



## MEMORANDUM

**To:** APWA WA Chapter Committee Chairs  
**From:** Kristina Nelson, Chapter Vice President *Jina*  
**Date:** September 23, 2008  
**Subject:** APWA WA Chapter Committee Requirements and Support

As I have mentioned to you in previous e-mails, the board has been working on creating structure around the chapter committees. It is one of the initiatives in president Terrell's "*State of the Chapter: 2008 Presidential Goals and Objectives*", it was a desire by past president Mandyke who during his tenure stated: "*They (the committees) are the life blood of our Chapter*", and it has been a topic of discussion for the board for many years. Back in 2004 president Goodwin put together a "*Draft Plan for Active Committees*", from which the introduction to our policy on committee comes.

Not to overwhelm you all, the board decided to start out by focusing on one of the topics in the policy, "Committee Requirements". We are also trying to provide you with more support from the board. A board member liaison has been assigned to most committees and as you may recall, a VP fund was established in the 2008 budget to assist with various committee one-time expenses. Please see below for details.

### ***Committee Requirements***

Attached you will find a draft to "Committee Requirements" which is a portion of a larger document intended to cover committee functions, structure, and requirements. The board would like your input on these requirements. Are they good guidelines? Unreasonable expectations? Please give us your thoughts. We will discuss any input provided at our next board meeting, October 14<sup>th</sup>, make revisions and vote on implementation at our December board meeting.

Please provide your input to me no later than October 8<sup>th</sup>, 2008, for the October board meeting.

### ***Board Liaison***

A board liaison has been assigned to most committees. At this time the duties of the liaison has been defined as follows:

- Connection between the Board and the Committee
- Assist the Committee w/APWA matters

The intent for the liaison is to be just that, a liaison, how the liaisons interact with the committees (as in how often, when, if they attend committee meetings etc.) is up to each liaison and the committee. The expectation is that issues, needs of the committee, are brought to the board via the liaison.

### ***VP Fund***

In the 2008 budget a Vice President (VP) Fund was established to support committees with unanticipated one-time expenses, that wasn't included in the chapter budget. The Vice President has complete discretion over the fund and there are still dollars available, so don't hesitate to ask. All that is needed is a short explanation telling me how the expense is necessary, is a good idea, supports the activity of the committee, or likewise, and provides a benefit to the chapter.

### ***2009 Budget***

Budget requests for on-going financial needs of your committee need to be provided to the board officers (via the liaison) no later than November 1 to be considered in the budget process.

### ***Fall 2009 Conference in Walla Walla – Committee Report***

Just a reminder, the general membership meeting is on October 17<sup>th</sup> at the Walla Walla fall Conference. The board will be looking for you to provide a report of your activities at that time, verbal or written. Please let me know what your plans are.

Attachments:    Policy Handbook – Committees: "Committee Requirements"  
                         List of Committees w/Board Liaison Listing  
                         Committee Report to General Membership Meeting



## **Policy Handbook Committees**

### **List of Contents/Topics:**

- Introduction
- Functions of a Committee
- Committee Chairs
- Committee Members
- Chapter Committees
- Structure of Standing Committees
- Committee Organization
- **Committee Requirements**
- Sample Documents

### **Introduction**

Active committees are essential to our chapter's success. Committee activities provide an excellent conduit for communicating with chapter members and implementing strategic direction. Committee meetings and sponsored activities are the medium in which strategic initiatives take shape, ideas become real and through which members receive value. Committee activities can help to shape and define our interaction with other professional and trade organizations, government entities and the public.

### **Committee Requirements:**

- By January ten (10) of each year provide to Vice President updated information on Committee Contact list
- The Chair or designee shall provide a verbal or written report of committee activities at every General Membership meeting. The written report shall be provided to the Vice President five (days) prior to the Conference.
- "Year-end Summary of Activities" to Vice President by January ten (10) of each year
- Information on Committee Webpage to be kept current, updated at least twice yearly
- Minimum Info to be on website: contact info, mission/vision/goal, meeting dates
- Provide report/article on committee activity(s) at least twice/year for the chapter Magazine
- Include committee board liaison on all Committee correspondence and communication



## COMMITTEES - w/BOARD LIAISON LISTING

COMMITTEE	Chair or Contact	Board Liaison	Company	Phone Number	E-mail
Construction Management (CM)	Ed Berschinski	Ryan Lyyski	Anchor Environmental	(206) 287-9130 ext. 255	<a href="mailto:eberschinski@anchorenv.com">eberschinski@anchorenv.com</a>
	Dennis Brunelle				
CM Contract Administration Subcommittee (CASC)	Sheri Zimny	City of Olympia	City of Olympia	(360) 709-2734	<a href="mailto:szimny@ci.olympia.wa.us">szimny@ci.olympia.wa.us</a>
	Michelle Percussi				
CM Utility Coordination Subcommittee	Anita Yurovchak		Puget Sound Energy	253.476.6304	<a href="mailto:anita.yurovchak@pse.com">anita.yurovchak@pse.com</a>
Construction Standards Committee (CS)	Jerry Brais	Tina Nelson	King County Roads	(206) 296-8299	<a href="mailto:jerry_brais@metrokc.gov">jerry_brais@metrokc.gov</a>
CS Division 1 Subcommittee	Kristina Nelson		Kitsap County PW	(360) 337-5777	<a href="mailto:knelson@co.kitsap.wa.us">knelson@co.kitsap.wa.us</a>
	Gretchen Johnson				
CS Division 7 Subcommittee	John Weise		Grey & Osborne	(206) 284-0860	<a href="mailto:jwine2@msn.com">jwine2@msn.com</a>
	Peter DeBoldt				
Transportation	John (Mike) Cowles	Tricia Thomson	HDR Engineering	(425) 468-1561	<a href="mailto:mike.cowles@hdrinc.com">mike.cowles@hdrinc.com</a>
Rail Subcommittee	Kurt Ahrensfield	Art Louie	Perteet	(425) 252-7700	<a href="mailto:kurta@perteet.com">kurta@perteet.com</a>
Management & Public Administration Committee (MPAC)	Glenn Akramoff	???	City of Covington	253.638.1110 ext. 2253	<a href="mailto:gakramoff@ci.covington.wa.us">gakramoff@ci.covington.wa.us</a>
Stormwater Management	Paul Bucich	Salima Nagji	Parametrix	253.501.5166	<a href="mailto:PBucich@parametrix.com">PBucich@parametrix.com</a>
	Bill Leif				
Technology Solutions	Randy Brackett	Toby Rickman	Island County	(360)679-7331	<a href="mailto:randyrb@co.island.wa.us">randyrb@co.island.wa.us</a>
	Dwight Miller				
Solid Waste	Timothy Heydon	Pete Rogalsky	Parametrix	(360) 568-3115	<a href="mailto:heydon@ci.snohomish.wa.us">heydon@ci.snohomish.wa.us</a>
Security/Emergency Management	Jena Gilman	Toby Rickman	ENSR/AECOM	206.624.9349	<a href="mailto:jgilman@ensr.aecom.com">jgilman@ensr.aecom.com</a>
Wastewater	Hal Thomas	Ryan Lyyski	City of Walla Walla	(509) 527-4463	<a href="mailto:hthomas@ci.walla-walla.wa.us">hthomas@ci.walla-walla.wa.us</a>
Safety	Michael Mucha	Craig Stampher	City of Olympia	360.753.8426	<a href="mailto:mmucha@ci.olympia.wa.us">mmucha@ci.olympia.wa.us</a>
Sustainability	Jill Marilley	Jill Marilley	HDR Engineering Inc.	(425) 450-6236	<a href="mailto:jill.marilley@hdrinc.com">jill.marilley@hdrinc.com</a>
	Pete Capell				
Awards Committee		Clark County			<a href="mailto:peter.capell@clark.wa.gov">peter.capell@clark.wa.gov</a>



## COMMITTEES - w/BOARD LIAISON LISTING

COMMITTEE	Chair or Contact	Board Liaison	Company	Phone Number	E-mail
Scholarship Committee	Tom Skillings	Pete Rogalsky	Skillings-Connolly, Inc.	(360) 491-3399	<a href="mailto:tskillings@skillings.com">tskillings@skillings.com</a>
Conference Programs	Mike Clark		David Evans and Associates	(253) 922-9780	<a href="mailto:mdc@dealinc.com">mdc@dealinc.com</a>
	Jon Davies		BHC Consultants, LLC	(206) 505-3400	<a href="mailto:Jon.Davies@bhccconsultants.com">Jon.Davies@bhccconsultants.com</a>
Education Committee	Joy Monjure	Art Louie	City of Bellingham	(360) 676-6961	<a href="mailto:jmonjure@cob.org">jmonjure@cob.org</a>
National PW Week Luncheon and Area Meetings West	Daniel Dawson	Same as Awards Committee Contact: Jill Marilley	OTAK, Inc.	(425) 739-4211	<a href="mailto:dan.dawson@otak.com">dan.dawson@otak.com</a>
	Courtney McFadden				
Intergovernmental Relations Committee	Dave Mandyke	Art Louie	City of Spokane	(509) 625-6320	<a href="mailto:dmandyke@spokanecity.org">dmandyke@spokanecity.org</a>
Governmental Affairs	Kathy Robertson	Art Louie	Picketts Engineering	(425) 814-8459	<a href="mailto:picketts@att.net">picketts@att.net</a>
Exhibitor's Group	Kelly Robinson		Berger/Abam	(206) 431-2384	<a href="mailto:Kelly.Robinson@abam.com">Kelly.Robinson@abam.com</a>
Membership Committee	Robert Brock	Jill Marilley	City of Issaquah	(425) 837-3400	<a href="mailto:bobb@ci.issaquah.wa.us">bobb@ci.issaquah.wa.us</a>
	Glenn Cutler		City of Port Angeles	360.417.4800	<a href="mailto:gcutler@cityofpa.us">gcutler@cityofpa.us</a>
Chapter Photographer, Liaison, Web Site and Newsletter Editor	John Carpita		MRSC	(206) 625-1300	<a href="mailto:icarpita@mrrsc.org">icarpita@mrrsc.org</a>
	Robert Moorhead		CRAB	360) 753-5989 Ext: 230	<a href="mailto:BobM@crab.wa.gov">BobM@crab.wa.gov</a>
National Diversity Liaison	Jill Marilley	Jill Marilley	HDR	(425) 450-6236	<a href="mailto:jill.marilley@hdrinc.com">jill.marilley@hdrinc.com</a>
International Coordination	Hal Thomas		City of Walla Walla	(509) 527-4463	<a href="mailto:hthomas@ci.walla-walla.wa.us">hthomas@ci.walla-walla.wa.us</a>
APWA/AGC Annual Golf Tournament	Randy Brackett	Tina Nelson	Island County	360.679.7331	<a href="mailto:randyb@co.island.wa.us">randyb@co.island.wa.us</a>
Annual Ski Day	??	Salima Nagji	NA	NA	NA
Publicity Committee	NA		NA	NA	NA



## ***“Fill – In”* Committee Report to Chapter Membership**

(It is the Boards desire that a brief presentation is provided from each chapter committee at the bi-annual membership meetings. This draft template is provided to aid the presenter with suggested talking points.)

**What we do:** A few words about what the committee does – its mission and/or purpose

**Who we are:** Name your committee members, introduce other members that are in the audience

**When we meet:** When is the next meeting, how often do you meet, where do you meet

**What we have done:** Elaborate on one activity, provide a short summary with “highlights” of events, accomplishments

**What we are trying to do:** Are you working on something specific, what may the membership see from this committee in the near future

**What we need help with/Involvement Opportunities:**

What does the committee need help with? From who?

Are you looking for new members?

What would they do? Do you have a specific task that needs to be done?

Something you need from the general membership?

**How do you find out more:** Is there a webpage, an e-mail list, a contact name