



The organization of choice in providing public works education, advocacy, expertise, and public awareness for its diverse community of members.

BOARD OF DIRECTORS MEETING

June 16, 2016

**Hal Holmes Community Center
209 N. Ruby Street, Ellensburg**

Meeting Minutes

Call to Order

The meeting was called to order by President Kirk Holmes at 9:03 am.

Present: Kirk Holmes (President), Debbie Sullivan (Vice President), Lorelei Williams (Treasurer), Peter DeBoldt (Alternate Delegate), John Carpita (Chapter Liaison), Don Bitterman, Don Huling, Hillary Stibbard, Jim Rioux, Ahmad Qayoumi, Heath Henderson

Absent: Scott Egger (Secretary), Mike Clark (Past President), Tina Nelson (Delegate), Cathy McKay, Ramiro Chavez

Guest: Marcie Kobucher, MRSC

Approval of Agenda

The agenda was reviewed for additions and deletions. The following items were added to the agenda:

1. Good of the Order - John Carpita
2. Good of the Order – Individual Awards – Kirk Holmes
3. New Business: 2017 Board of Director Calendar – Debbie Sullivan
4. New Business: Eastern Washington Committee – Kirk Holmes

A motion to approve the amended agenda was made by Don Huling and second by Ahmad Qayoumi. The motion passed unanimously [see attachment 1].

Approval of Minutes

Meeting minutes from the April 5th Board Meeting were distributed electronically prior to the meeting. No comments were received. A motion to approve the April 5th meeting minutes was made by Lorelei Williams and second by Jim Rioux. The motion was approved unanimously.

Note: Meeting minutes are posted on the Chapter website.

Treasurer's Report

Lorelei Williams distributed and discussed the Treasurer's 2nd Quarter Report. She discussed the following topics:

1. Chapter Budget Report for January 1 – May 31, 2016
2. Spring Conference revenues and expenses. The conference net \$32,398.



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3. Status of the Jack Pittis Scholarship (BlackRock Fund). Up approximately \$4,000 since the last report.

Don Huling reported that the Poker Tournament and Pens raffled at the Spring Conference raised \$1,300. Funds will be deposited in the BlackRock Fund.

A motion to approve the Treasurer's report was made by Ahmad Qayoumi and second by Hillary Stibbard. The motion passed unanimously [see attachment 2].

Lorelei also presented the July 1, 2016 – June 1, 2017 Draft Chapter Budget. The budget is due to National by July 31, 2016. John Carpita made a request to include \$1,000 to purchase a projector that would be dedicated to the NW Public Works Institute. Based on the Board discussion, it will be added to the budget. Lorelei stated that she would send a final draft to the Board for final review and comments in two weeks. She will request approval of the budget via email in order to meet the July 31 National deadline.

She also announced that Laurence Rhodes is no longer with APWA National. The new Financial Director is Brandi Pendleton.

Old Business

PWX 2019 Report – Kirk Holmes and Debbie Sullivan

Kirk and Debbie updated the Board on the Chapters efforts to bring PWX 2019 to Seattle. Several people are scheduled to meet with National at the Washington Convention Center on June 23 for a site visit. If National chooses Seattle, the Board discussed forming a Fundraising and Event Planning Committee with the goal of launching both of them at the 2016 Fall Conference. The Board discussed the goal of raising \$200,000 to fulfill Chapter's Commitment to National and to offset Fall Conference revenue.

The Board also discussed setting the following goals for PWX 2019:

- Growing Chapter membership
- Integrating contractors in APWA
- Launching the first National Rodeo
- Providing free National training to Chapter members
- Maintaining financial stability for the Chapter
- Raising money for the Scholarship Fund

Update on future Chapter Administration – Kirk Holmes

Kirk reported that the MRSC contract ends December 31, 2016 and that John Carpita is retiring in June 2017. He also reported that he and Debbie are meeting with MRSC on Thursday, June 23 to discuss a future scope of work.

New Business

Board Nominees – Kirk Holmes



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Kirk reported the final list of candidates for 2017. John Carpita stated he will send an email to the candidates requesting bios and photos.

PACE Award – Kirk Holmes

Kirk reported that Mike Clark submitted the PACE award to National for consideration.

Draft Policy for member vs. non-member pricing – Peter DeBoldt

Peter presented a draft policy for member/non-member pricing and led a discussion.

The policy is written to achieve two goals:

1. Drive membership by providing a financial incentive on registration fees
2. Fill a gap in the general operating budget

The following language was proposed for Board consideration:

Effective January 1, 2017, the Chapter will charge a minimum, additional fee of \$20 for non-members for all APWA training and education with the exception of the semi-annual Conferences. Non-members will be charged an additional \$100 for the Fall and Spring Conferences.

A motion to approve the policy for member vs. non-member pricing was made by Heath Henderson and second by Hillary Stibbard. The motion passed unanimously.

Good of the Order

Individual Awards – Kirk Holmes

Kirk encouraged the Board to consider 8 awards being given at the Fall Conference. Applications can be found on-line and should be submitted

The award form needs to be updated. Heath will contact the Marketing Committee to update the form. Applications are due July 15 to Heath Henderson and Patrick Skillings.

Annual Board Meeting Calendar – Debbie Sullivan

Debbie made a recommendation to the Board to remove the 2016 December Board meeting and Winter Summit. This was based on National's change to a fiscal year for budgeting. The Board no longer needs to meet to discuss and approve the budget before the end of the year. She also suggested recognizing out-going Board members and newly elected Board members at the Fall Conference during the Thursday luncheon. The Board discussed reviewing the calendar every year at the June Board meeting.

A motion to remove the 2016 December Board meeting/Winter Summit and to recognize out-going Board members and newly elected Board members at the Fall Conference was made by Don Huling and second by Jim Rioux. The motion passed unanimously.

Public Works Magazine – John Carpita

John distributed an advance copy of the Chapter magazine to the Board. John was recognized by Kirk Holmes for his outstanding work on the magazine.



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Proposed Eastern Washington Committee – Kirk Holmes

A group is meeting in July to discuss a Board recommendation to form a new committee focused on Eastern Washington. The new committee's goal is to focus on how to best meet the needs of Eastern Washington members.

Government Affairs – Jim Rioux

Jim met with Andrea Eales at National regarding government affairs. National is struggling to get individuals to communicate with legislators on issues that affect them. National provides training on how to be an advocate. The Government Affairs Committee is discussing the opportunity to bring this training to the Chapter.

Future Conferences

Kirk Holmes – 2016

Fall – Spokane, October 4 - 7, 2016

Debbie Sullivan – 2017

Spring – Tacoma, April 4 - 7, 2017

Fall – Kennewick, October 3 - 6, 2017

Scott Egger – 2018

Spring – Vancouver, April 17 - 20, 2018

Fall – Wenatchee, October 2 - 5, 2018

Lorelei Williams – 2019

Spring – Vancouver, April 23 – 26, 2019

Fall – Yakima, October 6 – 11, 2019

Adjournment

The meeting was adjourned at 11:27 AM

Next Meeting

October 5, 2016

Fall Conference, The Grand Hotel, Spokane

7:00 a.m. – 9:00 a.m.

BOARD OF DIRECTORS MEETING

June 16, 2016

HAL HOLMES COMMUNITY CENTER

209 N. RUBY STREET, ELLENSBURG, WA 98926

9:00 A.M. – 12:00 P.M.

AGENDA

Call to Order – Welcome/Introduction of Guests

Approval of Agenda – Additions/Deletions

Approval of Minutes – Minutes from April 2016 Board Meeting

Treasurer's Report – 2016-17 draft budget presentation - Lorelei

Old Business

PWX 2019 Report – Kirk and Debbie

Update on future Chapter Administration - Kirk

New Business

Board Nominees – Kirk

PACE Award – Kirk

Draft Policy for member/non-member pricing

Good of the Order

Future Conferences

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PWX 2019 – Seattle, August 2019

Adjournment

Next Meeting: Fall Conference – October 5, 2016, 7:00 a.m. – 9:00 a.m. – The Grand Hotel, Spokane, WA

**American Public Works Association
Washington State Chapter Annual Budget Report January 1, 2016 to May 31, 2016**

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Acct#	Description	General		Advertising		Fundraising		Total	
		Budgeted	Received	Budgeted	Received	Budgeted	Received		
REVENUE									
400	Unrealized Gain from Investment Accounts								
405	Registration Fees	\$ 269,150.00	\$ 228,531.00			\$ 269,150.00	\$ 228,531.00		85%
410	Exhibit Space Sales	\$ 55,800.00	\$ 71,077.50			\$ 55,800.00	\$ 71,077.50		127%
420	Publication Sales	\$ -	\$ -			\$ -	\$ -		0%
423	Product Sales								
431	Advertising: print or e-zine [UBI]								
432	Position Advertising: newsletter/magazine [UBI]			\$ 7,500.00	\$ 3,000.00	\$ 7,500.00	\$ 3,000.00		40%
433	Position Advertising: website [UBI]								
434	Advertising: website banners								
435	Membership Dues	\$ 16,290.00	\$ 6,708.00			\$ 16,290.00	\$ 6,708.00		41%
460	Interest Income	\$ 600.00	\$ 567.13			\$ 600.00	\$ 567.13		95%
465	Miscellaneous Income	\$ -	\$ -			\$ -	\$ -		
480	Expense Reimbursement	\$ 500.00				\$ 500.00			0%
490	Sponsorships	\$ 27,750.00	\$ 29,014.00			\$ 27,750.00	\$ 29,014.00		105%
491	Rebates from National	\$ 7,000.00				\$ 7,000.00			0%
492	Royalties	\$ -				\$ -			
495	Contributions, Gifts and Donations	\$ -				\$ -			
496	Non-Cash Contributions (Contributed Services)	\$ -				\$ -			
499	Contributions from Reserve Cash	\$ -	\$ -			\$ -	\$ -		0%
TOTAL REVENUE		\$ 377,090.00	\$ 335,897.63	\$ 7,500.00	\$ 3,000.00	\$ 384,590.00	\$ 338,897.63		88%
EXPENSES									
552	Delegate Travel	\$ 2,200.00	\$ 748.26			\$ 2,200.00	\$ 748.26		34%
553	Executive Committee Travel	\$ -				\$ -			
555	Other Officer Travel	\$ -	\$ 628.58			\$ -	\$ 628.58		0%
563	Furniture & Equipment < \$1,500	\$ -				\$ -			
565	Equipment Repairs & Maintenance	\$ -				\$ -			
575	Event Insurance	\$ -				\$ -			
600	Facility Costs/Space Rental/Convention Center	\$ 16,450.00	\$ 29,151.80			\$ 16,450.00	\$ 29,151.80		177%
605	Audio Visual/Phone/Computer/Office Equipment Rental	\$ 10,000.00	\$ 14,867.06			\$ 10,000.00	\$ 14,867.06		149%
615	Food & Beverage	\$ 139,632.00	\$ 124,393.49			\$ 139,632.00	\$ 124,393.49		89%
620	Transportation	\$ -				\$ -			
670	Consultants and SubContractors	\$ 98,530.00	\$ 80,179.91			\$ 98,530.00	\$ 80,179.91		81%
671	Advertising Commissions Paid [UBI]	\$ -				\$ -			
675	Speakers & Trainers	\$ 31,116.00	\$ 23,255.24			\$ 31,116.00	\$ 23,255.24		75%
680	Entertainment (bands/comedians/etc...)	\$ 6,000.00	\$ 169.35			\$ 6,000.00	\$ 169.35		3%
700	Office Supplies	\$ 2,200.00	\$ 2,356.91			\$ 2,200.00	\$ 2,356.91		107%
705	Dues & Subscriptions	\$ 600.00	\$ 772.95			\$ 600.00	\$ 772.95		129%
725	Telephones	\$ -				\$ -			
726	Copies	\$ 150.00				\$ 150.00			0%
730	Postage: General Marketing & Membership	\$ 120.00				\$ 120.00			0%
732	Postage: Magazine, Newsletter [UBI]	\$ -				\$ -			
735	Flowers/Gifts/Bequests	\$ -				\$ -			
740	Delivery	\$ -				\$ -			
821	Advertising	\$ 10,000.00	\$ 14,750.00			\$ 10,000.00	\$ 14,750.00		148%
831	Books & Publications	\$ 2,718.00	\$ 3,444.32			\$ 2,718.00	\$ 3,444.32		127%
838	Printing & Production: General Marketing & Membership	\$ 7,632.00	\$ 3,782.78			\$ 7,632.00	\$ 3,782.78		50%
839	Printing & Production: Magazine, Newsletter [UBI]	\$ -				\$ -			
841	Items For Resale	\$ -				\$ -			
851	Rebates paid to Branches	\$ -				\$ -			
861	Awards/Door Prizes/Drawings	\$ 12,350.00	\$ 9,334.99			\$ 12,350.00	\$ 9,334.99		76%
863	Scholarships to Public Works Professionals (non-students)	\$ 575.00				\$ 575.00			0%
864	Scholarships to Students	\$ 125.00				\$ 125.00			0%
883	Income Tax Expense	\$ 3,000.00				\$ 3,000.00			
890	Bank Service Charges	\$ 13,750.00	\$ 13,255.09			\$ 13,750.00	\$ 13,255.09		96%
893	Unrealized Loss from Investment Accounts	\$ -				\$ -			
895	Depreciation/Amortization	\$ -				\$ -			
898	Miscellaneous	\$ 1,050.00	\$ 503.22			\$ 1,050.00	\$ 503.22		48%
899	Sponsorship/Contributions to charitable/educational organizations	\$ -				\$ -			
900	Reimbursable Expenses	\$ -				\$ -			
TOTAL EXPENSES		\$ 358,198.00	\$ 321,593.95	\$ -	\$ -	\$ 358,198.00	\$ 321,593.95		90%

REVENUE OVER (UNDER) EXPENSES \$ 17,303.68

Net Assets, January 1, 2016 \$ 291,314.60
Net Assets, May 31, 2016 \$ 308,618.28
Net Income (Loss) \$ 17,303.68

Beginning Balance (January 1, 2016)	
Account	Balance
Bank of America Checking Acct. No. 10229417	\$ 102,469.87
Bank of America Savings Acct. No. 10229417	\$ 63,420.95
APWA National Blackrock Fund	\$ 100,240.59
Accounts Receivable	\$ 13,648.54
Prepaid Expenses	\$ 1,000.00
Prepaid Spring Conference Expenses	\$ 18,688.59
Prepaid Fall Conference Expenses	\$ 3,227.59
Accounts Payable	\$ (13,726.45)
TOTAL	\$ 288,969.68

Account Summary (May 31, 2016)	
Account	Balance
Bank of America Checking Acct. No. 10229417	\$ 133,550.06
Bank of America Savings Acct. No. 10229417	\$ 63,426.20
APWA National Blackrock Fund	\$ 100,802.47
Accounts Receivable	\$ 2,089.55
Prepaid Fall Conference Expenses	\$ 7,750.00
Prepaid Expenses	\$ 1,000.00
TOTAL	\$ 308,618.28

Beginning Balance \$ 291,314.60
Current Balance \$ 308,618.28
Difference \$ 17,303.68

Notes	
REVENUE	
480	Expense Reimbursement - Stipend from National for Membership Summit in addition to House of Delegates stipend
PREPAID EXPENSES	
Greater Tacoma & Convention Center - 171002APWA	
9/12/13 CK# 2391	2,000.00
Greater Tacoma & Convention Center - 191007APWA	
9/12/13 CK# 2391	1,000.00

American Public Works Association
Washington State Chapter
Budget Report
January 1, 2016 to May 31, 2016