



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

BOARD OF DIRECTORS MEETING
October 5, 2016
2016 FALL CONFERENCE, SPOKANE, WA

MINUTES

Call to Order

The meeting was called to order by President Kirk Holmes at 7:05 am.

Present: Kirk Holmes (President), Debbie Sullivan (Vice President), Scott Egger (Secretary), Lorelei Williams (Treasurer), Mike Clark (Past President), Tina Nelson (Delegate), Peter DeBoldt (Alternate Delegate), John Carpita (Chapter Liaison), Cathy McKay, Don Bitterman, Donald Huling, Hillary Stibbard, Jim Rioux, Ahmad Qayoumi, Heath Henderson. Casey Nelson (Young Leader)

Absent: Ramiro Chavez

Guest: Ronald Calkins (APWA-National President)

Approval of Agenda

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

1. Old Business – Delete Briefing on Chapter Administration
2. Treasurers Report – Update on APWA-Nationals revised policy on bank accounts.
3. Future Conferences – Correction to 2017 Spring Conference dates – Debbie Sullivan
4. 2017 legislative agenda – Jim Rioux
5. Election Results
6. APWA-National updates to best practices – Tina Nelson

A motion to amend the agenda was made by Mike Clark and second by Debbie Sullivan. The motion passed unanimously [see attachment 1]

Approval of Minutes

Meeting minutes from the June 16th Board Meeting were distributed. No comments were received. A motion to approve was made by Scott Egger 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 Treasurers 3rd Quarter Report. She discussed the following topics:

1. A motion was needed to ratify the approval of the 2016-17 budget. Tina Nelson moved to ratify the approval of the 2016-17 budget and second by Mike Clark. The motion was approved unanimously.
2. Lorelei reported that Justina Cox (APWA-Nationals interim replacement for Laurence Rhodes) notified the Chapters that National is developing a corporate resolution regarding how Chapters deal with bank accounts. A final version of the policy is forthcoming. APWA-National President

Ron Calkins added that the attorneys are reviewing the policy. They are trying to make sure that the policy meets accounting regulations and remains easy to use for the chapters.

3. Lorelei distributed the Treasurer's Quarterly Report and noted that there are no concerns and that expenditures are tracking as expected. The Black Rock Fund has increased from \$100k to \$103k since July 1, 2016. [see attachment 2]

Old Business

PWX-2019 Report – Kirk Holmes and Debbie Sullivan

Kirk noted that APWA-Washington was awarded PWX-2019. The event is scheduled for September 2019 at the Washington State Convention Center in Seattle. Minnesota conducted a thorough debrief of PWX-2016. A review of Minnesota's DEBRIEF will be provided Thursday at 9:00AM in the Redwood Boardroom. Minnesota's DEBRIEF provides great information regarding the organizational/committee structure required to execute PWX as well as the lessons learned by the Minnesota Chapter. Kirk acknowledged Debbie, Jill and others who worked incredibly hard to ensure that Seattle would be selected for PWX-2019.

New Business

2017 Board Retreat - Debbie Sullivan

Debbie gave a preview of the 2017 Board Retreat. The retreat will be held in Chelan, January 18-20. The retreat will focus on 2017 vision & goals, planning for PWX-2019, as well as Board & Committee Support. Brian Van Norman from APWA-National will attend and help us plan for PWX-2019.

Tina Nelson and Peter DeBoldt noted that other chapters are interested in joining us at our retreat. They have heard great things about how our 2015 retreat benefited our Chapter. Debbie is developing the agenda with Brian.

Debbie made a motion to invite outgoing board members Ahmad, Donald, Heath, and Hillary to the 2017 Board Retreat. Jim Rioux seconded the motion and the motion passed unanimously.

2017 Committee Summit – Debbie Sullivan

Debbie reminded the Board that the Committee Summit is scheduled for February 9 at the Pierce County Environmental Services Building.

Revised 2017 Spring Conference Dates – Debbie Sullivan

The 2017 Spring Conference dates have been changed from April 4-7 to April 25-28.

Government Affairs – Jim Rioux

Jim Rioux noted that the Government Affairs Committee (GAC) is developing the 2017 legislative agenda. The GAC will complete the draft legislative agenda in December and circulate it electronically.

PACE Award – Tina Nelson

Tina noted that there are changes to the application of the PACE Award that we need to be aware of. Tina suggested that we discuss these changes at the Board retreat. Information regarding the changes is available on APWA-Nationals web site.

Mike Clark noted that a tremendous amount of information is required from committees for the PACE Application and that this should be communicated at the Committee Summit.



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2017 Washington Chapter Election Results

- President – Debbie Sullivan
- Vice President – Scott Egger
- Secretary – Lorelei Williams
- Treasurer – Donald Huling
- 2017-18 Board Member – Jeff Brauns
- 2017-18 Board Member – Josh Mattson
- 2017-18 Board Member – Lauren Loesack
- 2017-18 Board Member – Patrick Skillings

A total of 274 members voted this year compared to a five-year average of 269. Of the members who voted, 80 voted electronically and 194 voted with paper ballots.

A motion to approve the election results was made by Mike Clark and second by Tina Nelson. The motion passed unanimously.

Good of the Order

PWX 2019 – Donald Huling

Donald noted that we need to discuss what we want out of PWX and how we can further our strategic goals in bringing PWX to Seattle given the time and effort that we will put into this conference. We need to capitalize on the event.

Misc. - John Carpita

John will be retiring in a little over 4 months. He has mixed emotions about leaving the organization after 21 years. John will remain involved with PWX. Membership has been holding steady around 1500+. The deadline for submitting articles for the Chapter's winter magazine is November 4.

Conference Oversight Committee – Debbie Sullivan

This is Debbie's last conference serving as the conference oversight committee. She acknowledged the service of the conference committee members and thanked Cathy McKay for taking over as chair.

New Member Packets - Cathy McKay

Cathy noted that the new member packets are done. She complimented Brent Burris on his work on the packets.

Promoting APWA – Tina Nelson

Tina suggested that discuss looking at a different vendor for APWA logo-wear. Logo-wear is a good tool for promoting APWA and the current selection could easily be improved on. Tina suggested that we add this as a discussion item at the Board Retreat in January.

APWA-National President – Ron Calkins

Ron thanked the board for inviting him to the Fall Conference. He has heard many great things about the Washington Chapter. He likes attending Chapter Board Meetings because it gives him good insight into the health of the chapter. Ron has always wanted to see PWX held in Seattle. The first Congress/PWX that Ron attended was in Portland in 1979.



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APWA-National – Misc

Peter mentioned that the Donald C. Stone program is undergoing change. Involvement has been lacking given the resources that go into it. Mike Riddle is no longer the Region 9 representative.

Tina noted that Jill was re-elected as the Region-9 Director. She is the chair of the strategic planning committee and there is a survey out from APWA-National on strategic planning.

Tina encouraged members to check out the mentoring guide and mentoring committee.

Peter noted that there will be a backhoe equipment operator competition at PWX-2017 in Orlando. Chapters are encouraged to send teams to compete. Peter will discuss with Don Bitterman. Peter also noted that the snow rodeo will be held annually in Colorado.

Peter mentioned that information regarding infrastructure finance options that was assembled by the National Infrastructure Committee can be viewed on the website.

Future Conferences

Debbie Sullivan – 2017

Spring – Tacoma, April 25-28, 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 – Tacoma, April 23-26, 2019

Fall – Yakima, October 6-11, 2019

Or PWX 2016 – Seattle, September 2019

Adjournment

The meeting was adjourned at 8:17 AM.

Next Board Meeting

January 18, 2017

Campbell's Resort, Lake Chelan

4:00 PM – 6:00 PM



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**BOARD OF DIRECTORS MEETING
October 5, 2016
2016 FALL CONFERENCE, SPOKANE, WA**

7:00 A.M. – 9:00 A.M.

AGENDA

Call to Order – Welcome/Introduction of Guests

Approval of Agenda – Additions/Deletions

Approval of Minutes – Minutes from June 2016 Board Meeting

Treasurer's Report – Lorelei Williams

2016-17 Formal Budget Approval (Completed via e-mail, confirmation action needed)

Old Business

PWX 2019 Report – Kirk and Debbie

Chapter Administration – Kirk and Debbie

New Business

2017 Board Retreat – Chelan, WA - Debbie

Good of the Order

Future Conferences

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Or PWX 2016 – Seattle, August 2019

Adjournment

Next Meeting: January 2016, Board Meeting and Annual Retreat, Chelan, Washington

American Public Works Association
Washington State Chapter Financial Report July 1, 2016 to September 30, 2016

Acct#	Description	General		Advertising		Fundraising		Total	
		Budgeted	Received	Budgeted	Received	Budgeted	Received	Budgeted	Received
400	Unrealized Gain from Investment Accounts								
405	Registration Fees	\$ 493,280.00	\$ 164,690.52					\$ 493,280.00	\$ 164,690.52
410	Exhibit Space Sales	\$ 127,000.00	\$ 69,500.00					\$ 127,000.00	\$ 69,500.00
420	Publication Sales								
423	Product Sales								
431	Advertising: print or e-zine [UBI]								
432	Position Advertising: newsletter/magazine [UBI]								
433	Position Advertising: website [UBI]			\$ 15,000.00				\$ 15,000.00	
434	Advertising: website banners								
435	Membership Dues	\$ 34,438.00						\$ 34,438.00	
460	Interest Income	\$ 1,200.00	\$ 3,317.28					\$ 1,200.00	\$ 3,317.28
465	Miscellaneous Income								
480	Expense Reimbursement	\$ 1,000.00						\$ 1,000.00	
490	Sponsorships	\$ 59,750.00	\$ 9,535.00					\$ 59,750.00	\$ 9,535.00
491	Rebates from National	\$ 14,000.00						\$ 14,000.00	
492	Royalties								
495	Contributions, Gifts and Donations								
496	Non-Cash Contributions (Contributed Services)								
499	Contributions from Reserve Cash	\$ 12,187.00						\$ 12,187.00	
	TOTAL REVENUE	\$ 742,855.00	\$ 247,042.80	\$ 15,000.00	\$ -	\$ -	\$ -	\$ 757,855.00	\$ 247,042.80

Acct#	Description	EXPENSES		EXPENSES		EXPENSES		EXPENSES	
		Budgeted	Expended	Budgeted	Expended	Budgeted	Expended	Budgeted	Expended
552	Delegate Travel	\$ 7,000.00	\$ 2,636.35					\$ 7,000.00	\$ 2,636.35
553	Executive Committee Travel	\$ 9,200.00	\$ 4,225.55					\$ 9,200.00	\$ 4,225.55
555	Other Officer Travel	\$ 2,300.00						\$ 2,300.00	
563	Furniture & Equipment <\$1,500								
565	Equipment Repairs & Maintenance								
575	Event Insurance	\$ 422.00						\$ 422.00	
600	Facility Costs/Space Rental/Convention Center	\$ 47,300.00	\$ 643.70					\$ 47,300.00	\$ 643.70
605	Audio Visual/Phone/Computer/Office Equipment Rental	\$ 29,800.00						\$ 29,800.00	
615	Food & Beverage	\$ 315,529.00	\$ 12,567.61					\$ 315,529.00	\$ 12,567.61
620	Transportation								
670	Consultants and SubContractors	\$ 176,810.00	\$ 35,666.62					\$ 176,810.00	\$ 35,666.62
671	Advertising Commissions Paid [UBI]								
675	Speakers & Trainers	\$ 51,099.00						\$ 51,099.00	
680	Entertainment (bands/comedians/etc...)	\$ 5,500.00						\$ 5,500.00	
700	Office Supplies	\$ 3,400.00	\$ 962.70					\$ 3,400.00	\$ 962.70
705	Dues & Subscriptions	\$ 1,000.00	\$ 521.22					\$ 1,000.00	\$ 521.22
725	Telephones								
726	Copies	\$ 2,800.00	\$ 1,747.55					\$ 2,800.00	\$ 1,747.55
730	Postage: General Marketing & Membership	\$ 890.00	\$ 240.35					\$ 890.00	\$ 240.35
732	Postage: Magazine, Newsletter [UBI]								
735	Flowers/Gifts/Bequests								
740	Delivery								
821	Advertising	\$ 18,450.00						\$ 18,450.00	
831	Books & Publications	\$ 4,435.00						\$ 4,435.00	
838	Printing & Production: General Marketing & Membership	\$ 16,288.00	\$ 1,343.94					\$ 16,288.00	\$ 1,343.94
839	Printing & Production: Magazine, Newsletter [UBI]								
841	Items For Resale								
851	Rebates paid to Branches								
861	Awards/Door Prizes/Drawings	\$ 21,082.00	\$ 955.65					\$ 21,082.00	\$ 955.65
863	Scholarships to Public Works Professionals (non-students)	\$ 10,650.00						\$ 10,650.00	
864	Scholarships to Students	\$ 11,500.00						\$ 11,500.00	
883	Income Tax Expense	\$ 3,000.00						\$ 3,000.00	
890	Bank Service Charges	\$ 15,000.00	\$ 10,223.43					\$ 15,000.00	\$ 10,223.43
895	Unrealized Loss from Investment Accounts								
899	Depreciation/Amortization								
898	Miscellaneous	\$ 4,400.00	\$ 98.64					\$ 4,400.00	\$ 98.64
899	Sponsorship/Contributions to charitable/educational organizations								
900	Reimbursable Expenses								
	TOTAL EXPENSES	\$ 757,855.00	\$ 71,833.31	\$ -	\$ -	\$ -	\$ -	\$ 757,855.00	\$ 71,833.31

REVENUE OVER (UNDER) EXPENSES \$ 175,209.49

Net Assets, July 1, 2016 \$ 323,378.93

Net Assets, September 30, 2016 \$ 498,588.42

Net Income (Loss) \$ 175,209.49

Account	Beginning Balance (July 1, 2016)	Balance
Bank of America Checking Acct. No. 10229417	\$ 155,715.84	\$ 155,715.84
Bank of America Savings Acct. No. 10229417	\$ 63,427.24	\$ 63,427.24
APWA National Blackrock Fund	\$ 100,352.96	\$ 100,352.96
Accounts Receivable	\$ 10,507.46	\$ 10,507.46
Prepaid Expenses	\$ 1,000.00	\$ 1,000.00
Prepaid Spring Conference Expenses	\$ -	\$ -
Prepaid Fall Conference Expenses	\$ 7,750.00	\$ 7,750.00
Accounts Payable	\$ (15,374.57)	\$ (15,374.57)
TOTAL	\$ 323,378.93	\$ 323,378.93

Account	Beginning Balance (September 30, 2016)	Balance
Bank of America Checking Acct. No. 10229417	\$ 287,433.55	\$ 287,433.55
Bank of America Savings Acct. No. 10229417	\$ 63,429.38	\$ 63,429.38
APWA National Blackrock Fund	\$ 108,668.10	\$ 108,668.10
Prepaid Spring Conference Expenses	\$ 8,500.00	\$ 8,500.00
Prepaid Fall Conference Expenses	\$ 7,750.00	\$ 7,750.00
Accounts Receivable	\$ 1,000.00	\$ 1,000.00
	\$ 26,807.39	\$ 26,807.39
TOTAL	\$ 498,588.42	\$ 498,588.42

Account	Beginning Balance	Current Balance	Difference
	\$ 323,378.93	\$ 498,588.42	\$ 175,209.49
TOTAL	\$ 323,378.93	\$ 498,588.42	\$ 175,209.49

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 2,000.00

Greater Tacoma & Convention Center - 191007APWA 1,000.00

9/12/13 CK# 2391

9/12/13 CK# 2391

Next Generation Consulting - Rebecca Ryan 8,500.00

7/18/16 CK# 3070

Greater Tacoma & Convention Center - 171002APWA 5,750.00

6/8/16 CK# 3050

American Public Works Association
Washington State Chapter
Budget Report
July 1, 2016 to September 30, 2016