



BOARD OF DIRECTORS MEETING
JANUARY 9, 2009
CITY OF ISSAQUAH - CITY HALL NW
1775 12TH AVE NW

Meeting Minutes

Call to Order – The meeting was called to order by President Tina Nelson at 9:30 AM

Roll Call – Present included President Tina Nelson, Vice-President Jay Burney, Secretary Jill Marilley, Treasurer Art Louie. Board of Director members included Toby Rickman, Tricia Thomson, Salima Nagji, Michael Clark, Peg Staeheli, Glenn Cutler and Chapter Delegate Craig Olson and Chapter Liaison John Carpita

Absent: Past-President Mike Terrell, Board of Director members Ryan Lyyski, David Steele,

All members shared an APWA memory.

Additions to Agenda

There were no additions to the agenda, Nelson moved and Thomson seconded to approve the agenda as prepared.

President's Report – Tina Nelson

- Nelson recognized Past Presidents and one “legacy” that each of them had left (Dick McKinley – Area Meeting East, Katherine Claeys – 50-year Anniversary, Dave Mandyke – the Magazine, Mike Terrell – Presidential Goals and Initiatives)
- Nelson drew attention to the Oath of Office and the pledge to adhere to the APWA “Standards of Professional Conduct”. Nelson reviewed APWA “Standards of Professional Conduct” and where it was located on Nationals website.
- 2009 Goals and Initiatives were reviewed and roles and responsibilities of Board members were also reviewed. All information is posted on our website
- Burney to provide update to Policies and Practices document for all to review.
- There are a number of open national committee positions– be sure to check it out and see if you can identify people from the chapter who might be qualified
- Chapter Governing Documents: Nelson provided an overview of the documents available on the chapter and National websites, be sure to review the by laws so you can help the meetings stay true to form.
- Nomination Committee: Nelson appointed Past-President Mike Terrell to chair the nominating committee for the 2009 elections
- MRSC Contract: details of the contract were reviewed, revised with basic services at \$1,800 per month and additional work in web development to be on an hourly basis.
- Officer/Board Letters of Acknowledgment: Letters are sent by the President to elected officials and supervisors as appropriate, acknowledging the service of the Board members and officers. President Nelson requested all requests for letters be sent in to her promptly. All are encouraged to have a letter sent on their behalf.

Secretary's Report – Jay Burney (2008 Secretary)

- Marilley moved, Nelson seconded to approve minutes from December 12, 2008 meeting. Motion passed unanimously.
- Nelson encouraged all to review meeting minutes, and to provide comments to the Secretary.

Treasurer's Report – Jill Marilley (2008 Treasurer)

- 2008 Final Budget Report, Status of the Pittis Scholarship and Investment Funds were reviewed. Burney moved and Rickman seconded to approve report. Motion passed unanimously.
- 2009 Budget copies were distributed
- See attachments for above referenced reports

Vice President's Report – Jay Burney (2009 Vice-President)

- Strategic Plan: Burney's plan for 2010 is to revise the Chapter Strategic Plan. The current plan is on the website.
- WA/OR Chapter Dinner at 2009 Congress in Columbus, OH – The Washington Chapter is the host.

Chapter Liaison's Report – John Carpita

- Magazine Deadlines and Contents for 2009: Carpita distributed the outline of deadlines and reminded all that articles are always needed. The editor of the magazine can be utilized to get the article written
- Nelson asked that "Call for Project of the Year Awards" be added for the Winter issue of the Magazine
- Nelson commented that there were not committee reports in the winter issue, and encouraged liaisons to work with the committees to provide something for future magazines.
- Membership Report: we currently at 1303 members
- Nomination Schedule: handed out
- Calendar: handed out and posted on the website
- Letterhead: the new edition of the letterhead has been emailed to all members

Past President's Report – none available

Delegate's Report – Craig Olson

- Olson suggested that the Excellence in Snow and Ice awards might really be a place to look for local reports for the magazine

Board Member Reports – Tina Nelson

- Nelson challenged each of the Board Members to take on their own initiative/task. Think about what would you like to do and what interests you, and she encouraged them to each find an item to work prior to next meeting. Board Members are reminded to identify issues they wish to bring up at these meetings and be sure to propose items prior to the Board meeting

Committee Reports (see 2009 New Business under Enhance Chapter Operations)

New Business

- A. 2008 Financial Audit** - Olson, Thomson and Nagji performed the 2008 audit and recommended the books be approved. Olson moved, Nagji seconded to approve the books. Motion approved unanimously.
- B. Scholarships** – Burney indicated that in the past the number of scholarship applications were minimal. The committee believed it was because applications were due late in the school year. They have now changed it to the Fall Quarter to improve competition. This past Fall they received 12 applications for the Pittis Scholarship and just as many for the \$2K Chapter scholarships. The awards will still be acknowledged at the Public Works Week Luncheon yet recipients may receive the funds earlier. Nelson commented on the excellent work by the committee to adjust process and with successful result.

Nelson asked for someone to take the helm on the Conference Scholarships. Tricia Thomson volunteered to take this on. Draft scholarship guidelines were created by Craig Stampher last year.

- C. 2009 Awards** – Marilley reviewed the awards submission schedule. All awards due March 2, 2009. Daryl Grigsby will be our Top 10 award nominee. All Board Members are encouraged to become more familiar with the numerous awards and think of names that would be suitable for award nominations. Provide any and all names to Marilley or Pete Capell (co-chairs)

Nelson asked who was on the Awards Committee and Marilley indicated it was her and Pete Capell as co-chairs and readers come on board for the Spring and Summer reviews. .

Nelson asked if Nik Stroup (Young Member Award Recipient in 2008) was going to Congress. Marilley responded he was planning to attend.

Nelson mentioned that she'd be looking at re-instating the 'Committee in Action Award" and asked Marilley if she could find any information from when it was created in 2004.

D. 2009 Goals and Initiatives

1. Web Site Development – Tina Nelson

- MRSC is the leader/maintainer of the website but is reviewing the options of having others having some access to it
- There is a review of the format and other formats are being reviewed for the upcoming revision of the website
- Volunteers to serve on the Website review include Joy Monjure, Dave Steele, and maybe someone from Pierce County
- Officer Bio's and Pictures - review your picture and biography and send any revisions to John Carpita

2. Sustainability – Jay Burney

- A report from the committee is due in late January. May/June is the deadline for the final report. There is great progress being made and all were reminded that the goal of the report is to give recommendations and help set the course for where we head next.

3. Education – Art Louie

- The team is preparing for an Education Forum. John Ostrowski will serve as the Moderator and attendees and location is to be determined.
- Nelson mentioned that she Dave Martin was interested in working on the Education initiative and asked that Art make contact with Dave.

4. Enhance Chapter Operations – Tina Nelson

- Committees – there is a wide range of levels of activities among the various committees. Board members are requested to interview their committees to see what the committees really need and review for their levels of activity and if it is appropriate or as expected.
- Committees and their Board Liaison assignments were reviewed and liaison sheets will be distributed via email.
- Nelson will 'organize' the committees in to different classes, like technical committees, event planning, and make a category for contacts. To be sent to Board and committee chairs for review.
- All were reminded that annual committee reports are due to Burney.
- Roles and Responsibilities for Board: approved by the Board
- Document Updates – all are advised of the documents available and requested to provide updates as advised in the roles and responsibilities document.

5. APWA Branding – Tina Nelson

Logo Wear: Staeheli will follow up on large and small companies who can fulfill on our logo wear needs.

6. Connecting with GITA – Tina Nelson and Randy Brackett

This item is information only – Nelson and Randy Brackett are seeking to stay connected with them and seeking joint conference opportunities

Old Business

2009 Ski Day – Nagji has the lead – event to be held March 13. Further information will be

distributed to the chapter

Future Conferences:

Tina Nelson – 2009

Spring 2009, April 7-10, Tacoma Convention Center, Tacoma (Rickman reviewed the activities of the conference)

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 - Vancouver, WA, Dates TBD - Joint conference with Oregon Chapter

Fall - October 11-14, Yakima, WA

Art Louie - 2012

Spring - TBD

Fall - TBD

Good of the Order

NPWW – Governors Proclamation , Nelson asked if there was an interest with the board to pursue a photo opportunity, board agreed, and Nelson will work with Bob Moorhead on this

APWA Table at the Conference – Carpita used to man a table with APWA info and MRSC info, should we take that p again? The board agreed that it was a good idea and suggested that board members and membership committee take turns. Suggested displays were: laptop with Education Committees video, slideshow from Healthy Living, Science and Engineering Fair,

Adjournment – meeting was adjourned by President Nelson at 2:50 PM

After adjournment, officers went to the Issaquah branch Bank of America to sign the signatory card.

Next Meeting: April 7, Tacoma Conference, 6:30pm

Quick Start Guide -

<https://www.apwa.net/MembersOnly/ChapterResources/Documents/QuickStartGuide.pdf>

By-Laws, Roles and Responsibilities, etc.:

www.apwa-wa.org

Attachments: Agenda
Budget Report