



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

BOARD OF DIRECTORS MEETING

April 26, 2017

Tacoma Convention Center – Spring Conference

7:00 A.M. – 9:00 A.M.

AGENDA

Call to Order, Debbie Sullivan

Welcome

Introduction of Guests: Diana Badowski-Marketing Committee Chair; Russ Thomas-Oregon Chapter President (City of Newberg)

Approval of Agenda, Debbie Sullivan: Motion to Approve-Kirk; 2nd-Jeff; Approved

Secretary's Report – Lorelei Williams

Review and Approve January 18 Board Meeting Minutes

-remove retreat notes from Board Meeting Minutes-motion-Tina; 2nd-Kirk

Treasurer's Report –Donald Huling

2017 Budget Status: End of March we were positive \$47,000; another \$60k of revenue not shown yet; sponsorships have significantly decreased for this conference, Fall fell short too; Donald will clarify and send out an email; Meeting Visions costs are something to watch; spent more on advertising than budgeted (check coding of general marketing vs advertising; Donald has emailed the committee chairs for their budgets-due May 15th; spend some more time with Marketing and Conference Committee on budgeting categories and breakdown; reduced the scholarship fund last year as a board to \$10k; may want to consider a separate non-profit to separate our scholarship fund from our revenue/cash in Nationals eyes; Oregon has two separate groups to protect that money from the draw; expand outreach to the colleges, including community colleges; could consider changing from a scholarship to schools to internship payment; scholarship, outreach and emerging professionals need to meet and discuss a strategy

Motion to Approve-Kirk; 2nd-Jim Rioux; Approved

2016 Audit: To be followed up by Donald-to be submitted August 1st

Past President's Report, Kirk Holmes

PACE Award: in process with Melissa

Top 10: did not win; need to review that process-particularly QAQC; will discuss in June

2018 Board of Directors and Officer Applicants: email Kirk privately with suggested names;

Kirk will work with Exec Committee on this; two eastern and two western for board members-need four more

Delegate's Report – Tina Nelson

Kansas City in February: great speaker on volunteerism and engaging people; discussed the new strategic plan, going to the Council of Chapters this weekend; interviews for the next President next week; membership nationwide is at an all-time high; our chapter has steadily kept over 1500

Board Liaison Reports

Cathy McKay: 525 registrants at 7pm last night; banquet is sold out; 112 exhibitors-sold out; award night is playing out as planned-becoming a success

Old Business

- PWX 2019, Peter DeBoldt: Handed out latest version of the MOU for PWX with National; meeting at 1:30pm today in Room 404 for PWX; Negotiations are complete with National, so Peter and Mike Terrell are just looking for concurrence and any major concerns; we can send two people for each conference for one day only to National to look at the Rodeo-flight and hotel is not covered-maybe that can be supported by vendors; Don and Peter will coordinate on who will attend; vendors can directly sponsor our competitors.
- Thank you Letters, Debbie Sullivan: distributed. Committee chair letters drafted by Jeff. Debbie to send. Committee chair letters should be not yearly, but only when we get a new chair. Need to update the template; difficult to use.
- New Tools Update – Google Drive, Conference Call Service, Debbie Sullivan: going well. Committee Liaisons will check with committees on who is interested in a google drive.
- Chapter Administration Update, Debbie Sullivan: work transfer between Meeting Visions, LILT and MRSC and exploring a Chapter Administrator. What marketing really belongs with LILT? Conversation with the groups and marketing committee. Extend their contracts one more year, and perfect it next year. Ideally LILT would just do marketing and Meeting Visions would just do the conferences. Past Presidents will be tasked with putting a recommendation together for next year's retreat.

New Business

- Marketing Committee Work Plan, Diana Badowski: Handout. Looking to clarify goals and objectives for 2017- 2018 and 2019. New members every month get a kit. Member vs non-member pricing is enacted for conferences. Discussion through the handout topics. Eastern Washington Participation; Kirk has recruited three people to work on this; IACC in Wenatchee is an opportunity to get the word out about APWA; Marketing and membership will get connected. National Public Works Week. Member spotlight and agency spotlight in the magazine.
- Mailing Lists, Debbie Sullivan: Report passed out on mailing lists. Jennifer Barnes got us proclamation for Public Works Week from the Governor.

- Chapter Magazine, Patrick Skillings: Committee is forming. Have yet to meet as a full committee. Met with John Carpita and Tara to discuss. Committee will shadow them this year and get up to speed. Formulaic over the years. Looking at opportunities, in the long run, to re-invigorate the format, but it is working, so we are keeping it moving. Extend MRSC contract for magazine one more year. Can use next year to make the tweaks too.
- Scott Egger: Annual committee reports-due a few weeks ago. Has about 25% of them. He is about to send a reminder. The most important purpose is the PACE award.

Good of the Order

Board meeting in June in Ellensburg: Debbie has draft topics including budget.

Future Conferences

Debbie Sullivan – 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

PWX – 2019 – WA Convention Center, Sept. 8 – 11, 2019

Donald Huling – 2020

Spring – Vancouver, April 14 – 16

Fall – Spokane, Oct. 6 – 8

Adjournment: Jim-moved. Debbie-2nd. Approved

Next Meeting

Thursday, June 8

Ellensburg

9:00 AM - Noon