

American Public Works Association
Washington State Chapter

BOARD MEETING
Issaquah, Washington
January 12, 2007
9:30 AM

1. Call to Order
2. Additions to Agenda
3. Secretary's Report – Tina Nelson
4. Treasurer's Report – Jay Burney and Tina Nelson
5. Vice President's Report – Mike Terrell
 - a. 2007 Congress Chapter Dinner
6. President's Report – Dave Mandyke
 - a. Kansas City Congress CD
 - b. Newly Elected's Letters
 - c. Chapter Magazine
 1. First Edition, 1st Quarter 2007
 2. Deadline to submit content end of January
 - d. President's Goals for 2007
7. Past President's Report – Katherine Claeys
 - a. Transportation Partnership
8. Chapter Liaison's Report – John Carpita
 - a. Membership report
 - b. Electronic Elections
 - c. 2007 Election Dates
 - d. Presentation of Contract Administration Certificates
9. Delegate's Report - Craig Olson
10. Committee Reports
 - a. Awards Committee – Gary Phillips
 1. Projects, Projects, Projects!
 2. National Awards for 2007 due March 1st.
 3. Top Ten Public Works Leader nominee Bill Pugh

11. New Business

- a. Letter from APWA National President Bill Verkest regarding Chapter Self Assessment and Demonstration Project. Continued from December Board Meeting.
- b. Host Committee – proposal to reserve block of hotel rooms for board and officers. Continued from December Board Meeting.
- c. Committee Chairs – responsibilities / formalize expectations (i.e. periodic briefings to the board and articles for newsletter) Continued from December Board Meeting.
- d. Jack Pittis Scholarship

12. Old Business

- b. Future Conferences:
 1. Spring 2007, April 9–12, Holiday Inn, Everett – Dick Andrews
 2. Fall 2007, October 9-12, 2007, Davenport Hotel, Spokane – Dave Mandyke
 3. Spring 2007, April 1-4, Ocean Shores Convention Center – Mike Terrell
 4. Fall 2007, October 14 -17, Marcus Whitman Hotel and Conference Center, Walla Walla – Mike Terrell
 5. Spring 2009 – Tina Nelson
 6. Fall 2009, October 20-23, Kennewick - Tina Nelson

13. Good of the Order

14. Adjournment

15. Future Board Meetings and Events:

- a. See attached '07 calendar.

**APWA Washington State Chapter
Board of Director's Meeting**

*Area Meeting West
Bear Creek Golf and Country Club
Dec. 8th, 2006 9:30am*

1. Call to Order

The meeting was called to order by Katherine Claeys at 9:34

2. Additions to Agenda

Contract Admin Subcommittee item added to Section 11.

3. Secretary's Report (Terrell)

Minutes were distributed from the October 17th Board Meeting in Wenatchee.

A motion was made by Tina Nelson to accept the secretary's report. The motion was seconded by Capell. The motion passed unanimously.

4. Treasurer's Report (Nelson)

Tina distributed the budget summary reports for the year. Tina reported the following:

The Chapter is ending the year in solid financial shape with \$140,000 in the bank. The Jack Pittis scholarship will be at \$20,000 by year end with the match from the Chapter getting us to \$40,000.

To date there have been \$39,200 of actual proceeds from Wenatchee conference last Fall. Another \$5,000 to \$6,000 is still anticipated as the books are closed on the conference. These totals make this conference one of the highest margins we have received from any recent conference.

A motion was made by Jill Marilley to accept the treasurer's report. The motion was seconded by Tricia Thomson. The motion passed unanimously.

5. Vice President's Report (Mandyke)

Dave Mandyke provided the following report:

The new APWA Magazine Publication will publish the first edition in the 1st Quarter 2007.

First mailing will be about middle of March. End of January to provide content. Meeting after the luncheon today to talk about magazine theme and content.

Cheryl Parisien, the managing editor from Craig Kelman (magazine publisher), came from Manitoba. She gave overview of the company which has been in business since 1980. They publish approximately 50 different titles and are excited to be able to develop this magazine from scratch. They are working on advertising currently and have some secured already.

Masthead for the magazine was approved at last meeting.

Mailing list will be set up to mail the magazine to state legislators, governor's office, congress members and public work directors for City and County over 20,000. The idea here is to take advantage of the branding opportunity.

Dave will make a pitch to the general membership at the luncheon to get Consultants thinking about their participation in the content of the magazine

Washington Asphalt Pavement Awards attended by Mandyke as a representative of APWA. Dave stated that this is a very good conference and encouraged the Chapter to continue its participation.

6. President's Report (Claeys)

Katherine provided the following report:

New Member Packet – Chapter Policies and Procedures update. Distributed new board member packets that includes information to help get new members up to speed when coming into the organization.

Handed out the new policy and procedures summary and discussed the fact that it is the VP responsibility to keep this up.

Passed out the report that summarized past conference statistics. Tina suggested that this report be assigned to a board member to have the responsibility of maintaining this report. Katherine suggested that this may be a good thing for the program committee to keep up. It was suggested by John Carpita that MRSC take responsibility for this with oversight by the VP. This will be added to the policy and procedure manual that will be given from Katherine to Mike Terrell.

Northwest Public Works Institute – coming up in December combined with Oregon. 41 people are signed up with a limit of 45. It is anticipated that it will fill up. The breakdown of registrants is approximately 1/3 Washington and 2/3 Oregon.

Resolution of Appreciation written by Katherine for Holly Stewart. She wanted to get the text reviewed and approved prior to giving it to her at the luncheon today. The resolution was read out loud.

A motion was made by Jill Marilley to accept the resolution. The motion was seconded by Pete Capell. The motion passed unanimously.

Audio CD's were passed out covering all the sessions from the past National conference. This information will be made available to the board to review via mail routing.

Letter from Bill Verkest, national president, asking for assistance in doing a chapter self assessment which includes approximately 45 practices or measures to strengthen the chapter. He would like us to complete this which is essentially the chapter version of the self assessment process associated with the accreditation process. This will give the Chapter a good sense of how we are doing. Also would like us to take on a highly visible project to demonstrate publicly how public works contributes to the community. This will be the responsibility of the incoming President, Dave Mandyke

January agenda item to talk about the project that we may want to take on.

7. Past President's Report (Dick McKinley)

No report this meeting.

8. Chapter Liaison's Report – (John Carpita)

a. Membership report – Chapter membership is holding steady.

b. MRSC agreement ends Dec. 31st, 2006 - The final negotiations were delegated to Dave M. and Mike Terrell. Dave reviewed and approved the contract.

A motion was made by Gary Phillips to accept the contract and authorize both Mike and Dave to sign on behalf of the Chapter. The motion was seconded by Jill Marilley. The motion passed unanimously.

9. Delegate's Report (Craig Olson)

No report this meeting.

10. National Board of Directors Report (John Okamoto)

No report from John this meeting.

10 b. Chapter Leadership Training – Katherine nominated Jay B. and Tina N. to attend.

A motion was made by Dave Mandyke to approve the nomination. The motion was seconded by Jill Marilley. The motion passed unanimously.

11. Committee Reports

a. Awards Committee – National Awards for 2007 due March 1st.
Designate lead for Top Ten Public Works leader. Henry Swearingen, Young Leader award.
Jill Marilley has been delegated as the lead.

Gary Phillips mentioned that we are having problems getting local nominations. Requesting that the Board make calls to gather interest in applying for awards.

Regarding projects of the year, we do not get very far typically due to the quality of the applications. To get a National award we need good looks and good content.

National awards do take more time. Gary asked that APWA allocate \$5,000 to the awards committee to help the nominated project complete the National application process. This would use an outside consultant to do the writing for the application that gets sent out for review. This will produce a higher quality application and make it easier on the nominated person. This funding item will be discussed further during the budget discussion.

Pete C. suggested that we tie awards to our branding by publicizing in the community and other places to outline the project, the award, etc. to get more recognition for APWA and public works.

To qualify for project awards, the project has to be substantially complete prior to submittal of the award. Dick McKinley is going to look at TIB completion list to see if there are good candidates for award that we may be able to recruit.

Randy B. suggested that we should also highlight the applications so that we can show who is doing it and encourage others to submit applications as well.

b. Contract Admin Subcommittee – added to agenda

Doing a full day workshop on utility coordination prior to the Everett conference. Getting about 110+ attendees at these workshops.

Certificates for attendance at these workshops will be passed out at the February workshop. John will send the details to Dave and Mike for participation in passing out the certificates.

12. New Business

a. Update on KBA contract and discussion with National – Nelson

Tina provided copy of the proposed KBA contract for Div 1 subcommittee which includes National review comments. Contract has been reviewed by National. National suggested that we should get additional bids to compare pricing although this is not a requirement. Very limited comments by National otherwise. Wanted to make sure that the committee chair must approve any expenditures related to the contract. Tina requests that this be approved. Further discussion will be included in the budget section. The proposed amount for the contract is \$10,200.

Due to the nature of the work, the understanding of KBA, and the limited pool of professionals that can do the work, a motion was made by Tricia Thomson to approve the contract. The motion was seconded by Gary Phillips. The motion passed unanimously.

b. 2007 Budget – Mandyke and Nelson

Provided a copy of the draft proposed budget with backup for all to review. Tina went through the backup and discussed the proposed budget. The current budget proposal includes expenditures of \$98,000 as compared to \$103,000 to date for this year. With this information in mind, several modifications were suggested to be included in the budget including additional funding for several items to support the various committees. Tina tracked the proposed modifications to the budget and will include in the final version.

Proposed modifications after discussion adds \$14,200 to the \$98,000 for a total of \$112,200.

Motion to adopt the budget at described was made by Randy Brackett. Motion amended to round to amount \$113,000. The motion was seconded by Gary Phillips. The motion passed unanimously.

c. Host Committee – proposal to reserve block of hotel rooms for board and officers - deferred to January

d. Committee Chairs – responsibilities / formalize expectations (i.e. periodic briefings to the board and articles for newsletter.) - deferred to January

e. Transportation Committee – request to support Transportation Partnership proposal to the 2007 legislature by chair, Peter DeBoldt. Katherine distributed a letter related to the Transportation Partnership Goals Letter for 2007 that is requesting that we approve the support of APWA.

After review and discussion, a motion was made by Gary Phillips to approve the support of APWA with this letter. The motion was seconded by Jill Marilley. The motion passed unanimously.

13. Old Business

a. Future Conferences:

1. April 9–12, 2007 at Everett's Paine Field Air Flight Museum (Mandyke)
2. October 9-12, 2007 at Davenport Hotel in Spokane (Mandyke)
3. April 1-4, 2008 – Ocean Shores Convention Center (Terrell)
4. October 14 – 17, 2008 Whitman Hotel Conference Center (Terrell)
5. 2009 – (Nelson)

14. Good of the Order

Last year Dave Mandyke sent letters to the employers of the Board members recognizing the participation of the agency to do that again. Tina is requesting that we do that again and this time include all members new and existing.

15. Adjournment

The meeting was adjourned by Katherine Claeys at 11:25 am.

16. Future Board Meetings and Events: (see 2007 calendar handout)

Attendees:

Dick McKinley
Torsten Lienau
John Carpita
Jill Marilley
Tricia Thomson
Dave Mandyke
Cheryl Parisien
Katherine Claeys
Tina Nelson
Jay Burney
Gary Phillips
Pete Rogalsky
Pete Capell
Daryl Grigsby
Randy Brackett

**American Public Works Association
Washington State Chapter Annual Budget Report**
January 1, 2006 to December 31, 2006

Acct#	Description	General		Advertising		Fundraising		Total
		Budgeted	Expenses	Budgeted	Expenses	Budgeted	Expenses	
405	Registration Fees	\$ 45,000.00	\$ 107,041.04	\$ 45,000.00	\$ 107,041.04	\$ 45,000.00	\$ 107,041.04	238%
406	Food & Beverage							
408	Accreditation Fees							
410	Exhibit Space Sales						62.93	
420	Publication Sales							
421	Drop/Ship Publication Sales							
422	Product Sales	\$ 500.00	\$ 105.00	\$ 500.00	\$ 105.00	\$ 500.00	\$ 105.00	21%
425	Continuing Education Program Sales							
431	Display Advertising			\$ 500.00				0%
432	Position Advertising							
433	Professional Directory Advertising							
435	Membership Dues	\$ 11,000.00	\$ 6,493.32	\$ 11,000.00	\$ 6,493.32	\$ 11,000.00	\$ 6,493.32	59%
438	Label Sales							
445	Grant Revenue							
455	Contract Income							
459	Freight & Handling							
460	Interest Income	\$ 2,000.00	\$ 1,481.16	\$ 2,000.00	\$ 1,481.16	\$ 2,000.00	\$ 1,481.16	74%
461	CEU Fees							
465	Miscellaneous Income							
480	Expense Reimbursement	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00	100%
490	Sponsorship							
495	Contributions	\$ 7,100.00	\$ 8,128.84	\$ 7,100.00	\$ 8,128.84	\$ 7,100.00	\$ 8,128.84	114%
499	Rebates	\$ 142,620.38	\$ 142,620.38	\$ 142,620.38	\$ 142,620.38	\$ 142,620.38	\$ 142,620.38	
	TOTAL REVENUE	\$ 228,220.38	\$ 143,312.29	\$ 500.00	\$ 500.00	\$ 228,220.38	\$ 143,312.29	

Beginning Balance		Account	Balance
	\$	Bank of America Checking	\$ 33,659.66
	\$	Bank of America CD #1	\$ 50,569.74
	\$	Bank of America CD #2	\$ 29,104.54
	\$	Bank of America CD #3	\$ 29,286.44
TOTAL	\$		\$ 142,620.38

Account Summary		Account	Balance
	\$	Bank of America Checking	\$ 15,258.70
	\$	Bank of America Savings	\$ 52,077.82
	\$	Bank of America CD #1	\$ 84,947.97
	\$	Bank of America CD #2	\$ 25,416.09
TOTAL	\$		\$ 177,700.58

Beginning Balance	\$	142,620.38
Current Balance	\$	177,700.58
Difference	\$	(35,080.20)

Acct#	Description	Expenses		Budgeted	Expenses	Budgeted	Expenses	
		Budgeted	Expenses					
510	Temporary Office Help	\$ 8,500.00	\$ 5,805.60	\$ 8,500.00	\$ 5,805.60	\$ 8,500.00	\$ 5,805.60	68%
522	Board Travel							
555	Other Travel							
560	Office Occupancy Expense							
561	Office Repairs & Maintenance							
563	Furniture & Equipment < \$500							
565	Equipment Repairs & Maintenance							
575	Insurance	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	100%
600	Facility Costs	\$ 40,000.00	\$ 50,780.59	\$ 40,000.00	\$ 50,780.59	\$ 40,000.00	\$ 50,780.59	127%
603	Audio Visual Equipment Rental							
615	Food & Beverage							
620	Transportation	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00	100%
650	Legal and Accounting Fees	\$ 1,500.00	\$ 1,524.52	\$ 1,500.00	\$ 1,524.52	\$ 1,500.00	\$ 1,524.52	102%
665	Consultants	\$ 23,000.00	\$ 21,688.15	\$ 23,000.00	\$ 21,688.15	\$ 23,000.00	\$ 21,688.15	92%
670	Subcontractor Fees	\$ 1,000.00	\$ 30.00	\$ 1,000.00	\$ 30.00	\$ 1,000.00	\$ 30.00	3%
674	Speakers & Trainers							
680	Entertainment							
700	Office Supplies	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	100%
705	Dues & Subscriptions							
710	Equipment Rental							
725	Telephones							
726	Copies							
730	Postage	\$ 49.85	\$ 49.85	\$ 49.85	\$ 49.85	\$ 49.85	\$ 49.85	100%
740	Delivery							
750	Express Delivery							
760	Courier							
820	Advertising							
831	Books & Publications	\$ 1,000.00	\$ 705.00	\$ 1,000.00	\$ 705.00	\$ 1,000.00	\$ 705.00	71%
838	Printing & Production	\$ 13,500.00	\$ 15,890.60	\$ 14,000.00	\$ 15,890.60	\$ 14,000.00	\$ 15,890.60	114%
844	Items for Website							
881	Awards, Fellowships & Door Prizes	\$ 13,000.00	\$ 11,029.78	\$ 13,000.00	\$ 11,029.78	\$ 13,000.00	\$ 11,029.78	85%
891	Realty Payments							
891	Interest Expense							
885	Exchange Rate	\$ 100.00	\$ 33.00	\$ 100.00	\$ 33.00	\$ 100.00	\$ 33.00	33%
890	Bank Service Charges							
895	Depreciation/Amortization	\$ 1,100.00	\$ 1,155.00	\$ 1,100.00	\$ 1,155.00	\$ 1,100.00	\$ 1,155.00	105%
898	Miscellaneous/Other Tax Expense							
899	Sponsorship payments	\$ 123,520.38	\$ 123,520.38	\$ 123,520.38	\$ 123,520.38	\$ 123,520.38	\$ 123,520.38	100%
999	Contributions to Reserves							
	TOTAL EXPENSES	\$ 228,220.38	\$ 108,232.09	\$ 500.00	\$ 500.00	\$ 228,220.38	\$ 108,232.09	

Account # Legend		Account	Balance
REVENUE			
405	Workshop and Conference Registrations		
423	50th Anniversary Pins		
491	National Membership and Training Rebates		
EXPENSES			
552	Board and Leadership Training Travel		
800	Workshop and Conference Expenses		
870	MFSC Costs, incl postage		
875	CEU Certification Cost		
838	Newsletter Costs		
861	Award Expenses		
898	Registration Refunds		

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REVENUE			
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**American Public Works Association
Washington State Chapter
Budget Report
January 1, 2006 to December 31, 2006**

Revenue over (under) Expenses.....>>> \$ 35,080.20

