



BOARD OF DIRECTORS MEETING
APRIL 7, 2009 – 5:30 PM
HOTEL MURANO
TACOMA, WA

Meeting Minutes

Prior to the meeting, Michael Mucha, Chair of the Sustainability Ad-Hoc Committee, presented their report in a PowerPoint presentation; the conference Host Committee provided information and details on the conference underway

President Noel Thompson and APWA Staff member Brian Van Norman provided a brief overview of the work currently going on in APWA National and held a question and answer session. The meeting then suspended for dinner.

Call to Order – Tina Nelson

President Nelson called the meeting to order at 7:56 PM. Tina thanked President Noel Thompson and APWA Staff member Brian Van Norman for attending. President Noel Thompson will be addressing the Conference at the Thursday luncheon. Mr. Van Norman will be participating in a committee training during the conference.

All Officers and Board Members Present: Tina Nelson, President; Jay Burney, Vice-President; Jill Marilley, Secretary; Art Louie, Treasurer; Board Members: Toby Rickman, Salima Nagji, Ryan Lyyski, Tricia Thomson, David Steele, Glenn Cutler, Peg Staeheli, Mike Clark; Chapter Liaison, John Carpita Chapter Delegate, Craig Olson.

Guest included National President Noel Thompson; Brian Van Norman, APWA; Nik Stroup, City of Bothell, 2008 Young Leader of the Year award winner, Rick Melvin, City of Tacoma, Conference co-chair, and Pat Everham, City of Kennewick, Chair Fall 2009 Conference

Additions to Agenda 7:57 PM

The agenda was presented.

MOTION: Marilley moved to accept the agenda as presented, Burney seconded motion passed unanimously.

Nelson reminded the Board that it is her expectation that people read, review and comment on the minutes and agendas sent to their email.

President's Report – Tina Nelson 7:59PM

- Nelson provided a report on miscellaneous information from National:
 - Electronic Voting: there is now a format for electronic voting; National has developed a process; (see rules governing chapters)
 - APWA Model chapter by-laws and Rules Governing Chapters – National has sent out a revision to the APWA Model Chapter by-laws. Nelson indicated that ours appear to be in compliance however she will be making one suggested revision.
 - Bridges: This is a regular publication by APWA for officers of chapters. There is a lot of good information here and all are strongly encouraged to review it when it comes out.

Everyone should have access to it through the AWWPA website login. If you don't, please notify Nelson for changes.

- 2009 Goals and Initiatives:
Sustainability: We heard from the Sustainability committee earlier about their progress to date. At that time Michael Mucha requested that we sunset the AdHoc committee. Discussion followed, and Terrell and Burney suggested that they keep this initiative moving.

MOTION: Rickman moved to sunset the AdHoc committee and appoint Burney and Terrell to pursue creating a Sustainability Summit along with the recommendations of the ad-hoc committee and bring a plan to the Board for review and implementation. Staeheli seconded, motion passed unanimously.

Education Forum – Art has sent the first reminder letter for this and work is moving ahead on the Forum

Committee Handbooks – Nelson handed out copies of the 'complete' handbook for committees. She will review it with the committee chairs during the conference the committee chair technical session

- Nelson is talking with Randy Bracket about GITA (Geospatial Information and Technology Association);
- The Tacoma conference is providing logo wear with the registration packet that has our chapter logo and not a specific conference designation. In this manner, we begin the "Branding" of the chapter and make the registration packets/conference items less "dated".
- Revision of by-laws for the Change in terms for Secretary and Treasurer: Please review the proposed changes. A reminder email for comments will occur in 2 weeks; Nelson will have National review these changes and seek approval of the proposed changes; National Best Practices says 2 years is better, vote would be at same time as election; this change must go to membership and can be an electronic ballot.

The timing for this is very tight to successfully implement this change this year. It first goes to the National By-Laws committee, the APWA Board (next one is in June) for approval and then finally back to the chapter.

For the Board's information, the process for creating a by-laws change is on the web and is very informative

MOTION: Burney moved to have the chapter (led by Nelson) continue to pursue a by-law change to change the secretary and treasurer terms to 2 years each with alternating elections. Thomson seconded, motion passed unanimously.

Secretary's Report – Jill Marilley 8:17PM

MOTION: Terrell moved to approve the minutes from the January 9, 2009, Board Meeting, Olson seconded, motion passed unanimously.

Treasurer's Report – Art Louie 8:20PM

- Louie reviewed his report as provided including status of the VP Fund, Jack Pittis Scholarship and Investment Funds, see attachment for details.

MOTION: Rickman moved to accept the report; Lyyski seconded, motion passed unanimously

- Marilley noted the annual report was ready and was to be submitted to National on time by April 15, 2009

Vice President's Report – Jay Burney 8:25PM

- Strategic Plan: Burney's goal will be to "freshen up" the strategic plan; He has started to work on the execution of this and will share his progress in June; it is expected the new plan will incorporate sustainability issues into it
- WA/OR Chapter Dinner at 2009 Congress – WA is the Host this year; Burney is planning it; stay tuned for more information
- Burney has been collecting annual committee reports – he has received 60% so far; once he gets them all and reviewed, he will send them out and/or post them; this is the 3rd year we have been asking for them; one requirement this year is to get all committees to develop a mission statement
- Our Board created some new policies last year informally (for example to send our Young Leader of the Year award winner to Congress the year following their award) so Burney is updating the policy handbook and will redistribute the Policies and Practices document. FYI: the secretary charts the changes and make changes at the end of the year

Chapter Liaison's Report – John Carpita 8:30 PM

- Magazine deadlines for 2009 content is posted on the website;
- Membership Report; some members dropped; many missed the payment deadline, the report will be sent to the membership committee
- Nomination Schedule was provided

Past Presidents Report – Michael Terrell 8:35 PM

- PACE Award 2009: Terrell has been working on it
- Nomination Committee: The committee has a group of people established; Dick Andrews, Dick McKinley and Craig Olson are meeting with Terrell tomorrow to start to determine the process; send ideas to Terrell for email for board and officers
- Past Presidents Council – no interest has been expressed to get the group together– Jay would like to get together with them for strategic plan

Delegate's Report – Craig Olson 8:38 PM

- Large delegate meeting upcoming, report to be given at June meeting
- Olson and Louie attended recent APWA Education Summit
- Olson is on the nominating committee for the new Regional Director

Board Member Reports 8:40 PM

- Chapter Scholarships to the National Congress – Thomson

Thomson passed out the Oregon chapter policy on National Congress scholarships as an example; 3 tiers of scholarship award are indicated – one to National, some to local conferences and some to chapter meetings/lunches; All present were warned by Van Norman to be careful with how it is worded and the use of chapter funds – check with Teri Newhouse as to how it relates 501c3 status

Policy to be revise by Thomson and sent to the board; advertisement for National Congress scholarships to occur via email.

Nelson reminded all about the draft policy that was developed by Craig Stampher last year.
- Science and Engineering Fair – Thomson

This event fell into place well, 10 volunteered; it was a PSEC (Puget Sound Engineering Council) conference with 800 attendees at the Museum of Flight; APWA

WA had the booth by the front door and lots stopping by – good interactive activities; board thanked Thomson for her extra efforts; APWA WA received positive acknowledgement and feedback from the Boeing; suggestion to add to regular calendar; bring to June meeting how to handle next year; Nelson added that several of our consultant members stepped up and provided give aways for booth visitors.

- National Leadership Conf – Kansas City Feb 26-28 – Art Louie and Jill Marilley; Louie and Marilley reported that this was an excellent opportunity and were exposed to a lot of solid APWA information. They thanked the chapter for sending them.
- National Education Forum – Kansas City April 1-2 – Art Louie and Craig Olson Louie and Olson reported that there was considerable information and networking opportunity provided

New Business

9PM

Chapter Conferences – Tina Nelson

- Registration fee for unemployed APWA members: we currently do not have any formal guidelines. Discussion was held as to whether the Board had the desire to put together formal guidelines. There are some policy decisions that could be made. Nelson will look at developing some sort of guidance during her past president tenure; MRSC has convention guidelines and it should be looked at as a living document.
- Conference Roster to Vendors: a first time vendor asked for a copy of the roster for pre-marketing purposes; It was informally decided to follow the national process and provide a one time listing to the vendor. The issue was forwarded to the conference committees to handle.

2009 Awards – Jill Marilley

- NPWW Luncheon – as a reminder our new policy for this year only is to only provide 3 free lunches to the awarded agency to be administered by the agency (accounts for one free from agency/owner, consulting agency if applicable and the contractor)

Nelson asked that she see the meeting format shortly; Marilley indicated she expected it would be sent to her in the next 2 weeks.

- We have been notified that Daryl Grigsby was selected as a Top Ten Award winner
- Outreach for Award Nominations was discussed; Board members are strongly encouraged to start looking for worthy individuals for next year's individual awards
- Nelson indicated that Randy Bracket (Technology Committee) has requested we consider a new award with an emphasis on Technology Innovations. She also asked if Marilley knew anything about the 'Committee in Action' award that was awarded in 2004 to the CASC (Contract Administration Subcommittee). Marilley to investigate and bring something to the Board meeting in June; Jay asked for a new innovation in Public Works award.

Other Reports –

- Ski Day – Salima Nagji –
Ski Day had 4 participants

Committee Reports – Defer to Chapter Business Meeting April 10, 2009

Old Business – Defer to Chapter Business Meeting April 10, 2009

Future Conferences:

Tina Nelson – 2009

Fall 2009, October 20-23, Kennewick, Three Rivers Convention Center

Jay Burney - 2010

Spring 2010, March 16-18, Great Wolf Lodge, Grand Mound

Fall 2010, October 5 - 8, Wenatchee

Jill Marilley - 2011

Spring – March 29 - April 1 (tentative); Portland, OR or Vancouver, WA

Fall - October 11-14, Yakima, WA

Art Louie - 2012

Spring – probable British Columbia joint conference - Penticton

Fall – TBD

Good of the Order

President Thompson administered the oath of office to Cutler and Staeheli

Cutler handed out logo rulers that are to be given to first time attendees

Rickman – we have a www.LINKEDIN.com group site: search on “APWA Washington Chapter”

The Tacoma conference is expecting to provide some proceeds – not as much as others; 100 first time attendees (may be result of Thursday only event)

Nelson reminded the Board that their meeting participation is expected and to review the minutes; View national website -there's lots of info there – many questions can be answered there

Adjourned at 9:30 PM

Next meeting 9:00 AM in Moses Lake, WA, June 12, 2009

Attachments: AdHoc Sustainability Committee Report
Draft By-Law Revisions
January 9, 2009 Board Meeting Minutes?
Treasurer's Report
Committee Handbook
Nomination Schedule

Other resources:

Quick Start Guide, Rules Governing Chapters, Membership Reports, and much more ...-
<https://www.apwa.net/MembersOnly/ChapterResources>

Chapter Handbook, By-Laws, Roles and Responsibilities, etc.:
www.apwa-wa.org