. APWA National set aside some money a few years ago to try and get innovations out of the chapters. The YP Summit and there is a new rural communities conference that came from this program. The application period closes February 20, 2026, should we submit a request for some sort of support to our trainings/short school program (potentially equipment training)? Would be a good idea to have the Collections and Maintenance School committee to put together an application for future schools, Dawn volunteered to support the committee with this application.
- Shannon did reach out to the Washington Chapter to set up a combined meeting in April at their Spring Conference in Vancouver.

### Secretary's Report

- Nick presented the December meeting minutes. **Mark motioned to approve the minutes as is, Krey seconded. Motion carried and the minutes are approved for the December 2025 board meeting.**

### Treasurer's Report

- Krey gave an update on our financials. Umpqua is no longer a bank that has any chapter funds. Overall, we're tracking right where we should be on both expenses and revenue for the fiscal year. Still looking into any investment options for our savings account and will continue to evaluate alternatives for that account. Probably worth having a discussion with Sue as the administrator for the Foundation's accounts to see what a good avenue could be for our account. **Chase motioned to approve the Treasurer's Report as is, Mark seconded. Motion carried and the Treasurer's report is approved.**

### Membership Report

- No update, deferred to next month.

### National Delegate Report

- Russ gave an update on what is going on with National. Primary discussion was about the winter meeting in Victoria BC. Doug will be attending as our alternate delegate. This will be a large meeting. Russ is currently working on the Delegate's Report and will have that submitted before the winter meeting. National has moved from Ring Central to Teams as their primary conferencing software. We had great numbers at both the fall short school and the fall conference. There are 5 events scheduled in the early part of this year for our chapter. Russ will be having a retirement party on February 26<sup>th</sup> at the City of Newberg offices. National board nominations and national committee nominations are also open currently. Currently working on Tony's Top 10 award application and then will start working on the PACE application once that is complete.

### Past-President's Report

- No update, deferred to next month.

### Foundation Report

- Matt gave an update for the Foundation. Discussion at the last board meeting to potentially update fundraising/donations for Gizmo/raffle/auction process to make it smoother and more inclusive. The Foundation would like to have one of their board members be included in the Conference Committee moving forward. The Foundation Board is also looking at some strategic planning in terms of how to best allocate their scholarship funds moving forward that works within their projected funds. The next round of scholarships will be \$50,000 and the awards will be identified in the next quarter. They are also expanding the eligibility for scholarship recipients.

### Fee Committee Update

- Maureen gave an update on the committee. The committee has been formed. Their first meeting is happening in two weeks and will be able to give more of an update at our next board meeting.

## Conference Updates

- Chase gave an update on upcoming conferences. Chase recently met with Jessica to outline responsibilities for conferences moving forward and how to best use the Conference committees moving forward. Chase will make sure to include someone from the Foundation Board on the conference committee but also looking to keep the conference committee pretty lean overall. If anyone has ideas on themes/keynote speakers, let Chase know.
- Spring Conference (Seaside) – May 18-21, 2026

## Committee Discussion (Committee Chair/Committee Board Liaison)

*Reminder for everyone to make sure that we handoff committee liaison duties.*

- + Communications (Reed/Polenske)
  - Will coordinate here in the next few weeks to transfer board liaison responsibilities.
- + Education (Willer/Wilrett)
- + Collections & Maint. School (Block, Jacobson/Easley)
- + Young Professionals (Weinberg, Loveday/Garbley)
  - Will coordinate here in the next few weeks to transfer board liaison responsibilities.
- + Membership – (Jones/Finnigan)
- + Luncheons (Germundson, Aldritt, Morris/White)
  - Next luncheon is scheduled. Still looking to find a new chair for the Portland luncheon committee. Also there was a question asked to see if lunches can be covered for committee members (\$25/lunch is the ask). Maureen to get a full budget ask pulled together and present to the board.
- + Specifications – (Crowther/Webb)
- + Technology – (Clodfelter/Willrett)
  - Want to work with the committee to try and get more entries submitted for the technology showcase at the conference to not be as sales-pitchy.
- + Scholastic (Watkins, Cox/Singer)
  - Doug will be connecting with the committee soon.
- + Awards (Neumann, Garbley)
- + Transportation (Wurtz, McCarthy/Webb)
  - Will coordinate here in the next few weeks to transfer board liaison responsibilities.
- + Water Resources (Connelly, Jesic/White)
  - Been a little hard to get a hold of the committee chairs. No activity after the symposium.
- + Leadership & Management (Rice/Finnigan)
- + Utilities & Public ROW – (Hennessey/Easley)
  - Dawn hasn't had any luck coordinating with this committee, not sure what the current status is.
- + Emergency Management (Johnson/Webb)
- + Op-Engine (Cantlon & Minor/Easley)
  - See update above under committee reports.
- + Workforce Development (Cantlon & Yates/Garbley) **\*NEW\***
  - See update above under committee reports.

## Other

- Jen is going to check and see if we will have any awards at the Spring conference. We had discussed this as a possibility at the last board meeting.
- Shannon did request National board attendance at the Spring conference and our board meeting will likely be pretty small and easy similar to the last conference in Seaside.

## Action Items

No.	Item	Responsible Person(s)	Due Date /Status
1.	Provide a recommendation to BOD on fee structure	MMM/White	April 2026
2.	Explore a joint Conference with OEM	Webb	April 2026
3.	Operators Certification Effort – <ul style="list-style-type: none"><li>• Develop Mission and Goals statement</li></ul>	Willret / Williams	March 2026

	<ul style="list-style-type: none"> <li>Reach out to OAWU, LOC, AWWA, COG, OSEAC, NWRA, NW Operators Association, Oregon DEQ</li> </ul>		
4.	<p>Operators Certification Effort –</p> <ul style="list-style-type: none"> <li>Reach out to Members to gauge interest in assisting with the effort</li> <li>Reach out to community colleges (Umpqua / Chemeketa, Clackamas, OSU Cascades, Mt. Hood, Linn-Benton, others?)</li> </ul>	Willret / Williams	
5.	Present to BOD opportunities for APWA to participate with ACEC/ASCE for legislative fly-in	Blackwood	February Board mtg
6.	Review Bylaws and recommend revisions	BOD	March 1
7.	Review Chapter Standard Operating Procedures	BOD	March 1
8.	Explore contracts with NWPWI instructors (Toby)	Singer	
9.	Send a congratulations letter to newly Certified APWA Professionals and Communities Erich J. Laid, CPWP-M	Admin / Williams	Quarterly / as received
10	Invite the Washington APWA Board to fall conference	Williams	August
11	A Day in the Life of an Operator Video (invite ComCom to assist)	Webb/Thomas	May 2026
12	Send Doodle poll to Committee Chairs for annual planning meeting	Williams	Feb 1
13	Explore Project Management Training, align with APWA Accreditation, provide recommendations to BOD	Singer	March 1

#### Milestones for 2025

Date	Milestone	Responsible Person(s)	Status
January 1, 2026	Send board meeting calendar and report request to committee chairs	Williams	Completed
January 15, 2026	1099 forms due	Younger	Completed
Jan mid-month	Distribute the strategic plan to BOD and post on website	Williams	
January 2026	Review group memberships for vacancies & contact them to fill	Jones/Finnigan	
January 2026	Appoint members to Chapter Audit Committee	Williams	
January 30, 2026	Committee chair email, responsibilities, and request for committee chairs to attend Board meetings	Williams	
February Board Meeting	Awards due to National March 1		
Feb 18, 2026	APWA Chapter Board member attends APAO Banquet and part of awards presentation	Younger	
March 1, 2026	Top Ten Leader nomination due	Singer/Williams	
March 1, 2026	National Award nominations due	Garbely	
March 1, 2026	Public Works Week Proclamation (May TBA) to Governor's office (min. 45-day notice)	Williams	
May 2026	Submit draft 2026 budget to Board for consideration	Younger	
June 1, 2026	Invite National Dignitary to Fall Conference	Williams	
June 1, 2026	PACE Award nomination due	Singer/ Kraushaar	
June 2026	Adopt FY26 Budget at Board Meeting	Younger	
July 2026	Coordinate with the Foundation and send out letters to scholarship winners	Williams	
July 2026	Register scholarship recipients as members	Younger/Admin	
July 15, 2026	Chapter Audit - Tualatin	Younger/Williams/Committee	
July 31, 2026	Mid-year Chapter Delegate Report due	Thomas/Singer	
August 1, 2026	Annual Chapter Audited Financial Report Due to National	Younger	
July 10, 2026	Present Officer Nominations to Executive Board	Singer/Blackwood/ Cantlon	

<b>August 31, 2026</b>	Chapter Award nominations due	Neuman	
<b>October 1, 2026</b>	Officer Nominations to Voting Chapter Members	Singer	
<b>December 2026</b>	Resolutions to Update Chapter Bank Account Signature for New Officers	Younger	
<b>December 2026</b>	Invite National Dignitary to Spring Conference	Williams/Welborn	
<b>December 2026</b>	Board Strategic Planning Retreat: 2026 Top Ten Nominee - discussion and selection	Board Members	
<b>December 31, 2026</b>	2027 Chapter Branch/Officers due to National	Secretary	
<b>December 31, 2026</b>	2026 Year-End Chapter Delegate Report due	Thomas/Singer	

Meeting Adjourned: 11:01 AM by Shannon Williams, President