

American Public Works Association
Washington State Chapter

BUSINESS MEETING

Davenport Hotel
Spokane, Washington
Friday, October 12, 2007
9:00 AM

AGENDA

1. Call to Order
2. Additions to the Agenda
3. Secretary's Report – Tina Nelson
4. Treasurer's Report – Jay Burney
5. Vice President's Report – Mike Terrell
6. President's Report – Dave Mandyke
7. Chapter Liaison's Report – John Carpita
8. Delegate's Report – Craig Olson
9. Committee Reports
 - a. Construction Management – Dennis Brunelle, Ed Berschinski
 - b. CM Contract Administration Subcommittee – Sheri Zimmy, Michelle Percussi
 - c. Construction Standards Committee – Jerry Brais
 - d. CS Division I Subcommittee – Kristina Nelson, Gretchen Johnson
 - e. CS Division 7 Subcommittee – John Weise
 - f. Transportation – Peter DeBoldt
 - g. Rail Subcommittee – Mike Cowles
 - h. Management & Public Administration Committee – Art Louie
 - i. Stormwater Management – William Derry
 - j. Technology Implementation – Randy Brackett
 - k. Solid Waste – Dwight Miller
 - l. Security/Emergency Management – Timothy Heydon
 - m. Wastewater – Jena Gilman
 - n. Safety – Hal Thomas
 - o. Awards Committee – Gary Phillips, Jill Marilley, Pete Capell
 - p. Scholarship Committee – Tom Skillings
 - q. Conference Programs – Mike Clark, Jon Davies
 - r. Education Committee – Joy Monjure
 - s. Nat'l PW Week Luncheon and Area Meetings West – Dan Dawson, C. McFadden

- t. Exhibitor's Group – Kelly Robinson
- u. Membership Committee – Robert Brock
- v. Chapter Liaison – John Carpita
- w. Washington State History – Robert Moorhead
- x. Governmental Affairs – Kathy Robertson
- y. National Diversity Liaison – Jill Marilley
- z. Golf Tournament
- zz. International Coordination – Hal Thomas

10. Old Business

a. Future Chapter Conferences

1. Spring 2008, April 1-4, Ocean Shores Convention Center – Mike Terrell
2. Fall 2008, October 14 -17, Marcus Whitman Hotel & Conference Center, Walla Walla – Mike Terrell
3. Spring 2009 – Tina Nelson
4. Fall 2009, October 20-23, Three Rivers Convention Center, Kennewick – Tina Nelson

11. New Business

- a. Resolution of Appreciation – Mike Terrell

12. Good of the Order

13. Adjournment

Next Meeting, Friday, April 4, 2008, Ocean Shores Convention Center

**American Public Works Association
Washington State Chapter Annual Budget Report**
January 1, 2007 to September 30, 2007

Acct#	Description	General		Advertising		Fundraising		Total
		Budgeted	Reserved	Budgeted	Reserved	Budgeted	Reserved	
405	Registration Fees	\$ 38,750.00	\$ 72,301.69					\$ 72,301.69
406	Food & Beverage							
408	Accreditation Fees							
410	Exhibit Space Sales							
420	Publication Sales	\$ 8,000.00	\$ 2,244.70					\$ 2,244.70
421	Drop/Ship Publication Sales							
423	Product Sales							
425	Continuing Education Program Sales			\$ 300.00				
431	Display Advertising							
432	Position Advertising							
433	Profession Directory Advertising	\$ 10,000.00	\$ 8,192.48					\$ 8,192.48
435	Membership Dues							
438	Label Sales							
445	Grant Revenue							
455	Contract Income							
459	Freight & Handling							
460	Interest Income	\$ 1,600.00	\$ 3,950.59					\$ 3,950.59
461	CEU Fees							
465	Miscellaneous Income							
480	Expense Reimbursement	\$ 20,600.00	\$ 10,000.00					\$ 10,000.00
490	Sponsorship							\$ 2,950.00
495	Contributions							\$ 5,705.04
491	Rebates	\$ 8,700.00	\$ 8,700.00					\$ 8,700.00
499	Reserves from Contributions	\$ 177,700.18	\$ 177,700.18					\$ 177,700.18
	TOTAL REVENUE	\$ 266,350.18	\$ 105,344.50	\$ 300.00	\$ 300.00			\$ 105,344.50

Account	Beginning Balance	01/01/2007	Balance
Bank of America Checking	\$	\$	15,258.30
Bank of America Savings	\$	\$	52,077.82
Bank of America CD #1	\$	\$	84,947.97
Bank of America CD #2	\$	\$	25,416.09
TOTAL	\$	\$	177,700.18

Account	Account Summary	Balance
Bank of America Checking	\$	10,591.39
Bank of America Savings	\$	62,162.25
Bank of America CD #1	\$	88,041.00
Bank of America CD #2	\$	26,199.56
TOTAL	\$	186,954.20

Beginning Balance	\$	177,700.18
Current Balance	\$	186,954.20
Difference	\$	(9,254.02)

Jack Pittis Scholarship Fund = \$69,372.64

Acct#	Description	General		Advertising		Fundraising		Total
		Budgeted	Expended	Budgeted	Expended	Budgeted	Expended	
510	Temporary Office Help	\$ 11,000.00	\$ 4,465.05					\$ 4,465.05
552	Board Travel							
555	Other Travel							
560	Office Occupancy Expense							
561	Office Repairs & Maintenance							
563	Furniture & Equipment <\$500							
565	Equipment Repairs & Maintenance							
575	Insurance	\$ 500.00	\$ 500.00					\$ 500.00
600	Facility Costs	\$ 39,150.00	\$ 43,381.98					\$ 43,381.98
605	Audio Visual Equipment Rental							
615	Food & Beverage							
620	Transportation							
650	Legal and Accounting Fees	\$ 500.00	\$ 500.00					\$ 500.00
665	Consultants	\$ 17,000.00	\$ 13,020.00					\$ 13,020.00
670	Subcontractor Fees	\$ 19,600.00	\$ 15,102.00					\$ 15,102.00
675	Speakers & Trainers	\$ 6,140.00	\$ 500.96					\$ 500.96
680	Entertainment							
700	Office Supplies							
705	Dues & Subscriptions	\$ 1,000.00	\$ 1,000.00					\$ 1,000.00
710	Equipment Rental							
725	Telephones							
726	Copies							
730	Postage	\$ 50.00	\$ 35.24					\$ 35.24
740	Delivery							
750	Express Delivery							
760	Counter							
824	Advertising							
831	Books & Publications	\$ 500.00	\$ 500.00					\$ 500.00
838	Printing & Production							
841	Items For Resale							
851	Chapter/ Branch Rebates							
861	Awards, Fellowships & Door Prizes	\$ 16,100.00	\$ 18,439.67					\$ 18,439.67
871	Royalty Payments							
881	Interest Expense							
885	Exchange Rate							
890	Bank Service Charges	\$ 60.00	\$ 77.00					\$ 77.00
895	Depreciation/Amortization							
896	Miscellaneous/Income Tax Expense	\$ 1,000.00	\$ 12.50					\$ 12.50
899	Sponsorship payments							
999	Contributions to Reserves	\$ 157,704.00	\$ 157,704.00					\$ 157,704.00
	TOTAL EXPENSES	\$ 270,404.00	\$ 95,034.40	\$ 500.00	\$ 1,056.08			\$ 96,090.48

Expenses - Revenue = (9,254.02)

Account #	Legend
REVENUE	
405	Workshop and Conference Registrations
423	50th Anniversary Pins
491	National Membership and Training Rebates
EXPENSES	
552	Board and Leadership Training Travel
600	Workshop and Conference Expenses
670	MRSC Costs, incl postage
675	CEU Certification Cost
838	Newsletter Costs
861	Award Expenses
868	Registration Refunds

**American Public Works Association
Washington State Chapter
Budget Report**
January 1, 2007 to September 30, 2007

**American Public Works Association - Washington Chapter
2007 Balance Sheet**

date	check no.	payable to	description	amount	APWA acct#	deposit amount	balance	cleared
2007 Ledger								
1/4		Deposit	MPAC-\$, CASC-\$, AMW-\$		405	\$ 455.00	\$ 15,713.70	<input checked="" type="checkbox"/>
1/10		Deposit	MPAC-\$, CASC-\$, AMW-\$		405	\$ 37.50	\$ 15,751.20	<input checked="" type="checkbox"/>
1/10		Deposit	MPAC-\$, CASC-\$, AMW-\$		405	\$ 75.00	\$ 15,826.20	<input checked="" type="checkbox"/>
1/12		Deposit	2006 4th Quarter Rebate		491	\$ 1,934.98	\$ 17,761.18	<input checked="" type="checkbox"/>
1/12	1249	Avalon Golf Links	APWA/AGC Golf Deposit	200.00	600	\$ -	\$ 17,561.18	<input checked="" type="checkbox"/>
1/18		Deposit	MPAC-\$, CASC-\$, AMW-\$		405	\$ 300.00	\$ 17,861.18	<input checked="" type="checkbox"/>
1/26		Deposit	MPAC-\$, CASC-\$, AMW-\$		405	\$ 495.00	\$ 18,356.18	<input checked="" type="checkbox"/>
1/31		Deposit	MPAC-\$, CASC-\$, AMW-\$		405	\$ 212.50	\$ 18,568.68	<input checked="" type="checkbox"/>
2/2	1250	Rock Salt Steaks and Seafood	MPAC 1/24/07 Workshop	1,540.51	600	\$ -	\$ 17,028.17	<input checked="" type="checkbox"/>
2/2	1251	MRSC	Service, Photocopies, and Postage 12/06	1,731.70	670	\$ -	\$ 15,296.47	<input checked="" type="checkbox"/>
2/2	1252	Katherine Claeys	Postage/Mailing Reimb.	18.84	730	\$ -	\$ 15,277.63	<input checked="" type="checkbox"/>
2/6		Deposit	MPAC-\$, CASC-\$, AMW-\$		405	\$ 275.00	\$ 15,552.63	<input checked="" type="checkbox"/>
2/12	1253	Ingallinas	CASC Workshop	447.20	600	\$ -	\$ 15,105.43	<input checked="" type="checkbox"/>
2/13		Deposit	MPAC-\$, CASC-\$, AMW-\$		405	\$ 862.50	\$ 15,967.93	<input checked="" type="checkbox"/>
2/13		Deposit	Chapter Dues - Oct - Dec 2006		435	\$ 2,283.35	\$ 18,251.28	<input checked="" type="checkbox"/>
2/13	1254	MRSC	Service, Photocopies, and Postage 1/07	1,605.07	670	\$ -	\$ 16,646.21	<input checked="" type="checkbox"/>
2/13	1255	Chris Nelson	2006 Scholarship	500.00	861	\$ -	\$ 16,146.21	<input checked="" type="checkbox"/>
2/14		Deposit	MPAC-\$, CASC-\$, AMW-\$		405	\$ 72.50	\$ 16,218.71	<input checked="" type="checkbox"/>
2/14		Deposit	PW Essentials Profit		405	\$ 580.17	\$ 16,798.88	<input checked="" type="checkbox"/>
2/15	1256	Tina Nelson	APWA Leadership Training Reimbursement	1,390.84	552	\$ -	\$ 15,408.04	<input checked="" type="checkbox"/>
2/15	1257	Jay Burney	APWA Leadership Training Reimbursement	104.01	552	\$ -	\$ 15,304.03	<input checked="" type="checkbox"/>
2/16		Deposit	2006 Fall Conference Proceeds		405	\$ 4,000.00	\$ 19,304.03	<input checked="" type="checkbox"/>
2/21		Deposit	MPAC-\$, CASC-\$, AMW-\$		405	\$ 832.50	\$ 20,136.53	<input checked="" type="checkbox"/>
2/23	1258	KBA	APWA Div 1 Committee Support Contract	85.00	665	\$ -	\$ 20,051.53	<input checked="" type="checkbox"/>
2/27		Deposit	APWA Leadership Training Stipend		405	\$ 600.00	\$ 20,651.53	<input checked="" type="checkbox"/>
2/27		Deposit	MPAC-\$, CASC-\$, AMW-\$		405	\$ 369.00	\$ 21,020.53	<input checked="" type="checkbox"/>
2/27	1259	John Samuelson	CASC Workshop Refund	12.50	898	\$ -	\$ 21,008.03	<input checked="" type="checkbox"/>
2/27	1260	Darin Christen	2006 Scholarship	500.00	861	\$ -	\$ 20,508.03	<input checked="" type="checkbox"/>
3/5		Deposit	Transfer From PayPal		405	\$ 3,099.84	\$ 23,607.87	<input checked="" type="checkbox"/>
3/7		Deposit	MPAC-\$, CASC-\$, AMW-\$		405	\$ 532.00	\$ 24,139.87	<input checked="" type="checkbox"/>
3/14	1261	Rock Salt Steaks and Seafood	MPAC 2/28 Workshop	1,123.23	600	\$ -	\$ 23,016.64	<input checked="" type="checkbox"/>
3/15		Deposit	MPAC-\$, CASC-\$, AMW-\$		405	\$ 1,295.00	\$ 24,311.64	<input checked="" type="checkbox"/>
3/20		Deposit	MPAC-\$, CASC-\$, AMW-\$		405	\$ 185.00	\$ 24,496.64	<input checked="" type="checkbox"/>
3/23		Deposit	Spring Regional HOD Stipend		405	\$ 600.00	\$ 25,096.64	<input checked="" type="checkbox"/>
3/23	1262	Northwest Construction	AGC Advertisement	930.00	838	\$ -	\$ 24,166.64	<input checked="" type="checkbox"/>
3/23	1263	Dave May	AGC Advertisement	85.00	838	\$ -	\$ 24,081.64	<input checked="" type="checkbox"/>
3/27		Deposit	MPAC-\$, CASC-\$, AMW-\$		405	\$ 290.00	\$ 24,371.64	<input checked="" type="checkbox"/>
3/23	1264	MRSC	Service, Photocopies, and Postage 2/07	1,605.28	670	\$ -	\$ 22,766.36	<input checked="" type="checkbox"/>
3/29	1265	Rock Salt Steaks and Seafood	MPAC 3/28 Workshop	957.32	600	\$ -	\$ 21,809.04	<input checked="" type="checkbox"/>

