



**BOARD OF DIRECTORS MEETING
JUNE 12, 2009 – 9:00 AM
PILLAR ROCK GRILL
MOSES LAKE, WA**

MEETING MINUTES

Members present included President Tina Nelson, Vice-President Jay Burney, Secretary Jill Marilley, Treasurer Art Louie, Past President Mike Terrell, and Board Members Salima Nagji, Ryan Lyyski, Tricia Thomson, David Steele, Glenn Cutler, Peg Staeheli, Mike Clark; Chapter Liaison, John Carpita and Chapter Delegate, Craig Olson. Not Present: Board Member Toby Rickman (in Europe!).

Call to Order – Tina Nelson 9:15 AM
Nelson called the meeting to order at 9:15 AM and extended greetings to all.

Additions to Agenda 9:17 AM

Nelson noted the agenda passed out was printed single sided to take notes.

One addition was proposed by Steele to talk about the 2011 Snow Conference to be held in Spokane. It was added to “Good of the order”

MOTION: Burney moved to accept the revised agenda, Thomson seconded, motion passed unanimously.

President’s Report – Tina Nelson 9:19 AM

Revision to By-Laws

National has not supported our pursuit of the change of by-laws to have Treasurer and Secretary serve two year terms. Nelson proposed that we can look at doing it anyways since the by-laws do not preclude the ability for a person to run two consecutive years for the same position.

An active discussion was held about the potential pros and cons. Consensus was that it was excellent to review and ask the question. Group agreed that our current policies in place are sufficient. Group agreed that the item is to be considered complete.

Chapter Charter to National Congress (flyer distributed to all with draft Agenda)
Congress Drive-In/Fly-In: reviewed the issue ; no interest

Request to Partner with AGC for NPWW

National Public Works Week – AGC wants to do this with us; Staeheli, Nagji, Thomson will follow-up.

AGC Foundation – Thank You Letter

Nelson read a thank you letter from the AGC Education Foundation for scholarship money raised at the August 2008 joint golf tournament; pdf from Nelson and then Marilley to send to Randy Bracket for distribution to the APWA/AGC Golf Tournament Committee. Nelson and Bill Holiday presented the check to AGC at their April 13, 2009 Board Meeting in Seattle.

Request for joint meeting w/SAME (Society of American Military Engineers)

Nelson attended the Seattle Post's Board Meeting on June 4, 2009. There is a desire of Nelson and Cutler is to have APWA activity on Olympic Peninsula and maybe have a joint meeting with them – possible an event in January that may be organized; FYI only

Request for joint meeting w/PSCCSI (Construction Specifications Institute)

Also expressed interest in doing something; Construction Management and Construction Standards are looking at a coordinated event. Burney suggested session or track at conference and that it may be the best inroad to this group. Staeheli suggested a preconference class. Nelson to meet with them on July 2, 2009

President-Elect Larry Koehle – Request to serve letters for John Ostrowski and Roger Flint
Ostrowski Chair Leadership and Management Tech Committee
Flint top 10 review committee
Nelson made contact with them to encourage them to accept. Both have accepted.

Nominations for National board position

June 18 is the deadline to be nominated for a national committee; Olson asked Daryl Grigsby to put his name in Director at Large for Environmental Management

Spring 2009 Conference in Tacoma
Report at next Board meeting.

General Comment

Suggestion to all to read the APWA Reporter and President Thompson's message on the Top 10 reasons to attend Congress.

Secretary' Report – Jill Marilley

9:40 AM

Minutes from April 7, 2009

MOTION: Burney moved to accept the minutes, Nagji seconded, motion passed unanimously

Meeting minute review

As incentive to all to read and review the minutes, Marilley said if she doesn't distribute the minutes by July 4 she would owe treats at the next Board meeting. However, all Board members must review the meeting minutes after distribution within 2 weeks or they would have to bring treats to the next Board meeting.

Handbook Updates

Reminder to all that the handbook updates will begin in the Fall, try to start keeping track of any updates you will suggest.

Treasurer's Report – Art Louie

9:45 AM

Louie reviewed the Treasurer's Report (3 pages)

MOTION: Staehali moved to accept the Treasurer's report, Olson seconded, motion passed unanimously

Conference Accounts:

Conference accounts will now be set up for each individual conference to assist in providing the financial oversight that is required of the new National reporting requirements

Pittis Scholarship

Board member Lyyski to lead effort to review the Pittis scholarship for endowment and financial handling. Burney, Louie, and Marilley to assist and Scholarship Committee to be consulted. Action to bring back suggestions of financial structure and potential amount needed to endow or support the account including chapter transfer of funds.

Scholarships

Nelson expressed that there is confusion about the scholarship fund raising. Should the fund raising be for all student scholarships, or just the Pittis one? Currently her

understanding is that the intent was to raise funds for the Pittis Scholarship, but to take the funds for the other scholarships from the chapter's regular funds (as reflected in the 2009 budget). Burney to lead to review of all student scholarships and to determine how to handle the funds in the budget; record mission of the scholarship and any goals to be established. Burney to coordinate with Scholarship Committee and Lyyski work on Pittis scholarship.

Vice President's Report – Jay Burney

10:20 AM

Strategic Plan – see new business

WA/OR Chapter Dinner at Congress

The Washington Chapter is the host this year. Burney talked with Convention and Visitor's Bureau and will announce choice in the next month.

Membership in Tough Economic Times

Burney attended (listened to) a president's conference call on how chapters deal with tough economic times. Everyone can listen to it on replay on the Chapter Leader's Resource page.

The discussion centered around the following general topics: Chapter survey of issues; providing scholarships for various activities; Personal phone calls to long-term members to preserve their membership status; reminding members of the benefits periodically; do APWA online surveys for chapters for free (Brian Van Norman); Legislative Days (exploring APWA Membership benefits); More web-based training opportunities; Member/non-member rates

Chapter Liaison's Report - John Carpita

10:26 AM

Magazine Deadlines and Contents for 2009

Next deadline is August 1, 2009.

Membership Report

Report to be sent out via email.

Current membership numbers are holding at approximately 1290.

Election

The petition for nomination is scheduled to go out via email on time.

Online election

A discussion was held regarding moving the chapter to electronic voting. Nelson noted that a by-law change would be required to eliminate paper voting. Result of discussion was to maintain both methods since some members may never adopt the online method.

Past Presidents Report - Mike Terrell

10:30 AM

PACE Award 2009

The PACE award was submitted. A copy and disk was given to Nelson, copy to Burney.

Nomination Committee

All candidates for the elections are set (Rickman and Pete Capell are slated for Treasurer)

Past President's Council

The Past President's Council is to be held at the Kennewick Conference

Delegate's Report - Craig Olson

10:35 AM

4 regions attended last delegates meeting and national folks attended; good discussion; full day and full of good info

Board Member Reports

10:37 AM

Conference Scholarships

Thomson to revise the policy for National Congress Scholarship program. Will send out via email and email discussion to resolve. Advertisement for the scholarship will go out via email.

Chapter Logo Wear

Staehele reviewed many companies. The goal was to pursue sustainable logo wear made in the US. She is waiting to hear back from one company in particular before a recommendation was made. She will report back via email this summer.

New Business

10:46 AM

Northwest Public Works Institute – Tina Nelson

The results from the Email vote on May 27, 2009, to support the Northwest Public Works Institute, was ratified by all present board members. See attached summary.

A summary update of the NWPW Institute will be made at or prior to Kennewick. Marilley gave a summary of the most recent successful classes.

2009 Awards

10:50 AM

Top Ten – Daryl Grigsby

There will be a ceremony at the City of Kirkland after returning from National Congress if Grigsby chooses.

Project of the Year Awards

It will be offered to all agencies to give them their award at the Council meeting of their choosing. Marilley and Capell will be seeking Board members to do these presentations. Please volunteer when the time/email comes.

Award Deadline approaching

July 15 is the deadline for the Roy Morse, James Robertson, June Rosentreter Spence and the Young Leader awards. Please propose worthy individuals.

Strategic Plan

10:53 AM

Burney will be holding a strategic planning event in early 2010. The plan was done in 2002 and then updated during Bill Goodwin's and Katherine Claeys' presidencies. This plan will have the specific clarity in how to turn the goals into actions. An outside facilitator will be hired; Nelson suggested we use the APWA Best Management Practices to consider items for the strategic plan; send suggestions of individuals to Burney of who should participate.

Website Development

10:59 AM

Nelson has dictated changes to MRSC and continues the research on any proposed changes to the format of the webpage.

Send any changes to the current website directly to Holly Stewart. Do not send to John Carpita

Survey: Carpita did a survey about the website, got 34 responses with many good suggestions. A meeting will be set up to move this item along.

Education Forum

Louie reported that – PSEC sent two requests to the Governor to pursue an Educational Forum of the Community Colleges and Technical Colleges. The PSEC Council will be seeking potential action of bypassing Governor and school hierarchy and going straight to Technology educators after their summer hiatus. It is expected to pass. In the meantime they are seeking what other organizations do for outreach.

Louie will serve as President of PSEC starting in September, 2010 (he's currently serving as President-Elect).

Sustainability Summit

Terrell and Burney reported that the committee met one month ago at the Tacoma conference. There are tentative plans to hold the proposed Summit on the Monday prior to fall conference in Kennewick. Michael Mucha will facilitate. The plan that will come from this Summit will be incorporated in the Strategic Plan. Invites to go out in the next month. The current plan is to start at 10AM and probably go all day.

APWA/AGC Golf Tournament

Nelson reminded all that there is information on the website for this event.

Committee Reports

Committee Chair Training at Spring Conference

Nelson reported that the joint training with Brian Van Norman went well and the Committee Chairs requested a meeting with the Board.

Maintenance Committee – Tina Nelson

Nelson reported that she attended a very successful 3rd Annual Maintenance Summit, hosted by the Maintenance Committee, on June 3. Over 75 attended the event which featured good speakers and an outstanding BBQ lunch prepared by the Renton Maintenance staff.

Old Business

Chapter Table at the Conferences

Nelson would like to see one jointly with the board and the membership committee. She will be sending out email with items looking for Board members to lead this task.

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 - Vancouver, WA, Dates TBD

Fall - October 11-14, Yakima, WA

Art Louie - 2012

Spring – Joint conference with British Columbia planned

Fall – Spokane consideration

13. **Good of the Order**

11:30 AM

2011 Snow Conference

Steele reminded the chapter we committed to a sponsorship of approximately \$20,000 to be paid in 2010.

This is expected to be a very large event. Previous events have appeared as large as the National Congress.

14. **Adjournment**

11:35 AM

Next Meeting: October 20, 2009, Kennewick, social at 5:30 PM, meeting at 6:00 PM

Attachments: By-Laws Review Feedback
By-Laws Letter to Brian Van Norman
AGC Foundation Letter
Treasurer's Report
E-mail vote summary for Northwest Public Works Institute

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