



OREGON CHAPTER BOARD MEETING MINUTES
In-Person Meeting at Vancouver Hilton
 April 14, 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

Vic Bienes – APWA President
 Eric Germundson – Luncheons Committee

Call to Order: 4:06 PM by Shannon Williams, President

APWA Dignitary – Vic Bienes

- Vic gave an update. Winter meeting in Region IX. Working to read feedback better. Need to work on our website. It works, but looking to build a group internally to make it better. Canada looking to get more involved. Could possibly lead to a Snow Conference in Canada. People, Purpose, Presence is a new Three-Word goal for Strategic Plans. PACE Award has been going well historically. Read the criteria from the application to help build efficiency into the development process. National Board had a retreat recently. Education and Training. Look at micro-credentialing at multiple steps through their career. Will help with a career path for young professionals. Looking to increase expenditures at National Committee to utilize funds that haven't been spent. Soliciting more information on challenges from local chapters, and how they can help at the National Level as they are at Washington DC to speak. PWX this year will add a Women's Division ROADEO competition. Working on a memorial for fallen Operation's Employees.

Committee Report

- Eric gave an update on the Luncheons Committee. Still working on identity from post-COVID. Eugene has great momentum and strength. Success in Portland partnering with other Organizations. WTS (Women Transportation Seminar) partnership in Portland last year, went very well. Consider suburb locations quarterly instead of downtown core area. Vic mentioned how the Texas Chapter resolved this. Got local reps for each suburb, with a Public Agency rep at each. Shannon said to reach out to Water Resources Committee for a joint venture. Come to Spring Conference Committee Lunch with a few ideas or discussion points. Requesting support for Cloud Shared Drives. Board is working on it.

President's Report

- Can send a YP delegate to PWX with some financial aid. Need to designate someone by April 30 if we do. Shannon will email Brittney and Alyssa for a recommendation.

- MMM Contract is ready for review. APWA Board needs to review this within 1 week for comments, and then send to National.
- Top 10 Winner Tony Roos – Dominic will present award at the Spring Conference. Plan a celebration for the last 3 Top 10 Recipients; Tony, Russ, Delora.

Secretary's Report

- Chase presented the meeting minutes from the March Board Meeting. ***Doug made a motion to approve the minutes as-is and Chase seconded. The motion passed unanimously and the meeting minutes are approved as-is.***

Treasurer's Report

- Krey gave an update on the financials. Appear to be ahead on revenue this year compared to the budget. Conference revenue appears to be significantly up. Conference costs are up, but revenue appears to be adequately capturing. Audit Committee set for July 21st. ***Russ made a motion to approve the minutes as-is and Maureen seconded. The motion passed unanimously and the meeting minutes are approved as-is.***
- Krey presented an updated FY Budget. Currently showing \$14,000 Cash Reserves. Want to increase 556 Travel Budget. Saved for future approvals.

Membership Report

- Leslie gave an update. Received list of Lifetime Memberships. Need to work on new eligible members. They would need to apply to receive a Lifetime Membership. Need to advertise that there are opportunities to apply for Lifetime Membership. Leslie will make a blurb in the newsletter. Can add list of lifetime members to the slide deck.

National Delegate Report

- Doug gave an update on National activities. Sent email of Tina's update on the Affirmation Ballot. PACE Application due soon. National Public Works Week proclamation was submitted to Oregon Governor's Office, no response yet.

Past-President's Report

- Doug gave an update. Got Top 10 for Tony. Had two meetings with Nancy on PACE Award, on track. Shannon appointed Doug as chair of nominating committee with Tim and Ashley.

Conference Updates

- Chase gave an update on conferences. Sitting on track to get done early.

NOA Updates

- Reminder to review by-laws, policies and procedures.

Committee Discussion (Committee Chair/Committee Board Liaison) – No specific committee discussions this month

- ✚ Communications (Reed/Polenske)
- ✚ Education (Willer/Wilrett)
- ✚ Collections & Maint. School (Block, Jacobson/Easley)
- ✚ Young Professionals (Weinberg, Loveday/Garbley)
- ✚ Membership – (Jones/Finnigan)
- ✚ Luncheons (Germundson, Aldritt, Morris/White)
- ✚ Specifications – (Crowther/Webb)
- ✚ Technology – (Clodfelter/Willrett)
- ✚ Scholastic (Watkins, Cox/Singer)
- ✚ Awards (Neumann, Garbley)
- ✚ Transportation (Wurtz, McCarthy/Webb)
- ✚ Water Resources (Connelly, Jesic/White)
- ✚ Leadership & Management (Rice/Finnigan)
- ✚ Utilities & Public ROW – (Hennessey/Easley)
- ✚ Emergency Management (Johnson/Webb)
- ✚ Op-Engine (Cantlon & Minor/Easley)

Action Items

No.	Item	Responsible Person(s)	Due Date /Status
1	Send Doodle poll to Committee Chairs for annual planning meeting	Williams	Complete
2	Present to BOD opportunities for APWA to participate with ACEC/ASCE for legislative fly-in	Blackwood	February Board Mtg
3	Explore Project Management Training, align with APWA Accreditation, provide recommendations to BOD	Singer	March 1
4	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
5	Review Bylaws and recommend revisions. Link here: 2023 Chapter Bylaws	BOD	March 1
6	Review Chapter Standard Operating Procedures Link here: Policies & Procedures	BOD	March 1
7	Provide a recommendation to BOD on fee structure	MMM/White	April 2026
8	Explore a joint Conference with OEM	Webb	April 2026
9	A Day in the Life of an Operator Video (invite ComCom to assist)	Webb/Thomas	May 2026
10	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	?
11	Explore contracts with NWPWI instructors (Toby)	Singer	?
12	Invite the Washington APWA Board to fall conference	Williams	August 2026
13	Send a congratulations letter to newly certified APWA Professionals and Communities Erich J. Lais, CPWP-M	Admin / Williams	Quarterly / as received

Milestones for 2026

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	In progress
February 2026	Appoint members to the Chapter Audit Committee	Williams	Completed
January 30, 2026 Feb 28, 2026	Committee chair email, responsibilities, and request for committee chairs to attend Board meetings	Williams	In progress
Feb 18, 2026	APWA Chapter Board member attends APAO Banquet and be a part of awards presentation	Younger	Completed
March 1, 2026	Top Ten Leader nomination due	Singer/Williams	Completed
March 1, 2026	National Award nominations due	Garbely	Completed
March 1, 2026	Public Works Week Proclamation (May 17-23) to Governor's office (min. 45-day notice)	Williams	In progress
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: 6:01 PM by Shannon Williams, President