

**APWA Washington State Chapter**

**BOARD OF DIRECTORS MEETING**

**Area Meeting West**

**Bear Creek Golf and Country Club**

**December 7, 2007**

**9:00 AM**

1. Call to Order
2. Additions to 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
  - a. Fall Conference Report
  - b. *Public Works* Magazine
  - c. Washington Asphalt Paving Association
  - d. National Membership Summit  
Denver, March 5-7, 2008
7. Chapter Liaison's Report – John Carpita
8. Past President's Report – Katherine Claeys
9. Delegate's Report – Craig Olson
10. Committee Reports
11. New Business
  - a. 2008 Budget – Jay Burney/Mike Terrell
  - b. Report on Public Works Institute – John Ostrowski
  - c. Jack Pittis Book – John Ostrowski
  - d. KBA Contract Supplement – Tina Nelson
12. Old Business
  - a. Future Conferences:

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

13. Good of the Order

14. Adjournment

15. Future Board Meetings and Events (see attached 2007-08 Schedule)

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

Acct#	Description	General		Advertising		Fundraising		Total	REVENUE		Total
		Budgeted	Received	Budgeted	Received	Budgeted	Received		Budgeted	Received	
405	Registration Fees	\$	38,750.00	\$	116,319.69			\$	38,750.00	\$	116,319.69
406	Food & Beverage										
408	Accreditation Fees										
410	Exhibit Space Sales										
420	Publication Sales	\$	8,000.00	\$	2,244.70			\$	8,000.00	\$	2,244.70
421	Drop Ship Publication Sales										
423	Product Sales										
425	Continuing Education Program Sales										
431	Display Advertising					\$	300.00	\$	300.00	\$	
432	Position Advertising										
433	Profession Directory Advertising										
435	Membership Dues	\$	10,000.00	\$	10,859.12			\$	10,000.00	\$	10,859.12
438	Label Sales										
445	Grant Revenue										
455	Contract Income										
459	Freight & Handling										
460	Interest Income	\$	1,600.00	\$	5,994.99			\$	1,600.00	\$	5,994.99
461	CEU Fees										
465	Miscellaneous Income										
480	Expense Reimbursement	\$	20,600.00	\$	20,000.00			\$	20,600.00	\$	20,000.00
490	Sponsorship										
495	Contributions	\$	8,700.00	\$	5,179.78			\$	8,700.00	\$	5,179.78
491	Reserves from Contributions	\$	177,700.18	\$	7,590.07			\$	177,700.18	\$	7,590.07
499	Reserves from Contributions	\$	265,350.18	\$	171,138.35	\$	300.00	\$	265,350.18	\$	171,138.35
	<b>TOTAL REVENUE</b>										

**EXPENSES**

Acct#	Description	Budgeted		Expended		Budgeted		Expended		Total	
		Budgeted	Expended	Budgeted	Expended	Budgeted	Expended				
510	Temporary Office Help										
552	Board Travel	\$	11,100.00	\$	12,004.59			\$	11,100.00	\$	12,004.59
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	\$	
600	Facility Costs	\$	39,150.00	\$	45,231.98			\$	39,150.00	\$	45,231.98
605	Audio Visual Equipment Rental										
615	Food & Beverage										
620	Transportation										
620	Legal and Accounting Fees	\$	500.00	\$	14,167.50			\$	500.00	\$	14,167.50
665	Consultants	\$	17,000.00	\$	15,833.54			\$	17,000.00	\$	15,833.54
670	Subcontractor Fees	\$	19,600.00	\$	18,333.54			\$	19,600.00	\$	18,333.54
675	Speakers & Trainers	\$	6,140.00	\$	500.96			\$	6,140.00	\$	500.96
680	Entertainment										
700	Office Supplies										
705	Dues & Subscriptions	\$	1,000.00	\$				\$	1,000.00	\$	
710	Equipment Rental										
725	Telephones										
726	Copies										
730	Postage	\$	50.00	\$	35.24			\$	50.00	\$	35.24
740	Delivery										
750	Express Delivery										
760	Courier										
820	Advertising										
831	Books & Publications	\$	500.00	\$				\$	500.00	\$	
838	Printing & Production										
841	Items For Resale	\$	500.00	\$	2,056.08			\$	500.00	\$	2,056.08
861	Chequer/ Branch Returns										
861	Awards, Fellowships & Door Prizes	\$	16,100.00	\$	20,850.44			\$	16,100.00	\$	20,850.44
871	Roanley Expenses										
881	Interest Expense										
885	Exchange Rate										
890	Bank Service Charges	\$	60.00	\$	77.00			\$	60.00	\$	77.00
895	Depreciation/Amortization										
896	Miscellaneous/Income Tax Expense	\$	1,000.00	\$	186.73			\$	1,000.00	\$	186.73
899	Sponsorship payments	\$	152,650.18	\$				\$	152,650.18	\$	
999	Contributions to Reserves	\$	265,350.18	\$	111,387.98	\$	500.00	\$	2,056.08	\$	113,444.06
	<b>TOTAL EXPENSES</b>										

Expenses - Revenue -----> \$ (57,694.29)

Account	Balance
Beginning Balance 01/01/2007	
Bank of America Checking	\$ 15,288.30
Bank of America Savings	\$ 52,077.82
Bank of America CD #1	\$ 84,947.97
Bank of America CD #2	\$ 28,416.08
<b>TOTAL</b>	<b>\$ 177,700.18</b>

Account	Balance
Beginning Balance	\$ 177,700.18
Current Balance	\$ 235,394.47
Difference	\$ (57,694.29)

Jack Pitts Scholarship Fund = \$74,552.42

Account #	Legend
405	Workshop and Conference Registrations
423	50th Anniversary Pins
481	National Membership and Training Releases
<b>EXPENSES</b>	
552	Board and Leadership Training Travel
600	Workshop and Conference Expenses
670	M/RSC Costs, incl postage
675	CEU Certification Cost
838	Newsletter Costs
861	Award Expenses
888	Registration Refunds

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

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

date	check no.	payable to	description	amount	APWA acct#	deposit amount	balance	cleared
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	1,805.07	670	-	\$ 16,446.21	<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 Burey	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	CASC Workshop Refund		405	369.00	\$ 21,020.53	<input checked="" type="checkbox"/>
2/27	1259	John Samuelson	2006 Scholarship	12.50	898	-	\$ 21,008.03	<input checked="" type="checkbox"/>
2/27	1260	Darin Christen	CASC Workshop Refund	500.00	861	-	\$ 20,508.03	<input checked="" type="checkbox"/>
3/5		Deposit	Paypal Transfer - MPAC/CASC/AMW		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	1,805.28	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"/>

