



**BOARD OF DIRECTORS MEETING
OCTOBER 20, 2009 – 6:30 PM
THREE RIVERS CONVENTION CENTER
KENNEWICK, WA**

Meeting Minutes

1. **Call to Order** – Tina Nelson 6:45 PM
Meeting called to order at 6:45PM by President Tina Nelson.

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

Guest: Pat Everham from the City of Kennewick Conference Planning Committee

2. **Agenda**
Marilley moved to approve; Clark seconded; friendly amendment made by Nelson to add to the agenda to consider a resolution related to I-1033; amendment accepted by Marilley and Clark; motion approved. See item 12 G
3. **Fall 2009 Conference** - City of Kennewick Conference Committee
Conference committee – Pat Everham provided overview of conference financial status (excellent position), review of conference agenda and speakers.
Agendas for lunches at the Conference were reviewed.

4. **President's Report** – Tina Nelson 6:58 PM
Nelson reviewed/announced the following items
- National Nominations from WA Chapter
 - Education Committee – Craig Olson
 - Transportation Committee – Craig Olson
 - Government Affairs Committee – Roger Flint
 - Top Ten Review Committee – Roger Flint
 - Leadership and Mgmt Committee – John Ostrowski
 - At-Large Director – Environmental Mgmt – Daryl Grigsby
- Letter of support from the Board was mailed on June 29 to Kaye Sullivan in support of Daryl's nomination. Nelson read from the letter and reminded all that we have a commitment to support Daryl.

Bob Moorhead has been elected to Board of Trustees of the Public Works Historical Society for a three year term, 2009-2012. The PHWS is an affiliate of the American Public Works Association, and fosters a better understanding of the importance of the history of public works policies and projects in the United States. Bob may need some assistance to finance travel to meeting(s). Nelson will recommend to Bob that he puts in a budget request.

- Read Bridges - on National Website.
 - A few items from the latest issue:
 - New awards Program – Exceptional Performance Award

New PACE Award Submittal Requirements

Upcoming Webcast on contract clauses – suggested for Marilley and Louie to participate if available.

There is also a “Treasurer 101” coming up in December. Nelson will contact Pete Capell and encourage him to participate.

- First Timer campaign in past was very successful – 66% retention list over the past 3 years
- Congress 2010 is in Boston
- Nelson acknowledged electronic voting for Congress Scholarship – see Attachment A for summary.

Nelson directed Marilley to ensure when she submits the chapter leaders names to include the committee chairs, so that they will receive chapter leadership information directly from National.

Nelson reviewed some sessions she attended at Congress 2009 – these included the Chapter Leaders Forum and Open Chapter Forum – it provided her with the ability to ask questions of the National Leadership. Other Board members attended same sessions. Key notes from the Chapter Treasurer’s Forum – donating to APWA is like donating to your church; important to correctly and in detail report all fundraising, the auditors look carefully at the chapters audit checklist, really important that is done right, to avoid a visit from the auditor, original receipts are a must for travel reimbursements .

Contract with Craig Kelman & Associates (Attachment B) – Nelson received review comments from Board members and Teri Newhouse from National APWA.

Motion to approve Craig Kelman & Associates contract as passed out with allowance for Tina to deal with the issue of terminating the contract (if allowed by arbitration) prior to signing, Louie moved, Thomson seconded; motion passed

Spring 2009 Conference in Tacoma – Nelson announced statistics on the conference, and noted over \$52,000 in proceeds, total number of registrants at 411, 106 first timers, and 4 retired. There was a \$250K budget with \$100K for food and \$40K in the facility costs.

Joint Activity with PSCCSI – Nelson met with their Board on July 2. They have asked Nelson and Gretchen Johnson to speak to their group in February, 2009.

Empowered Public Works Teams Award (Attachment C) – Nelson and Randy Bracket have been working on this since Spring, 2009. This award recognizes a team that brings technology processes and materials into the workplace, The intent is to bring it forward when there is a team worthy of it. Comments were received by the Board. Concern was expressed that the Awards committee was not brought in at all on this process. It was agreed that the Awards committee needs to be the part of the process or at least a source and clearing house for coordination. The Committee can and should chose the winner but they must coordinate with the Awards Committee. There was a question on the focus of the intent of the award: you can have empowered teams but no technology. The Board suggests additional scoring criteria for the awards.

Motion to approve the concept of the award and that the committee should continue to develop the foundation and details of the award. Rickman moved, Louie seconded, motion passed.

5. **Vice President’s Report** – Jay Burney 7:50 PM
Burney provided a written report. (Attachment D)

Strategic Plan – Burney’s Presidential top priority is to update the strategic plan. He will be meeting with the Past President’s council on Wednesday for advice.

2010 Budget – Deadline for requests November 2

Motion to approve Burney's report made by Lyyski; Clark seconded; motion passed.

6. **Secretary's Report** – Jill Marilley 7:55 PM
Motion to approve the revised June 12, 2009 meeting minutes. Rickman moved, Clark seconded; motion passed.

Election results provided: New Treasurer will be Pete Capell, new Directors will be Bob Desgrosellier, Peter DeBoldt, Kirk Holmes and , Bill Pugh.

Election Methods: only 30% electronic voted and many indicated it wasn't yet easy enough to vote electronically; Discussion had about online voting and suggestion how to go completely electronic. No action taken.

Motion to approve destruction of the ballots. Staeheli moved, Rickman seconded, motion passed. Carpita will destroy the ballots.

7. **Treasurer's Report** – Art Louie 7:59 PM
Report given (Attachment E); correction noted to Jack Pittis scholarship.

Motion to Approve Treasurer's report with correction to Jack Pittis. Steele moved, Clark seconded; motion passed

Budget request going out – get requests in to Burney/Louie by November 2.

8. **Past President's Report** – Michael Terrell 8 :15 PM
Past President's Council – convening Council at the Convention to assist Burney's Strategic Plan update

9. **Chapter Liaison's Report** – John Carpita 8 :16 PM
Magazine deadlines reviewed and will be posted on the website
Membership report given and is available under the Chapter Leader's section of the APWA National website (Attachment F)
CASC report – the committee provides classes at up to four locations now
Speaker's Bureau – call for Speaker's has gone out, please submit your name if you are interested. MRSC received requests frequently

10. **Delegate's Report** – Craig Olson 8 :22 PM
No report

11. **Board Member Reports** – 8 :22 PM
Scholarship - Tricia Thomson – Thomson reviewed the Chapter scholarship rules and procedures for the National Convention and local convention attendance scholarships. A discussion was had that we can't require them to be a member per National due to regulations – we can make it a reward for the National congress; but for the state chapter conference we don't want the membership distinction. A suggestion was made to track a member's participation after being awarded the scholarship. The awards committee to run structure but the Board approves. (due date to be a hard date). Summary – policy is good the way it is; application goes to awards committee; revision to come to next Board meeting.

Acknowledged electronic voting for Fall Conference – a motion was made via email on 9/15/2009 by Tricia Thompson to award the Fall 2009 Conference scholarship. After email discussion the motion was further amended to specifically award the scholarship to Steve Goins of the City of Shelton. Ryan Lyyski seconded and motion passed. Thomson to notify Goins.

Acknowledged electronic voting for Congress Scholarship – see Attachment A for summary.

Nelson shared a thank you note that the chapter received from Glenn Akramoff, Don Vondran's boss for awarding Don the scholarship to go to the National Congress.

Scholarship Investment Accounts – Ryan Lyyski – handed out report (Attachment G) – looked at need for endowment; scholarship

Chapter Logo Wear – Peg Staeheli – Lands End is setup but doesn't really meet our sustainability goal – but then that needs a larger order for the smaller groups; Need to put ad in the next newsletter about what is available; need to order pins for the chapter

Partner with AGC for National Public Works Week (NPWW) – Peg Staeheli – An email was sent to Dave Deholt at AGC to possibly partner with them for the 2010 National Public Works Week activities.

12. New Business

9:23 PM

A. Northwest Public Works Institute – Tina Nelson

Report from John Ostrowski (attached to draft agenda) Northwest Public Works Institute: Board action not necessary; A budget request will be submitted. A link has to the institute has been added to our website.

B. 2009 Awards – Jill Marilley

Winners will be announced at the Wednesday luncheon
Life Members will be announced at the Thursday luncheon

C. Sustainability Summit – Jay Burney

Sustainability Summit to be held November 20, 2009 at HDR's offices in Bellevue. Attendance is by invitation only. A request was made as to whether we want lunch or not. Nelson pointed out that the Committee Chairs had requested opportunity to meet/network with the board. The board recommended that a network lunch opportunity be provided. Neither phone nor video conferencing will be available.

D. Website Development – Tina Nelson

Survey done – 34 responses received
Nelson shared information she has gathered for the use of the national website template.

E. Other Reports

Education Forum – Art Louie

Louie handed out report for PSEC (Attachment H) – he'll be the President of the PSEC group next year; He is looking to garner support of the STEM initiative –no action required

APWA/AGC Golf Tournament – Tina Nelson

The 3rd annual tournament was held August, 2009 and was very successful for the scholarship funds. 134 golfer were registered and \$5,365 in proceeds. Nelson noted the excellent organization by George Sidhu, Jon Davies, Randy Brackett, and Bill Holladay

2011 Snow Conference – Dave Steele

Planning is going very well. The committee will be submitting a budget item for the previously Board pledged amount of \$20k

Government Affairs – Initiative 1033 A request was made by the Government Affairs Committee to endorse the defeat of Tim Eyman's latest initiative. Board agreed it was a great idea but it was not fully developed enough to issue as a motion. The committee is encouraged to develop the endorsements more fully for faster review and approval of the Board.

13. Committee Reports

(Attachment I – listing of committee contacts)

Scholarship: The committee is proposing changing the amounts of the scholarships.

Motion to change scholarship amounts from six \$2000 scholarships to two \$6000 scholarships. Thomson moved, Rickman seconded; motion passed.

14. Old Business

20:50 – 21:00

Future Conferences:

Jay Burney - 2010

Spring 2010, March 16-18, Great Wolf Lodge, Grand Mound, WA

Fall 2010, October 5 - 8, Wenatchee, WA

Jill Marilley - 2011

Spring: March 29 - April 1, Vancouver, WA

Fall - October 11-14, Yakima, WA

The electronic vote held September 21-23, 2009 was acknowledged. Motion was to approve two contracts for contract services for the 2011 conferences. All voted and motion passed. All fees to be paid for through the conference proceeds.

Art Louie - 2012

Spring – Penticton, B.C. (Attachment J)

Fall – Tulalip Resort, Marysville, WA (Attachment K)

Decision on 2012 Spring Conference at the Tulalip Resort and Casino – memo provided. Louie reviewed the details of his conferences. Spring conference is tentatively planned for the Tulalip Resort. Louie reviewed the issue and still has concerns about it being at a named casino; Board agreed it will acceptable to do this as other chapters throughout the nation do this including the Oregon chapter. Louie was directed to make the decision.

15. Good of the Order (none)

16. Adjournment

10:35 PM

Motion to adjourn made by Marilley, Steele seconded, motion passed

Attachments:

A: Summary of online vote for Congress scholarship

B: Craig Kelman & Associates Publishing Agreement

C: Draft Award Proposal: Achieving Dreams through Empowered Public Works Teams

D: Vice President Burney written report

E: Treasurer's Report

F: Membership Status Report as of 9/30/09

G: Pittis Scholarship Endowment discussion

H: Art Louie report on STEM initiative

I: 2009 Committee Listing

J: Details on Penticton Conference

K: Tulalip Resort Details

Next Meeting: December 11, 2009, gather at 9:00 AM, meeting starts at 9:15 AM

