

BOARD OF DIRECTORS MEETING
April 1 2015
Tacoma Convention Center
1500 Broadway, Tacoma

Meeting Minutes

Call to Order

The meeting was called to order by President Mike Clark at 7:15 am.

Present: Mike Clark (President); Kirk Holmes (Vice President); Debbie Sullivan (Secretary); Scott Egger (Treasurer); Toby Rickman (Past President) Tina Nelson (Delegate); Peter DeBoldt (Alternate Delegate); Caroline Barlow; Lorelei Williams, Don Huling, John Carpita, Sandra Pedigo-Marshall, Derek Mayo, Ahmad Qayoumi, Hillary Stibbard

Absent: Heath Henderson

Special Guests: Larry Stevens (APWA National President), Peter King (APWA Executive Director), Jill Marilley (APWA Regional Director)

Approval of Agenda

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

1. Self-Assessment Workshop
2. Updating Construction Management Training Manuals

A motion to approve the modified agenda was made by Scott Egger and seconded by Don Huling. The motion was approved unanimously [see Attachment No. 1].

Secretary's Report – Debbie Sullivan

Meeting minutes from the January 9th Board Meeting were distributed electronically prior to the meeting. A motion was made by Tina Nelson to approve the minutes and seconded by Derek Mayo. The motion was approved unanimously.

Note: meeting minutes are posted on the Chapter website.

Treasurer's Report – Scott Egger

Scott Egger distributed and discussed the Treasurers Report for January 1 through March 31, 2015. He discussed the following topics:

1. Chapter Budget Report for January 1 through March 31, 2015.
2. Accomplishments since January 1, 2015
3. Status of the Jack Pittis Scholarship (Black Rock Fund)

The Board discussed transferring to a new financial institution. The Board is supportive of researching Washington-based banks. Scott will research options and present them at a future Board meeting.

A motion was made by Kirk Holmes to approve the Treasurer's Report and seconded by Ahmad Qayoumi. The motion passed unanimously [see attachment no. 2]

Vice President's Report - Kirk Holmes

Kirk Holmes reported on the Committee Summit which was held on February 20, 2015 in Issaquah. The focus of the summit was for the Committees to share the top items they are working on and provide feedback to the Board about what support they needed. Following are some of the highlights of the summit:

- Committees want to review technical sessions submitted for Conferences before being finalized by the Programs Committee. This request has been shared with Jon Davies, Programs Chair, and Meeting Visions
- CEU's will be offered at all future conferences. Meeting Visions will prepare the paperwork for National.
- Committees all shared what they were doing, and what the Board can do to help, and how they can help each other.
- Communication across committees with proposed technical sessions.
- More coordination between the organizational committees
- Scholarship conversation regarding Jack Pettis and using scholarship funds for trades, community colleges, and ideas for various fund raising ideas. Other ideas around requiring recipients to demonstrate how they are participating in Public Works.

President's Report - Mike Clark

2015 Conference

- Over 560 people registered for the conference.

Amendment to Bylaws

- General Session vote to approve the Bylaws will be held on Thursday, April 2. Tina will provide Debbie with a memo to ratify the minutes [see attachment no. 3].

Mike reported that our Top 10 nominees for 2015 were not national winners.

Past Presidents' Report - Toby Rickman

Pace Award

- Application is being assembled and will be submitted by June 1, 2015 to National.
- A request was made to appoint Toby as Chair of the Nominating Committee. Toby asked specifically for Eastern Washington nominations.

Chapter Liaison's Report - John Carpita

John reported that Josh Maher is transitioning to a new role within MRSC and that Taira Anderson will be our new contact.

Spring Conference hosted two pre-conference workshops and over 70 people attended.

Delegate's Report - Tina Nelson

National's Chapter Mentoring Committee is developing a Chapter Best Practices Catalog. Tina will be circulating the catalog to Board Members and Committee Chairs. She encouraged all of us to think about what we do and to submit some of our best practices.

Tina announced that National Congress will be held in Phoenix Arizona August 30 – September 2.

The Board confirmed that the Chapter Secretary is responsible for maintaining and updating the Policies and Procedures. Tina will transition this document to Debbie Sullivan.

Board Member Reports

No reports

Old Business - Tina Nelson

Richard G. (Dick) Andrews Award is now integrated into the Chapter's Awards Program

New Business

Chapter Website Update - Lorelei Williams

Lorelei Williams introduced the topic of transitioning the Chapter's website to the National template. Her recommendation is based on a presentation she attended at the National Leadership Training in February.

Cathy McKay, Marketing Chair, outlined the following points regarding the transition:

- Marketing committee recommends moving to the National template
- Our current site is outdated and can't be updated
- National's template will make it easier to get insurance for events
- National's template will allow on-line voting
- Lilt will need a single point of contact for decision-making

The Board approved transitioning to the National Website. The Board established a sub-committee to work on this project. The Board asked the sub-committee to work with Lilt on an implementation plan and present it at the June Board meeting. The sub-committee members include:

- Cathy McKay, Chair of the Marketing Committee
- Caroline Barlow, Board Member
- John Carpita, MRSC

Cathy also reported that Lilt recommends refreshing the Chapter logo. Cathy presented various options to the Board and mentioned that this recommendation is not supported by the Committee. The Board agreed with the Marketing Committee and the Chapter logo will not be updated.

"Our Heroes Wear Dirt" Trademark - Dan Wesley

Dan Wesley talked gave the history of how "Our Heroes Wear Dirt." A few years ago it was coined by Patrick, a member of the Maintenance Committee. At that time, the Committee applied for a Trademark but the process was inadvertently abandoned. Dan recommends that the Chapter trademark the phrase but in order to do so we need to apply again. The application fee is \$150 and if approved there is an annual fee of \$100.

A motion was made by Scott Egger and seconded by Ahmad Qayoumi to approve the Maintenance Committee to reapply for the trademark and develop policies and procedures to ensure it is sustained by the Board. The motion passed unanimously.

Good of the Order

Larry Stevens, APWA National President, addressed the Board and outlined his priorities for the year.

- Education and Professional Development
- Advocacy for Public Works
- Chapter Support and Strengthening
- Interest

Peter King, APWA Executive Director, addressed the Board and provided the following comments:

- Washington State is a large, successful, and well organized chapter
- The Washington State Chapter is well represented on the National Board
- Interested in listening so National can support the Chapter

Future Conferences

Mike Clark – 2015

Spring – Tacoma, March 31 - April 3, 2015

Fall – Yakima, October 27 - 30, 2015

Kirk Holmes – 2016

Spring – Vancouver, April 5 - 8, 2016

Fall – Spokane, October 4 - 7, 2016

Debbie Sullivan – 2017

Spring – Tacoma, April 4 - 7, 2017

Fall – Kennewick, October 2017

Scott Egger – 2018

Spring – Vancouver, April 17 – 20, 2018

Fall – Wenatchee, October 2 – 5, 2018

Adjournment

Meeting adjourned at 8:53 a.m.

Next Meeting

Thursday, June 11

Ellensburg



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

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BOARD OF DIRECTORS MEETING

April 1, 2015

**TACOMA CONVENTION CENTER
TACOMA, WA**

7:00 A.M.

AGENDA

Call to Order – Mike Clark

Welcome/Introduction of Guests
APWA President Larry Stevens
APWA Executive Director Peter King

Approval of Agenda – Mike Clark Additions/Deletions

Secretary's Report – Debbie Sullivan Minutes from January Board Meeting

Treasurer's Report – Scott Egger 1st Quarter Report Consideration of new Financial Institute

Vice President's Report – Kirk Holmes Committee Summit - Meeting Results

President's Report – Mike Clark 2015 Conference Bylaws Amendment

Past Presidents' Report – Toby Rickman PACE Award Nominating Committee

Chapter Liaison's Report – John Carpita

Delegate's Report – Tina Nelson

Board Member Reports

Old Business Richard G. (Dick) Andrews Award idea



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New Business

Chapter website update – Lorelei Williams
“Our Heros Wear Dirt” trademark – Dan Wessley

Good of the Order

Discussion with APWA President Larry Stevens
Discussion with APWA Executive Director Peter King

Future Conferences

Mike Clark – 2015

Fall – Yakima, October 27 - 30, 2015

Kirk Holmes – 2016

Spring – Vancouver, April 4 - 7, 2016

Fall – Spokane, October 4 - 7, 2016

Debbie Sullivan – 2017

Spring – Tacoma, April 4 - 7, 2017

Fall – Kennewick, October 2017

Scott Egger – 2018

Spring – Vancouver, October 2018

Fall – Wenatchee, April 2018

Adjournment

Next Meeting: Area Meeting East, 9:00 AM, Wildhorse Wind Farm, Kittitas, WA, June 11, 2015

2015 Officers

President

Michael D. Clark, PE
Vice President
David Evans Associates

Vice President

Kirk S. Holmes
Director of EM Services
Perteeet

Secretary

Debbie Sullivan
Deputy Director of Public Works
City of Olympia

Treasurer

Scott Egger, PE
Director of Public Works
City of lacey

Past President

Toby D. Rickman, PE
Deputy Director of Public Works
Pierce County

Board of Directors

Term 2014-15

Sandra Pedigo-Marshall
Strategic Business Manager
Pierce County

Derek Mayo, PE

Assistant City Engineer
City of Ellensburg

Lorelei Williams, PE

Capital Projects Manager
City of Seattle

Caroline Barlow, PE

Civil Engineer, Associate
Murray, Smith & Associates, Inc.

Board of Directors

Term 2015-16

Heath Henderson, PE
Public Works Director
Clark County

Donald J. Huling PE

Vice President
Principal Geotechnical Engineer
HWA GeoSciences Inc.

Ahmad Qayoumi, PE

Public Works Director
City of Pasco

Hillary Stibbard, PE

Principal Office Engineer,
Transportation
City of Bellevue.

Chapter Liaison

John Carpita, PE
Public Works Consultant
MRSC

Chapter Delegate

Kristina B. Nelson PE
Senior Program Manager-
Engineering
Kitsap County



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[Back to meeting minutes](#)

April 1, 2015

TREASURER'S REPORT

1. See Attached Chapter Budget Report for January 1 through March 31, 2015
2. Accomplishments since January 1, 2015
 - a. Met with Debbie Sullivan to discuss accounting and treasurer's duties for 2015.
 - b. Adopted Board Resolution No: 2015-01 approving authority for chapter officers and others to authorize financial transactions.
 - c. Met with Bank of America to execute new signature authority.
 - d. Updated check writing process to conform to APWA-National policy.
 - e. Debbie Sullivan submitted 2014 year end reports and IRS forms to APWA-National.
 - f. 2014 Audit completed March 27, 2015
 - g. Deposits and transfers accomplished.
 - h. Expenses paid.
3. Status of the Jack Pittis Scholarship (BlackRock Fund):
 - a. As of March 31, 2015 = \$104,635.18

Respectfully Submitted,

A handwritten signature in blue ink that reads 'Scott Egger'.

Scott Egger
Treasurer

Attachments:

Washington State Chapter Budget Report for January 1 to March 31, 2015
Budget Header Proposal

EXISTING BUDGET HEADER FORMAT

| Acct# | Description | General | | | |
|---------|-----------------------|-------------------------------------|---------------|---------------|---|
| REVENUE | | | | | |
| | Actual as of to-date | 2014 Projected to December 31 | 2014 Budget | 2015 DRAFT | 2014 Final |
| 400 | Unrealized Gain from | | \$ - | | |
| 405 | Registration Fees for | \$ 421,312.00 | \$ 424,412.00 | \$ 423,790.00 | \$ 445,740.00 |
| | | | | \$ 423,790.00 | |
| | | | | | Participants Cost Total |
| | | | | | 2015 Spring Conference Registration 1 \$ 168,000.00 \$ 168,000.00 |
| | | | | | 2015 Fall Conference Registration 1 \$ 160,000.00 \$ 160,000.00 |
| | | | | | NW Public Works Institute 114 \$ 500.00 \$ 57,000.00 |
| | | | | | Construction Management (CM) 1 \$ 24,000.00 \$ 24,000.00 |
| | | | | | 2015 Spring Conf. Golf Registration 1 \$ 10,000.00 \$ 10,000.00 |
| | | | | | 2015 Fall Conf. Golf Registration 1 \$ 10,000.00 \$ 10,000.00 |
| | | | | | Area Meeting West 100 \$ 45.00 \$ 4,500.00 |
| | | | | | MPAC 120 \$ 37.00 \$ 4,440.00 |
| | | | | | Area Meeting East 40 \$ 45.00 \$ 1,800.00 |
| | | | | | Asset Management Committee 50 \$ 20.00 \$ 1,000.00 |
| | | | | | Chapter Dinner 1 \$ 3,000.00 \$ 3,000.00 |
| | | | | | PWW Luncheon (Discontinued) 1 \$ - \$ - |
| | | | | | Other Registration 50 \$ 40.00 \$ 2,000.00 |
| | | | | | Subtotal \$ 445,740.00 |

PROPOSED BUDGET HEADER FORMAT

| 2015 APWA-WA CHAPTER BUDGET | | | | | | | | | |
|-----------------------------|--|---------------------|---------------------|---------------------|-------------------|-------------------|-------------|---|------------|
| 2-22-15 | | | | | | | | | |
| REVENUE | | | | | | | | | |
| Acct# | DESCRIPTION | 2012 Actual Revenue | 2013 Actual Revenue | 2014 Actual Revenue | 2014 Final Budget | 2015 Final Budget | DESCRIPTION | UNITS & UNIT COST | TOTAL COST |
| 400 | Unrealized Gain from Investment Accounts | | | | \$0.00 | \$0.00 | | | |
| 405 | Registration Fees for Events | \$358,390.74 | \$413,083.89 | \$432,120.71 | \$423,790.00 | \$445,740.00 | | Participants Cost Total | |
| | | | | | | | | 2015 Spring Conference Registration 1 \$ 168,000.00 \$ 168,000.00 | |
| | | | | | | | | 2015 Fall Conference Registration 1 \$ 160,000.00 \$ 160,000.00 | |
| | | | | | | | | NW Public Works Institute 114 \$ 500.00 \$ 57,000.00 | |
| | | | | | | | | Construction Management (CM) 1 \$ 24,000.00 \$ 24,000.00 | |
| | | | | | | | | 2015 Spring Conf. Golf Registration 1 \$ 10,000.00 \$ 10,000.00 | |
| | | | | | | | | 2015 Fall Conf. Golf Registration 1 \$ 10,000.00 \$ 10,000.00 | |
| | | | | | | | | Area Meeting West 100 \$ 45.00 \$ 4,500.00 | |
| | | | | | | | | MPAC 120 \$ 37.00 \$ 4,440.00 | |
| | | | | | | | | Area Meeting East 40 \$ 45.00 \$ 1,800.00 | |
| | | | | | | | | Asset Management Committee 50 \$ 20.00 \$ 1,000.00 | |
| | | | | | | | | Chapter Dinner 1 \$ 3,000.00 \$ 3,000.00 | |
| | | | | | | | | PWW Luncheon (Discontinued) 1 \$ - \$ - | |
| | | | | | | | | Other Registration 50 \$ 40.00 \$ 2,000.00 | |
| | | | | | | | | Subtotal \$ 445,740.00 | |

**American Public Works Association
Washington State Chapter Annual Budget Report January 1, 2015 to May 31, 2015**

| Acct# | Description | General | | Advertising | | Fundraising | | Total | |
|-----------------|---|----------------------|----------------------|---------------------|-------------|-------------|----------|----------------------|------------|
| | | Budgeted | Received | Budgeted | Received | Budgeted | Received | Budgeted | Received |
| REVENUE | | | | | | | | | |
| 400 | Unrealized Gain from Investment Accounts | | | | | | | \$ - | |
| 405 | Registration Fees | \$ 445,740.00 | \$ 277,704.50 | | | | | \$ 277,704.50 | 62% |
| 410 | Exhibit Space Sales | \$ 110,000.00 | \$ 78,395.00 | | | | | \$ 78,395.00 | 71% |
| 420 | Publication Sales | \$ 100.00 | | | | | | \$ - | 0% |
| 423 | Product Sales | | | | | | | \$ - | |
| 431 | Advertising: print or e-zine [UBI] | | | | | | | \$ - | |
| 432 | Position Advertising: newsletter/magazine [UBI] | | | \$ 12,000.00 | | | | \$ - | 0% |
| 433 | Position Advertising: website [UBI] | | | | | | | \$ - | |
| 434 | Advertising: website banners | | | | | | | \$ - | |
| 435 | Membership Dues | \$ 32,500.00 | \$ 8,938.62 | | | | | \$ 8,938.62 | 28% |
| 460 | Interest Income | \$ 1,200.00 | \$ 4,668.56 | | | | | \$ 4,668.56 | 389% |
| 465 | Miscellaneous Income | \$ - | | | | | | \$ - | |
| 480 | Expense Reimbursement | \$ 600.00 | \$ 1,200.00 | | | | | \$ 1,200.00 | 200% |
| 490 | Sponsorships | \$ 61,600.00 | \$ 28,742.00 | | | | | \$ 28,742.00 | 47% |
| 491 | Rebates from National | \$ 13,000.00 | \$ - | | | | | \$ - | 0% |
| 492 | Royalties | \$ - | | | | | | \$ - | |
| 495 | Contributions, Gifts and Donations | \$ - | | | | | | \$ - | |
| 496 | Non-Cash Contributions (Contributed Services) | \$ - | | | | | | \$ - | |
| 499 | Contributions from Reserve Cash | \$ 55,775.00 | \$ - | | | | | \$ - | 0% |
| | TOTAL REVENUE | \$ 720,515.00 | \$ 399,648.68 | \$ 12,000.00 | \$ - | | | \$ 732,515.00 | 55% |
| EXPENSES | | | | | | | | | |
| 552 | Delegate Travel | \$ 6,400.00 | \$ 1,539.41 | | | | | \$ 1,539.41 | 24% |
| 553 | Executive Committee Travel | \$ 5,200.00 | \$ 806.06 | | | | | \$ 806.06 | 16% |
| 555 | Other Officer Travel | \$ 2,800.00 | \$ 792.07 | | | | | \$ 792.07 | 28% |
| 563 | Furniture & Equipment < \$1,500 | \$ - | | | | | | \$ - | |
| 565 | Equipment Repairs & Maintenance | \$ - | | | | | | \$ - | |
| 575 | Event Insurance | \$ 250.00 | | | | | | \$ - | 0% |
| 600 | Facility Costs/Space Rental/Convention Center | \$ 76,600.00 | \$ 46,201.19 | | | | | \$ 46,201.19 | 60% |
| 605 | Audio Visual/Phone/Computer/Office Equipment Rental | \$ 17,850.00 | \$ 8,685.22 | | | | | \$ 8,685.22 | 49% |
| 615 | Food & Beverage | \$ 243,400.00 | \$ 131,288.28 | | | | | \$ 131,288.28 | 54% |
| 620 | Transportation | \$ - | | | | | | \$ - | |
| 670 | Consultants and SubContractors | \$ 166,040.00 | \$ 97,221.37 | | | | | \$ 97,221.37 | 59% |
| 671 | Advertising Commissions Paid [UBI] | \$ - | | | | | | \$ - | |
| 675 | Speakers & Trainers | \$ 38,650.00 | \$ 21,250.00 | | | | | \$ 21,250.00 | 55% |
| 680 | Entertainment (bands/comedians/etc...) | \$ 14,000.00 | \$ 5,393.17 | | | | | \$ 5,393.17 | 39% |
| 700 | Office Supplies | \$ 6,300.00 | \$ 1,342.36 | | | | | \$ 1,342.36 | 21% |
| 705 | Dues & Subscriptions | \$ 650.00 | \$ 406.85 | | | | | \$ 406.85 | 63% |
| 725 | Telephones | \$ - | | | | | | \$ - | |
| 726 | Copies | \$ 1,800.00 | \$ 9.86 | | | | | \$ 9.86 | 1% |
| 730 | Postage: General Marketing & Membership | \$ 1,100.00 | \$ 125.94 | | | | | \$ 125.94 | 11% |
| 732 | Postage: Magazine, Newsletter [UBI] | \$ - | | | | | | \$ - | |
| 735 | Flowers/Gifts/Bequests | \$ - | \$ 106.30 | | | | | \$ 106.30 | |
| 740 | Delivery | \$ - | | | | | | \$ - | |
| 821 | Advertising | \$ 29,800.00 | \$ 7,596.57 | | | | | \$ 7,596.57 | 25% |
| 831 | Books & Publications | \$ 3,755.00 | \$ 2,059.40 | | | | | \$ 2,059.40 | |
| 838 | Printing & Production: General Marketing & Membership | \$ 23,270.00 | \$ 7,803.16 | | | | | \$ 7,803.16 | 34% |
| 839 | Printing & Production: Magazine, Newsletter [UBI] | \$ 1,800.00 | | | | | | \$ - | |
| 841 | Items For Resale | \$ - | | | | | | \$ - | |
| 851 | Rebates paid to Branches | \$ - | | | | | | \$ - | |
| 861 | Awards/Door Prizes/Drawings | \$ 30,250.00 | \$ 33,698.49 | | | | | \$ 33,698.49 | 111% |
| 863 | Scholarships to Public Works Professionals (non-students) | \$ 9,350.00 | | | | | | \$ - | 0% |
| 864 | Scholarships to Students | \$ 22,250.00 | | | | | | \$ - | 0% |
| 883 | Income Tax Expense | \$ 3,000.00 | | | | | | \$ 3,000.00 | |
| 890 | Bank Service Charges | \$ 25,000.00 | \$ 15,268.84 | | | | | \$ 15,268.84 | 61% |
| 893 | Unrealized Loss from Investment Accounts | \$ - | | | | | | \$ - | |
| 895 | Depreciation/Amortization | \$ - | | | | | | \$ - | |
| 898 | Miscellaneous | \$ 3,000.00 | \$ 881.04 | | | | | \$ 881.04 | 29% |
| 899 | Sponsorship/Contributions to charitable/educational organizations | \$ - | | | | | | \$ - | |
| 900 | Reimbursable Expenses | \$ - | | | | | | \$ - | |
| | TOTAL EXPENSES | \$ 732,515.00 | \$ 382,475.58 | \$ - | \$ - | | | \$ 382,475.58 | 52% |

REVENUE OVER (UNDER) EXPENSES \$ 17,173.10

Net Assets, January 1, 2015 \$ 327,305.28
Net Assets, May 31, 2015 \$ 344,478.38
Net Income (Loss) \$ 17,173.10

| Beginning Balance (January 1, 2015) | |
|---|----------------------|
| Account | Balance |
| Bank of America Checking Acct. No. 10229417 | \$ 113,672.43 |
| Bank of America Savings Acct. No. 10229417 | \$ 63,408.26 |
| APWA National Blackrock Fund | \$ 101,304.49 |
| Prepaid Expenses | \$ 1,500.00 |
| Prepaid Spring Conference Expenses | \$ 19,977.85 |
| Prepaid Fall Conference Expenses | \$ 12,516.79 |
| Accounts Receivable | \$ 14,925.46 |
| TOTAL | \$ 327,305.28 |

| Account Summary (May 31, 2015) | |
|---|----------------------|
| Account | Balance |
| Bank of America Checking Acct. No. 10229417 | \$ 161,580.62 |
| Bank of America Savings Acct. No. 10229417 | \$ 63,413.51 |
| APWA National Blackrock Fund | \$ 105,967.46 |
| Prepaid Expenses | \$ 1,000.00 |
| Prepaid Fall Conference Expenses | \$ 12,516.79 |
| TOTAL | \$ 344,478.38 |

Beginning Balance \$ 327,305.28
Current Balance \$ 344,478.38
Difference \$ 17,173.10

Notes

REVENUE

480 Expense Reimbursement - Stipend from National for Membership Summit in addition to House of Delegates stipend

EXPENSES

605 - Audio Visual/Phone/Computer/Office Equipment Rental -

675 - Speakers & Trainers -

700- Office Supplies - Conference supplies are coded into this acct.

**American Public Works Association
Washington State Chapter
Budget Report
January 1, 2015 to May 31, 2015**

**American Public Works Association
Washington State Chapter Annual Budget Report January 1, 2015 to March 31, 2015**

| Acct# | Description | General | | Advertising | | Fundraising | | Total | |
|-----------------|---|----------------------|----------------------|---------------------|-------------|-------------|----------|----------------------|--------------------------|
| | | Budgeted | Received | Budgeted | Received | Budgeted | Received | Budgeted | Received |
| REVENUE | | | | | | | | | |
| 400 | Unrealized Gain from Investment Accounts | | | | | | | \$ - | \$ - |
| 405 | Registration Fees | \$ 445,740.00 | \$ 217,223.50 | | | | | \$ 445,740.00 | \$ 217,223.50 49% |
| 410 | Exhibit Space Sales | \$ 110,000.00 | \$ 74,175.00 | | | | | \$ 110,000.00 | \$ 74,175.00 67% |
| 420 | Publication Sales | \$ 100.00 | | | | | | \$ 100.00 | \$ - 0% |
| 423 | Product Sales | | | | | | | \$ - | \$ - |
| 431 | Advertising: print or e-zine [UBI] | | | | | | | \$ - | \$ - |
| 432 | Position Advertising: newsletter/magazine [UBI] | | | \$ 12,000.00 | | | | \$ 12,000.00 | \$ - 0% |
| 433 | Position Advertising: website [UBI] | | | | | | | \$ - | \$ - |
| 434 | Advertising: website banners | | | | | | | \$ - | \$ - |
| 435 | Membership Dues | \$ 32,500.00 | | | | | | \$ 32,500.00 | \$ - 0% |
| 460 | Interest Income | \$ 1,200.00 | \$ 104.77 | | | | | \$ 1,200.00 | \$ 104.77 9% |
| 465 | Miscellaneous Income | \$ - | | | | | | \$ - | \$ - |
| 480 | Expense Reimbursement | \$ 600.00 | | | | | | \$ 600.00 | \$ - 0% |
| 490 | Sponsorships | \$ 61,600.00 | \$ 26,435.00 | | | | | \$ 61,600.00 | \$ 26,435.00 43% |
| 491 | Rebates from National | \$ 13,000.00 | \$ - | | | | | \$ 13,000.00 | \$ - 0% |
| 492 | Royalties | \$ - | | | | | | \$ - | \$ - |
| 495 | Contributions, Gifts and Donations | \$ - | | | | | | \$ - | \$ - |
| 496 | Non-Cash Contributions (Contributed Services) | \$ - | | | | | | \$ - | \$ - |
| 499 | Contributions from Reserve Cash | \$ 55,775.00 | \$ - | | | | | \$ 55,775.00 | \$ - 0% |
| | TOTAL REVENUE | \$ 720,515.00 | \$ 317,938.27 | \$ 12,000.00 | \$ - | | | \$ 732,515.00 | \$ 317,938.27 43% |
| EXPENSES | | | | | | | | | |
| 552 | Delegate Travel | \$ 6,400.00 | \$ 1,539.41 | | | | | \$ 6,400.00 | \$ 1,539.41 24% |
| 553 | Executive Committee Travel | \$ 5,200.00 | \$ 806.06 | | | | | \$ 5,200.00 | \$ 806.06 16% |
| 555 | Other Officer Travel | \$ 2,800.00 | \$ 792.07 | | | | | \$ 2,800.00 | \$ 792.07 28% |
| 563 | Furniture & Equipment < \$1,500 | \$ - | | | | | | \$ - | \$ - |
| 565 | Equipment Repairs & Maintenance | \$ - | | | | | | \$ - | \$ - |
| 575 | Event Insurance | \$ 250.00 | | | | | | \$ 250.00 | \$ - 0% |
| 600 | Facility Costs/Space Rental/Convention Center | \$ 76,600.00 | \$ 17,293.72 | | | | | \$ 76,600.00 | \$ 17,293.72 23% |
| 605 | Audio Visual/Phone/Computer/Office Equipment Rental | \$ 17,850.00 | | | | | | \$ 17,850.00 | \$ - 0% |
| 615 | Food & Beverage | \$ 243,400.00 | \$ 106,189.30 | | | | | \$ 243,400.00 | \$ 106,189.30 44% |
| 620 | Transportation | \$ - | | | | | | \$ - | \$ - |
| 670 | Consultants and SubContractors | \$ 166,040.00 | \$ 46,070.51 | | | | | \$ 166,040.00 | \$ 46,070.51 28% |
| 671 | Advertising Commissions Paid [UBI] | \$ - | | | | | | \$ - | \$ - |
| 675 | Speakers & Trainers | \$ 38,650.00 | \$ 15,000.00 | | | | | \$ 38,650.00 | \$ 15,000.00 39% |
| 680 | Entertainment (bands/comedians/etc...) | \$ 14,000.00 | \$ 4,043.94 | | | | | \$ 14,000.00 | \$ 4,043.94 29% |
| 700 | Office Supplies | \$ 6,300.00 | \$ 1,005.08 | | | | | \$ 6,300.00 | \$ 1,005.08 16% |
| 705 | Dues & Subscriptions | \$ 650.00 | \$ 108.90 | | | | | \$ 650.00 | \$ 108.90 17% |
| 725 | Telephones | \$ - | | | | | | \$ - | \$ - |
| 726 | Copies | \$ 1,800.00 | \$ 9.86 | | | | | \$ 1,800.00 | \$ 9.86 1% |
| 730 | Postage: General Marketing & Membership | \$ 1,100.00 | \$ 63.06 | | | | | \$ 1,100.00 | \$ 63.06 6% |
| 732 | Postage: Magazine, Newsletter [UBI] | \$ - | | | | | | \$ - | \$ - |
| 735 | Flowers/Gifts/Bequests | \$ - | | | | | | \$ - | \$ - |
| 740 | Delivery | \$ - | | | | | | \$ - | \$ - |
| 821 | Advertising | \$ 29,800.00 | \$ 7,536.99 | | | | | \$ 29,800.00 | \$ 7,536.99 25% |
| 831 | Books & Publications | \$ 3,755.00 | \$ 1,221.00 | | | | | \$ 3,755.00 | \$ 1,221.00 |
| 838 | Printing & Production: General Marketing & Membership | \$ 23,270.00 | \$ 6,230.06 | | | | | \$ 23,270.00 | \$ 6,230.06 27% |
| 839 | Printing & Production: Magazine, Newsletter [UBI] | \$ 1,800.00 | | | | | | \$ 1,800.00 | \$ - |
| 841 | Items For Resale | \$ - | | | | | | \$ - | \$ - |
| 851 | Rebates paid to Branches | \$ - | | | | | | \$ - | \$ - |
| 861 | Awards/Door Prizes/Drawings | \$ 30,250.00 | \$ 13,135.80 | | | | | \$ 30,250.00 | \$ 13,135.80 43% |
| 863 | Scholarships to Public Works Professionals (non-students) | \$ 9,350.00 | | | | | | \$ 9,350.00 | \$ - 0% |
| 864 | Scholarships to Students | \$ 22,250.00 | | | | | | \$ 22,250.00 | \$ - 0% |
| 883 | Income Tax Expense | \$ - | | | | | | \$ - | \$ - |
| 890 | Bank Service Charges | \$ 25,000.00 | \$ 12,525.07 | | | | | \$ 25,000.00 | \$ 12,525.07 50% |
| 893 | Unrealized Loss from Investment Accounts | \$ - | | | | | | \$ - | \$ - |
| 895 | Depreciation/Amortization | \$ - | | | | | | \$ - | \$ - |
| 898 | Miscellaneous | \$ 6,000.00 | \$ 501.60 | | | | | \$ 6,000.00 | \$ 501.60 8% |
| 899 | Sponsorship/Contributions to charitable/educational organizations | \$ - | | | | | | \$ - | \$ - |
| 900 | Reimbursable Expenses | \$ - | | | | | | \$ - | \$ - |
| | TOTAL EXPENSES | \$ 732,515.00 | \$ 234,072.43 | \$ - | \$ - | | | \$ 732,515.00 | \$ 234,072.43 32% |

REVENUE OVER (UNDER) EXPENSES \$ 83,865.84

Net Assets, January 1, 2015 \$ 327,305.28
Net Assets, March 31, 2015 \$ 411,171.12
Net Income (Loss) \$ 83,865.84

| Beginning Balance (January 1, 2015) | |
|---|----------------------|
| Account | Balance |
| Bank of America Checking Acct. No. 10229417 | \$ 113,672.43 |
| Bank of America Savings Acct. No. 10229417 | \$ 63,408.26 |
| APWA National Blackrock Fund | \$ 101,304.49 |
| Prepaid Expenses | \$ 1,500.00 |
| Prepaid Spring Conference Expenses | \$ 19,977.85 |
| Prepaid Fall Conference Expenses | \$ 12,516.79 |
| Accounts Receivable | \$ 14,925.46 |
| TOTAL | \$ 327,305.28 |

| Account Summary (March 31, 2015) | |
|---|----------------------|
| Account | Balance |
| Bank of America Checking Acct. No. 10229417 | \$ 229,428.96 |
| Bank of America Savings Acct. No. 10229417 | \$ 63,410.31 |
| APWA National Blackrock Fund | \$ 101,406.97 |
| Prepaid Expenses | \$ 1,000.00 |
| Prepaid Fall Conference Expenses | \$ 12,516.79 |
| Accounts Receivable | \$ 3,408.09 |
| TOTAL | \$ 411,171.12 |

| | |
|-------------------|---------------|
| Beginning Balance | \$ 327,305.28 |
| Current Balance | \$ 411,171.12 |
| Difference | \$ 83,865.84 |

Notes

REVENUE

480 Expense Reimbursement - Stipend from National for Membership Summit in addition to House of Delegates stipend

EXPENSES

605 - Audio Visual/Phone/Computer/Office Equipment Rental -

675 - Speakers & Trainers -

700- Office Supplies - Conference supplies are coded into this acct.

**American Public Works Association
Washington State Chapter
Budget Report
January 1, 2015 to March 31, 2015**



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

Chapter Bylaws – Summary of Executive Committee Approval

Revised bylaws were approved by the Board on January 9, 2015. Thereafter they were submitted to National for review and approval. National reviewed and approved the bylaws with a request that the Chapter revise the section on dissolution of the Chapter.

President Mike Clark and Delegate Tina Nelson conferred and decided to revise the bylaws per National request and send to the Executive Committee for an e-mail vote.

An e-mail was sent to the Executive Board on February 9, 2015, with the revised bylaws and a motion by Tina Nelson to “approve the bylaws with the revision requested by National”, a second was delivered by Kirk Holmes on February 10, 2010. A vote was requested by 5:00 PM on February 13, 2015. The approval of the bylaws passed. Below is a tally of the votes:

| Name | | Date |
|------------------------|-----|-----------|
| Ahmad Qayoumi | Yes | 2/10/2015 |
| Caroline Barlow | Yes | 2/10/2015 |
| Debbie Sullivan | Yes | 2/12/2015 |
| Derek Mayo | Yes | 2/10/2015 |
| Donald Huling | Yes | 2/10/2015 |
| Heath Henderson | Yes | 2/10/2015 |
| Hillary Stibbard | Yes | 2/12/2015 |
| Kirk Holmes | Yes | 2/12/2015 |
| Tina Nelson | Yes | 2/11/2015 |
| Lorelei Williams | Yes | 2/10/2015 |
| Mike Clark | Yes | 2/10/2015 |
| Sandra Pedigo-Marshall | | |
| Scott Egger | Yes | 2/10/2015 |
| Toby Rickman | yes | 2/11/2015 |

The approval to be ratified at the April 1, 2015 Board of Directors Meeting.

Summarized and submitted,
Tina Nelson, Chapter Delegate