



BOARD OF DIRECTORS MEETING
The Davenport Hotel, Spokane, Washington
October 9, 2007 - 6:00 PM

MINUTES

The meeting started with a joint dinner with board members, committee chairs, and committee co-chairs. Attending in addition to board members were the following committee chairs/co-chairs:

Gretchen Johnson	CS – Div 1 Subcommittee
Art Louie	MPAC
Michele Percussi	Membership, CASC
Torsten Lienau	Spring 2008 Conference Chair
Kelly Robinson	Exhibitor's Group
Jon Davies	Golf Tournament
Joy Monjure	Education
Tom Skillings	Scholarship
Dick Andrews	Past Presidents

An open discussion on committees were held. These notes summarizes some of the main topics and ideas.

- Joy M asked if there is any money in the chapter to support committee activities, is there a process to apply for the money, and what would the board support.
- Randy B suggested that the board consider a process for committee to apply for funding to the board
- Michele P reminded us that the membership committee had asked for incentive money.
- Art Louie: Students from the Highland High School have been invited to attend the November MPAC meeting. 11 high school students signed up to learn about bridge inspection. On behalf of MPAC, asking the board for funds to sponsor the students.
- President Larry Frevert encouraged the chapter and the committees to review the business plan for national committees, he would welcome any comments. APWAs position on issues and policy is coming from the committees work and recommendations. Cultivate your relationships with the National committees.

1. Call to Order

The meeting was called to order by President Dave Mandyke at 7:15 P.M.

2. Remarks by APWA National President Larry Frevert

(See Letter of Priorities, attached)

President Frevert opened by thanking the chapter for having him here and for allowing him to serve as our President. "I feel a little like I am ending my career, and I am very appreciative of HDR for allowing me to make it happen".

He spoke about the staff at APWA, the organizations financial situation (the best shape it has been in), and the increase in membership. He encouraged us to provide quality, not necessarily growth, and to focus on providing the services that attracts our members. He commented on the chapter receiving the PACE award 5 years in a row, now there is an expectation. He was a reviewer of the PACE award and what a privilege it was to review all the work of the various chapters. He recognized leaders in the chapter like Dick Andrews (awards), John Okomoto (transportation), Roger Flint (government affairs), John Ostrowski, Kathleen Davis (provided national testimony), Craig Olson, Daryl Grigsby (new appointee on advocacy committee), and Bill Sterling (who we may still claim on the leadership committee). He encouraged others to seek service at the national level.

Randy B asked if there was any discussion on multiyear presidency. President Frevort responded that it had come up at Congress. Three years on the executive committee, provides a lot of insight. It is a tremendous burden on the employer, and how would it fit into a Public Agency employee? Therefore, beyond one year would be hard. We don't want presidents to sacrifice their jobs.

Thanks for what you do for APWA and for Public Works.

3. Additions to Agenda

- Resolution for Prop 1 – Craig Olson – New business (see notes under item 12e)

A motion was made by Pete C to approve the agenda with the added items. The motion was seconded by Daryl G. The motion passed unanimously.

4. Secretary's Report – Tina Nelson

a. Meeting Minutes from June 8, 2007

Tina N distributed minutes from the June 8, 2007 board meeting in Moses Lake. A motion was made by Gary P to accept the minutes. The motion was seconded by Jay B. The motion passed unanimously.

b. Election Results

Tina N distributed a memo to board members w/results of the election. Election results as follows:

Officers

President:	Michael J. Terrell, P.E., C.C.M.	City of Seattle
Vice-President:	Kristina "Tina" Nelson, P.E.	Kitsap County
Secretary:	Jay Burney	City of Olympia
Treasurer:	Jill Marilley, P.E.	KPG

2008-2009 Directors

East side of the Cascade Mountains:	Ryan Lyyski, P.E.	City of Ellensburg
Private Sector:	Salima Nagji, P.E.	HNTB
Board Position:	Art Louie, P.E.	Snohomish County
Board Position:	Toby Rickman, P.E.	Pierce County

John C conducted a survey on the election and he will put together a report for the next meeting. In the future, membership numbers will need to be on the ballot. This time MRSC had to track paper and electronic votes separate, and later add them up.

Craig S moved to approve the election results. Jay B seconded. The motion passed unanimously.

Pete C moved to destroy the ballots. Randy B seconded. The motion passed unanimously.

c. Correspondence

Tina reported the following correspondence of significance:

received:

From:	Re:	Date:
APWA Nationals	Life Membership – Donald Monaghan	September 4, 2007
APWA Nationals	Life Membership – Al King	October 4, 2007

sent:

To:	Re:	Date:
APWA Nationals	Meeting minutes w/attachments from June 8, 2007 Board Meeting	October 2, 2007

June 8, 2007 board meeting minutes and attachments are posted on the Chapter Website.

d. Recap of e-mail voting

On August 20, 2007 the board voted via e-mail to authorize \$1,000 for an ad in the AGC Step Magazine. A motion was made by Michael Terrill to "Run the advertisement in the AGC Education Foundation STEPS magazine for a cost of not to exceed \$1,000". The motion was seconded by Hal Thomas. No discussion. Votes were collected via e-mail with result as follows:

Voting YES: Olson, Grigsby, Phillips, Thomas, Burney, Capell, Rogalsky, Thomson, Bracket, and Nelson

Voting NO: none

Not VOTED as of 8/20/07 @ 11:15 AM: Stampher, Mandyke, Clayes, and Terrell
Motion passed by majority vote.

e. Election of delegates

Tina N presented a memo dated October 2, 2007 to the board explaining the 'rules' around the delegate position. See attached.

5. Treasurer's Report – Jay Burney

Jay B distributed copies of the 2007 Balance Sheet and the January 1 – September 30, 2007 Annual Budget Report. Significant expenses since last board meeting include: Conference Web Session Programming, Conference Seed Money and Travel expenses to 2007 Congress for board members. Please refer to attachments for complete details.

On September 30, 2007 the chapter had \$186,954.20 in assets, distributed as follows:

Checking	\$ 10,591.39
Savings	\$ 62,162.25
CDs	\$ 114,200.56
TOTAL:	\$ 186,954.20

Jack Pittis scholarship is included in the above number with a balance of \$69,372.64. This includes funds raised at the spring Conference in Everett.

A motion was made by Tina N to accept the treasurers' report. The motion was seconded by Tricia T. The motion passed unanimously.

6. Vice President's Report – Mike Terrell

a. 2007 Congress Chapter Dinner

Mike T reported that the dinner went very well. Daryl G organized the event. 75 members from Washington and Oregon attended the event. Jay B thanked Mike T for doing this.

Mike T announced that he is working on his plan for the 2008 presidency. He has been meeting with Dick Andrews who is helping him. He will reveal his plan at the December board meeting.

b. Report from meeting w/past president's council April 10, 2007

Tina N asked Mike T for the report, as per April 10, 2007 board meeting minutes. Rather than providing a report Mike T announced that he will cover this in his presidential focus for 2008.

7. President's Report – Dave Mandyke

a. Careers in Public Works Video – Joy Monjure

The board viewed the video created by the education committee. Joy M is hoping that this video can be used to take to schools etc. to promote the public works profession. Randy B asked if it could be put on the chapter website for others to use.

b. Public Works Magazine

- Content Deadline October 31 for the winter issue.
Remember to provide committee reports for the magazine.
- Revenue to Date
\$2,244.70 – the chapter is making money on something that used to cost the chapter money.
- Jack Pittis Memorial
Dave M wants to put Jack in the fore-front of the chapter and continue the efforts to raise money for the scholarship.
Kelly Robinson asked if exhibitors could contribute to the scholarship and Dave M responded that it would certainly be OK for them to do so.

c. National Chapter Advocacy Task Force

- Daryl Grigsby has been appointed
Dave M offered congratulations to Daryl for his appointment.

d. Jack Pittis Scholarship

- \$34,380.64 added from Everett Conference – resulting in a current balance of \$69,372.64
- Silent Auction

Tom Skillings reported that the word is out to vendors and others to provide items for the silent auction. At this time there are at least a dozen of items, mainly nice gift baskets w/wine and cheese. The silent auction will take place during the vendor event. Whoever generates the most revenue gets bragging rights.

Tom Skillings asked that there be an announcement at the Wednesday luncheon that it isn't too late to have an item added to the auction. Dave M will call on Tom to make the announcement.

e. Term of Officers and Board

Dave M noticed that at Congress, the gavel was passed and that it was a great structure. An organization needs structure. Dave M asked the board to consider making the terms of the board expire at the time of the fall conference. Discussion followed:

Tina N – it requires a revision to the chapter by-laws

Craig O – is there anything in the National by-laws that addresses this?

President Frevert – we do encourage chapters to follow the model by-laws

Daryl G – liked the ceremony at Congress – this is worth a full discussion

In summary Dave M recognized that it is more than a simple change and it will take a full discussion. He suggested that it be brought back to the board at a future board meeting.

f. Lifetime Membership

- Donald Monaghan – Life Membership to be presented at December Area Mtg West (see correspondence, attached)
- Al King – Life Membership to be presented at December Area Mtg West (see correspondence, attached)

g. Conference Report

A few highlights of the Conference:

- 338 registrations
- 880 room nights
- Personalized room keys sponsored by CH2MHill
- Door prizes will be awarded at the luncheons, not at the technical sessions.
- Stuffed animals for table centerpieces at the meals to be donated to Toys for Tots after the conference.

Daryl G suggested that a door prize be used as an enticement for members to attend the Friday morning breakfast and chapter business meeting.

8. Past President's Report – Katherine Claeys

Thanked the chapter for sending her to Congress to receive the PACE award. She put a lot of time in to the report. She recognized that the chapter had received this award for 5 years in a row. "It is the work of the chapter – not what I did".

We don't have a place to displace the PACE award. Dick Andrews suggested that the PACE award remain with the president that it was awarded to.

9. Chapter Liaison's Report – John Carpita

a. Membership Report

No membership reports. You may view them on the website.

Someone in Tacoma contacted John C about how to get involved with APWA. John is now assisting in organizing brown bag lunches for the "off months" (months that don't already have general APWA meetings scheduled during the day). Trying for about four of those a year. Pilot program is on for Tacoma, meeting held at David Evans & Associates. Registration can be done on-line.

10. Delegate's Report – Craig Olson

Craig e-mailed a summary and the delegate reports to all board members. If you didn't get a copy let him know and he will send it to you. Craig mentioned the Certification and Education blue print, which he found to be very interesting.

Hal T attended the British Columbia Chapter meeting and commented that he found it interesting that there were no consultants in their organization.

Dick Andrews commented that the majority of the participants in the British Columbia chapter are from small remote areas.

11. Committee Reports

a. Construction Standards Div 1 Subcommittee – Tina Nelson

Tina N reported that the committee issued two GSPs this summer related to SHB 2010. Soon after issuance, WSDOT decided to make a revision after all, so one of the GSPs was deleted. Participated in three CASC workshops where they presented the new GSPs and the information available on the subcommittee webpage.

b. Awards – Pete Capell

The following awards are ready to be awarded: June Rosentreter Spence, Roy Morse, James Robertson, President's award, and Young Leader. The awards will be given out at lunch on Thursday. Pete C asked that we make a pitch for the project of the year awards during the conference.

President Frevert offered to re-present the PACE award to the chapter, which was enthusiastically accepted by the board.

c. Technology – Randy Brackett

Looking for more energy to help on the committee. They are sponsoring a very interesting presentation at the conference on "Solar Roadways", speaker Scott Brusaw and moderator Dan Hanson.

The first Annual APWA/AGC Golf Tournament went well, with 61 players. Randy expressed thanks to Jon Davies for assisting with the organization and to Tina N and Courtney McFadden for their help with registration on site. They intend to continue the effort with a second tournament – maybe on a different day of the week (the first one was on a Saturday).

Jay B filled-in that the chapter broke even and raised scholarship money at the event.

12. New Business

a. 501c(3) Status Report – Randy Brackett

Randy B and Jay B reported from conversation with National (Terri Newhouse). Is there a threat to our status if we have too much in reserve? National supports that we are deliberate with the amount that we turn around and how much we save. We deliberately put money in reserve for a bad conference. A rule of thumb is to reserve 70% of our expenses.

b. E-Mail Voting – Tina Nelson

Reporting back from conversation with National as a follow-up from the June 8 board meeting. Since then National has discussed this, but has taken no action so far per Brian Van Norman. Recommendation from Brian is that if we use this forum to make sure to document the decision in the minutes at the board meeting following the action.

c. Committee Reporting – Annual and Membership Mtgs – Tina Nelson/Mike Terrell

Drafts for committee reporting were distributed to the board. These drafts were e-mailed to all committee chairs and co-chairs on September 7, 2007 along with an invite to attend this board meeting. Draft reports are attached. Any comments are welcome.

d. Grant for first time attendee to Congress, Oregon's Criteria – Craig Stampher

Craig S handed out a draft "Washington Chapter APWA Scholarship Policy" for APWA member scholarships for reduced registration fees. The draft is based on the Oregon's program.

Tina N pointed out that the board established an amount of \$1,000 at the June meeting for first time attendee to Congress.

e. Support for Prop 1

Randy B – isn't there some controversial issue??

Summary of opinion from several: "A stand alone road package isn't going to make it". "This is a little for everyone". "Especially with the support of sustainability".

Craig S asked how this support would be submitted, and Craig O responded that the chapter would be listed as supporting the initiative.

Pete C made a motion that "the board support the Proposition, which will be substantiated by a letter to be circulated to the board". The motion was seconded by Craig O. A letter will be drafted and distributed by Randy B in substantially the same format as the letter just circulated to the board. The motion passed unanimously.

13. Old Business

a. Future Conferences:

i. Spring 2008, April 1-4, Ocean Shores Convention Center – Mike Terrell

Torsten Lienau (conference chair) reports that the competition between CH2MHill and HDR is on. A 14 person committee, combination of consultants and agencies, is now organizing this even.

- Hotel reservations are now available – see brochure for information. Rooms have been reserved for the officers.
- The conference theme is tied to education

- Keynote speakers are important
 - A beach theme is to be expected for the vendor social
- ii. **Fall 2008, October 14 -17, Marcus Whitman Hotel & Conference Center, Walla Walla – Mike Terrell**
 Theme – combination of grass root community involvement and the tribes. Grandmother groups will talk about what they expect from their community leaders. A lunch presentation by the Corps of Engineers on civilian involvements in Afghanistan or Iraq.
- iii. **Spring 2009 – Tina Nelson**
 Tina N is still working on making this a joint conference with a GIS group, be it WAURISA or GITA. Preliminary reservations have been made at the convention center in Tacoma. Tina N is looking for a host committee.
- iv. **Fall 2009, October 20-23, Three Rivers Conv. Center, Kennewick – Tina Nelson**
 A contract has been submitted to National for review.

14. Good of the Order

Randy B commented on the great hotel and golf course.

15. Adjournment

The meeting was adjourned by President Mandyke at – 9:25 P.M.

16. Future Board Meetings and Events (see attached 2007-08 Schedule):

Attending Board Members:

Randy Brackett, Island County
 Jay Burney, City of Olympia
 Pete Capell, Clark County
 John Carpita, MRSC
 Katherine Claeys, City of Seattle
 Daryl Grigsby, City of Kirkland
 Dave Mandyke, City of Spokane
 Tina Nelson, Kitsap County
 Craig Olson, Office of Fin Mgmt
 Gary Phillips, Berger/ABAM
 Pete Rogalsky, City of Richland
 Craig Stampher, HDR
 Mike Terrell, City of Seattle
 Hal Thomas, City of Walla Walla
 Tricia Thomson, City of Bellevue

Absent Board Members:
none

Attachments/Hand-Outs:

Agenda

Letter from National President Frevert

Priorities for APWA's 2007-2008 President, Larry Frevert

Meeting minutes from June 8, 2007 (not attached to these minutes – see website)

Election results

Life Membership Don Monaghan

Life Membership Al King

Election of delegates

Budget Report

Balance Sheet

Draft Committee report to Chapter Membership Meeting

Draft Committee report "Year End Summary of Activities" to Chapter Membership Meeting

Washington Chapter APWA Scholarship Policy