



**BOARD OF DIRECTORS MEETING
DECEMBER 11, 2009
BEAR CREEK COUNTRY CLUB
WOODINVILLE, WA**

MEETING MINUTES

- 1. Call to Order** – Tina Nelson 9:16 AM

Meeting was called to order at 9:16AM. Nelson extended a welcome to the new Board Members – Bill Pugh, Bob DeGrosellier, Peter DeBoldt, Kirk Holmes and Pete Capell; Pete is sorry that he wasn't able to join us.

Those present included Tina Nelson (President), Jay Burney (Vice-President), Jill Marilley (Secretary), Art Louie (Treasurer), Mike Terrell (Past-President); Directors:, Mike Clark, Toby Rickman, Glenn Cutler, Ryan Lyyski, Peg Staeheli. Tricia Thomson, Craig Olson (Chapter Delegate) and John Carpita (Chapter Liaison).

Guests – Peter DeBoldt, Bob Degrosellier and Bill Pugh

Not present: Salima Naji and Dave Steele
- 2. Agenda** 9:19

Motion to approve the agenda made by Burney, seconded by Thomson; motion passed
- 3. Secretary's Report** – Jill Marilley 9:20

Motion to approve the minutes from October 20, 2009 meeting as corrected made by Cutler; seconded by Olson; motion passed
- 4. Treasurer's Report** – Art Louie 9:21

November 2009 Budget Status; See Attachment A;

Motion to approve Treasurer's report by Rickman, Staeheli seconded, friendly amendment to change report to say "Kennewick" where "Tacoma" is intended; friendly amendment accepted by Rickman; motion passed.
- 5. Vice President's Report** – Jay Burney 9:29

Goals and Initiatives for 2010 reviewed– see Attachment B
- 6. President's Report** – Tina Nelson 9:30

 - Contract with Craig Kelman for Publishing the Magazine – executed (original given to Secretary)
 - Washington Asphalt Paving Association Awards – City of Kennewick and City of SeaTac to receive award in Spokane in November (Burney to attend)
 - American Council of Engineering Companies of Washington– Engineering Excellence Awards (Nelson participated in judging these – there were 13 national and 29 local awards)

- Joint activity with Puget Sound Chapter of Construction Specifications Institute / - Nelson and the Div 1 Subcommittee is involved in presenting at an event on January 14th
- Joint meeting with the Society of American Military Engineers: Nelson and Cutler are involved in a meeting on February 16 in Silverdale. It will not be a joint APWA/SAME meeting, but a start toward some joint activity.
- APWA National – there is a newsletter called “In the Works” that you will get in your email as an officer. “Bridges” also comes out every 2 months and has info from other chapters but you must go to the National website to read; Nelson encouraged the chapter to apply for the award for our news magazine; Sustainability Conference in Minneapolis June 8-10, 2010.
- New contract signed with Kelman and Associates for the newsletter (see Attachment C)
- Goals and Initiatives – Nelson discussed her past year and it is covered in the current magazine, she announced that great progress was made

7. Past President’s Report – Michael Terrell 9 :40

- Past Presidents Council: met at Kennewick and gave advice to Burney for the Strategic planning effort.

8. Chapter Liaison’s Report – John Carpita 9:41

- Magazine Deadlines and Contents for 2010 - online
- New Board Member Packets – handed out
- 2010 Letterhead – review and send back ASAP; check name and information if not correct
- Membership – the Chapter needs to be rigorous in tracking on the delinquent members (we are starting to see some Cities drop due to budget reasons)
- MRSC is evaluating webinars and other online type training for their purposes and are ready to work with APWA
- Please don’t compete with the National calendar when setting up your committee meetings and events – be sure to check APWA National training dates

9. Delegate’s Report – Craig Olson 9 :46

- National is looking closer at the methods and content of their education presentations and will be potentially developing modules for the chapters to present, develop, etc.
- Doug Drever said hello to all and will come to the Spring conference at the Great Wolf Lodge
- The APWA Washington office has moved about a block and half from their old space – the new location suits their current needs – stop by and see them when you are in the area

10. Board Member Reports – 9 :52

Conference Scholarships – Tricia Thomson

Thomson handed out the revised scholarship policy; discussion among the board centered on how it was to be administered; see Attachment D

Thomson to provide write-up for the next Magazine.

Motion to approve policy as written with revision such that it is run through the scholarship committee by Thomson; Louie seconded; motion passed

Chapter Logo Wear – Peg Staeheli

Staeheli discussed her handout. See Attachment E

Information on how to order logo wear from Land’s End didn’t make the last Magazine. Carpita will post it on our website soon.

Scholarship Investment Accounts – Ryan Lyyski

Ryan sat in on the previous Scholarship Committee meeting; Ryan talked with Teri Newhouse about the endowment - KC Metro set up one that worked well. No action at this time; he will bring forward the full proposal at a future Board meeting

Partner with AGC for NPWW – Peg Staeheli, Salima Nagji, Tricia Thomson

Staeheli and team are continuing to find specific measures to coordinate with AGC for NPWW

11. New Business

Chapter Delegate – Nelson

10:10

Jay Burney acknowledged Craig Olson for his hard work and years of service as our chapter delegate..

A new Chapter Delegate is needed. 3 people were nominated: Katherine Claeys, Dick McKinley and Mike Terrell. Terrell communicated he withdrew his name for consideration.

Motion made for a ballot vote for this measure by Burney, Marilley seconded, motion passed

Ballots were distributed, collected, and counted by Nelson and Lyyski.

Voting results: Dick McKinley to be Chapter Delegate and Katherine Claeys to be alternate.

Policies and Procedures for the Chapter Delegate are to be updated and proposal brought to future Chapter meeting. See Attachment F for proposal.

Audit Committee –Nelson

10:20

Traditionally, the audit is done at the January meeting; Nelson will ask McKinley to chair the audit committee. Mike Clark volunteered to assist with the audit..

2010 Budget – Jay Burney and Art Louie

10:23

See Attachment G for reviewed budget

Motion to approve budget with changes noted and to use reserves to balance budget made by Burney; second by Clark, motion passed.

12. Committee Reports/Issues/Questions

11 :04

CS Div 1 Committee –

Motion to approve KBA contract supplement for this committee made by Burney, seconded by Thomson, motion passed

13. Old Business

Sustainability Summit – Jay Burney

The Sustainability Summit was held November 20, 2009 in Bellevue. There was a great turnout and the group results will be used for guidance to strategic planning process on this topic; notes will be distributed; the Sustainability Committee will resume in January to determine next steps.

Future Conferences:

Jay Burney - 2010

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

Fall: October 5 - 8, Wenatchee

Jill Marilley - 2011

Spring: March 29 - April 1, Vancouver, WA (Possible joint meeting with Oregon

Fall: October 11-14, Yakima, WA

Art Louie - 2012

Spring: Tuesday April 3 – Friday April 5, Tulalip Resort, Marysville

Fall: Monday October 1 – Thursday October 4, Penticton Trade and Convention Centre, BC. Joint Conference with British Columbia Chapter and Rocky Mountain Chapter.

14. Good of the Order

11:10

McKinley / Marilley – for the National Congress in Boston we are working to have the chapter dinner to be at a Boston Red Sox game – Stay tuned!

President's Thank You– Nelson shared her thoughts on the pleasure of having been President and expressed her sincere thanks to everyone on the board.

15. Adjournment

11:15 AM

Motion to adjourn made by Clark, Burney seconded, motion passed

Next Meeting: January 8, 2010, Issaquah City Hall – 9AM

| Attachments:

- A Treasurer's Report for November 2009
- B 2010 President Burney Goals and Objectives
- C Kelman and Associations Contract
- D Conference Scholarship Policy draft
- E Chapter Logo Wear Information
- F Chapter Delegate Policy Proposal
- G 2010 Draft Budget for Review

Quick Start Guide, Rules Governing Chapters, Membership Reports, and much more ...-

<https://www.apwa.net/MembersOnly/ChapterResources>

Chapter Handbook, By-Laws, Polices and Practices, Roles and Responsibilities, etc.:

www.apwa-wa.org