



OREGON CHAPTER BOARD MEETING MINUTES
Virtual Meeting
 February 12, 2026

Board Members in Attendance

		Present	Absent
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

Aaron Clodfelter
 Amy Jones
 Jenifer Willer

Call to Order: 9:04 AM by Shannon Williams, President

Committee Report

- Technology Update – Aaron gave an update on the Technology Committee. The Technology Committee has been contributing towards the Preventative Maintenance school. The committee is up to eight (8) official members and is seeing a lot more engagement both at the conferences and outside of the conferences. There was an article in the APWA Reporter that focused on technology within Public Works and best practices. There are a few members within the committee that don't regularly attend the conferences, but continue to remain involved. They are actively trying to get more ideas/presentations slated for the Technology Spotlight presentation track at conferences. Historically these have been really well attended at the conferences and the committee would like to see this continue.
 - A new initiative that the committee is thinking about is to pull together an RFP clearinghouse to make it easier for Agencies to have examples and reference materials to use as they prepare RFPs. Our website traditionally hasn't been used in this way, but there could be a way to use our OneDrive site to make things more current to make sure things aren't stale on the website.
 - There are a lot of different options for different procurement/asset management/permitting software that Agencies are using and it would be nice to have a repository of what others are using and contact information to help get more familiar with options. Would be nice to have this information on the website or on our OneDrive/GIS Storyboard.
 - The committee is also very excited about artificial intelligence and how that AI can be used within Public Works and are hoping to get some presentation submissions for the fall conference. *Nick to reach out to Aaron to put him in touch with some folks that presented at the ODOT-ACEC Innovation Conference in 2024.*
- Membership Update – Amy gave an update on the Membership Committee. We currently have 756 registered members (146 individuals, 610 group members). Is some sort of membership drive something that we're interested in with our

continued high attendance at events or should our focus be more so on retention? Should a focus be on recruitment on younger members? The committee hasn't really tapped into their budget to date either so wanted to verify the best way that they should be spending their time/money. Gaining new members is a specific item on the PACE application and should be a goal that we're shooting for and combining with the YP committee would be a good place to start for getting some additional younger membership interest. APWA offers life membership for folks that qualify, we currently have 44 members that qualify for life membership at the moment. Ken Stoneman and Greg Weston are some of the more recent Life Members, Amy to share the Life Member List with the board. Sounds like the website has been working better overall.

- Education Update – Jenifer gave an update on the Education Committee. In 2025 the committee was very focused on the NW Public Works Institute and revamping the content included in the different classes. The updated content has been realigned to make sure we're covering the topics that National would like the institutes to cover. We added a new location for the classes in Salem (only drawback was that the hotels were not very close to the facility) in 2025 and MMM has been a great partner with all of these updates and changes to the program. There are about 10 people overall who are a part of the committee with about 5 that actively engage in committee activities. Continue to get great interest in conference presentation submissions (29 submissions for the Spring Conference, 42 submissions for the Fall conference, and currently have 33 submissions for our upcoming Spring Conference).

NWPWI Specifics: 2026 class dates are as follows:

- Pavement Preventative Maintenance 2/24-2/25 in Tigard;
- Public Works Essentials 3/3-3/6 in Hood River;
- Developing Leader 3/31-4/3 in Sun River;
- Leadership Skills November (Exact dates TBD) in Salem.

ODOT informed us that they will no longer be able to print materials for the classes so figuring out a solution for that is in progress (\$2k for each class to print the materials ourselves). Toby has also had some health problems as of recent that has made it so that he cannot teach and the Washington Chapter is not going to be providing any classes in 2026. It does seem as though we can capture the additional cost for printing within our existing profits for the classes without needing to raise registration fees.

Financial Summary for the committee:

Class	2025 Revenue	2025 Expenses	2025 Net Gain (Loss)	2024 Net Gain (Loss)	2025 Registration Fee
Public Works Essentials	\$35,643	\$32,302	\$3,341	\$4,204	\$885
Developing Leader	\$41,014	\$37,198	\$3,816	\$6,994	\$1078
Leadership Skills	\$34,565	\$20,594	\$13,971	\$3,662	\$885

President's Report

- Shannon gave an update on things going on both nationally and locally.
- Post Disaster Funding; There have been issues getting national emergency funds in a timely manner. Are there ways to get more prepared here within our chapter to be more prepared for emergencies overall, would like to get the EM committee more involved with this.
- APWA New Initiative program related to Operators Certification; sounds like things are moving and Dawn is working on things. There is an upcoming webinar that Shannon and Mark will attend related to this initiative.
- By-Laws and SOPs; If we are going to revise the By-Laws, we need to do so at least a month ahead of the fall conference to allow for the appropriate voting time for members.
- Key will be attending the APAO banquet, Jen will be at the Preventative Maintenance conference at the end of the month.
- APWA WA; Jim Rioux will be attending our Spring Conference as a WA Chapter representative. The WA is supportive in a joint meeting at the WA Conference on Tuesday 4/14. Sounds like we'll likely shift our 4/16 board meeting to 4/14 to line up with this in Vancouver somewhere, Shannon to coordinate on the location. We do have a comped registration from the WA Chapter that we'll use for Doug to register.

- Oregon State Student Chapter; Shannon participated with APWA YP/ASCE YMF/ITE in giving a presentation to OSU students about getting a student chapter set up.

Secretary's Report

- Nick gave an update and review the meeting minutes from January's board meeting. ***Chase moved to approve the minutes as written, Mark seconded. The motion passed unanimously and the minutes are approved for the January 2026 board meeting.***

Treasurer's Report

- Krey gave an update on our financials. Books are officially reconciled through 12/31/2025 and January is in progress. Budget updates and the Audit Committee is ramping up for our fiscal year end updates. ***Jen moved to approve the Treasurer's Report with revisions, Maureen seconded. The motion passed unanimously and the Treasurer's Report for January 2026 is approved.***

Membership Report

- Amy provided an update as part of committee reports. No further discussion.

National Delegate Report

- Doug gave an update on Russ' behalf. Russ' retirement celebration is scheduled for February 26th in Newberg. Doug will be attending the Delegate's meeting in Victoria next week.

Past-President's Report

- Doug also gave an update here. We are currently preparing all of our submittal items to submit Tony as our Top 10 representative this year and will move right into the PACE award application after that is complete.

Foundation Report

- Shannon gave an update on the foundation board's behalf. There is an initiative on the foundation side to get more involvement from our YP attendees at the conference. The foundation does need an email address from the Chapter to help with SharePoint access and POS activities at the conference for fundraising. We have asked National to get a fourth email address, but we are capped at three. We can change one of our existing email addresses for this use if we would like to go that route. We didn't get to a specific resolution here, Shannon to go back to the foundation to chat more about this specific item.

Fee Committee Update

- Maureen gave an update on the Fee Committee. There have been a few meetings to date to discuss potential fee changes to our events. We will continue to look into potential sponsorship/scholarship registrations for delegates that will not financial support from their employers. The committee is also looking for ways to reduce overall costs (e.g. swag costs, removing the lunch on Fridays, etc.). We have added a registration option to opt out of the conference swag which could be a good way to reduce costs. Maureen will provide everyone the notes related to proposed changes.

Conference Updates

- Chase gave an update on the current conference planning. Second formal meeting for the Spring Conference is today, trying to nail down an overall theme. Keynote speaker is locked in and everything overall is coming along well. Shannon requested someone from National to attend the conference and will follow up as we haven't heard if someone will be attending. Our board meeting will likely be more of a happy hour with the focus being on introducing our guests (national/WA chapter) to the board, Chase to coordinate the logistics of the Board Meeting with Shannon and Jessica.

Committee Discussion (Committee Chair/Committee Board Liaison)

- ✦ Communications (Reed/Polenske)
- ✦ Education (Willer/Wilrett)
- ✦ Collections & Maint. School (Block, Jacobson/Easley)
- ✦ Young Professionals (Weinberg, Loveday/Garbley)
 - Student chapter a main focus moving forward.
- ✦ Membership – (Jones/Finnigan)
- ✦ Luncheons (Germundson, Aldritt, Morris/White)
 - Preliminary budget has been requested.
- ✦ Specifications – (Crowther/Webb)
- ✦ Technology – (Clodfelter/Willrett)
- ✦ Scholastic (Watkins, Cox/Singer)
- ✦ Awards (Neumann, Garbley)
 - Are considering splitting project awards (Fall) and individual awards (Spring). With the Fall conference being so early this year, the date will be moving for the submission deadline.
- ✦ Transportation (Wurtz, McCarthy/Webb)
- ✦ Water Resources (Connelly, Jesic/White)
- ✦ Leadership & Management (Rice/Finnigan)
- ✦ Utilities & Public ROW – (Hennessey/Easley)
- ✦ Emergency Management (Robanske, Alexander/Webb)
- ✦ Op-Engine (Cantlon & Minor/Easley)

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"> • Develop Mission and Goals statement • Reach out to OAWU, LOC, AWWA, COG, OSEAC, NWRA, NW Operators Association, Oregon DEQ 	Willret / Williams	March 2026
4.	Operators Certification Effort – <ul style="list-style-type: none"> • Reach out to Members to gauge interest in assisting with the effort • Reach out to community colleges (Umpqua / Chemeketa, Clackamas, OSU Cascades, Mt. Hood, Linn-Benton, others?) 	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. Link here: 2023 Chapter Bylaws	BOD	March 1
7.	Review Chapter Standard Operating Procedures Link here: Policies & 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	Complete.
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.
February mid-month	Distribute the strategic plan to BOD and post on the website	Williams	Completed.
February 2026	Review group memberships for vacancies & contact them to fill	Jones/Finnigan	
February 2026	Appoint members to the Chapter Audit Committee	Williams	
January 30, 2026 Feb 28, 2026	Committee chair email, responsibilities, and request for committee chairs to attend Board meetings	Williams	
February Board Meeting	Project of the Year Awards due to the National on March 1	Garbely	
Feb 17/18, 2026	APWA Chapter Board member attends APAO Banquet and be a 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	
August 31, 2026	Chapter Award nominations due	Neuman	
October 1, 2026	Officer Nominations to Voting Chapter Members	Singer	
December 2026	Resolutions to Update Chapter Bank Account Signature for New Officers	Younger	
December 2026	Invite National Dignitary to Spring Conference	Williams/Welborn	
December 2026	Board Strategic Planning Retreat: 2026 Top Ten Nominee - discussion and selection	Board Members	
December 31, 2026	2027 Chapter Branch/Officers due to National	Secretary	
December 31, 2026	2026 Year-End Chapter Delegate Report due	Thomas/Singer	

Meeting Adjourned: 11:25 AM by Shannon Williams, President