



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

BOARD OF DIRECTORS MEETING

December 3, 2015

SNOQUALMIE, WA

9:00 A.M.

Meeting Minutes

Call to Order – Mike Clark

The meeting was called to order by President Mike Clark at 9:23 a.m.

Present:

Mike Clark (President), Kirk Holmes (Vice President), Debbie Sullivan (Secretary), Scott Egger (Treasurer), Tina Nelson (Delegate), Peter DeBoldt (Alternate Delegate), Caroline Barlow, Heath Henderson, Lorelei Williams; Don Huling; John Carpita; Hillary Stibbard.

Absent: Sandra Pedigo-Marshall, Ahmad Qayoumi, Derek Mayo, Toby Rickman

Guests: Ramiro Chavez, Patrick Zellner

Approval of Agenda – Mike Clark

The agenda was reviewed for additions and deletions. There were no changes to the agenda.

A motion to approve the agenda was made by Scott Egger and second by Tina Nelson. The motion was approved unanimously [see attachment 1].

Secretary's Report – Debbie Sullivan

Meeting minutes from the October 28th Board Meeting were distributed electronically prior to the meeting.

A motion to approve the October 28th Board Meeting minutes was made by Tina Nelson and second by Kirk Holmes. 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 Treasurer's 4th Quarter Report. He discussed the following topics.

1. Budget Report for January 1 through November 30, 2015
2. Accomplishments since October 28, 2015
3. Status of the Jack Pittis Scholarship (Black Rock Fund). As of October 30, 2015 = \$101,719.34



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A motion to approve the Treasurer's report was made by Kirk Holmes and second by Don Huling. The motion passed unanimously [see attachment 2].

2016 budget

Scott presented a draft 2016 budget for Board discussion and consideration. Discussion focused on conference revenue/expenses, reserve funds, scholarships, paid speakers, sub-contractors, and consultant fees. Scott encouraged the Board to pass a balanced budget in January rather than relying on reserve funds.

Scott reminded the Board of the January 2015 decision regarding scholarships. At that time the Board decided to fully fund the Jack Pettis scholarship every year but to limit additional scholarships unless enough revenue was raised to cover them.

The following motion was made by Don Huling and second by Kirk Holmes:

Move to remove the two annual \$6,000 Higher Education Scholarships and continue funding the \$10,000 Jack Pettis Scholarship; further all monies raised by the Scholarship Committee will be deposited into the BlackRock Fund until there are sufficient funds to sustain the \$10,000 annual scholarship.

The motion passed unanimously.

Vice President's Report – Kirk Holmes

Kirk Holmes updated the Board regarding the following events:

Lake Chelan Board Meeting and Retreat

Board Meeting: January 20 at 5 pm

Retreat: January 21 – 22

The retreat will be facilitated by Brian Van Norman, Director of Chapter Relations

Committee Summit

February 25, 2016

Issaquah

President's Report – Mike Clark

Mike Clark expressed his gratitude to the Board for the all of the accomplishments made during his presidency including: Project of the Year Awards, highest conference attendees in history of the Chapter, new website, and the transition of the Area Meeting West to the Winter Summit.

Past President's Report – Toby Rickman

No report



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Chapter Liaison's Report – John Carpita

John reported that the news magazine will be coming out soon and will be emailed out by the end of next week. John also discussed that he will be working with Kirk to prepare the new Board Member packets.

Delegate's Report – Tina Nelson

Tina reported that the Council of Chapters is scheduled to meet in February 2016 and that a search committee is starting to receive resumes for the new Executive Director for APWA National.

Board Member Reports

Conference Oversight Committee

Debbie Sullivan distributed the financials (as of November 30) of the Fall Conference. There remain a few outstanding invoices to be paid but the conference is projected to net approximately \$40,000 [see attachment 3].

The Board directed the Committee to eliminate the registration gift and reduce the conference budget by \$12,000.

Old Business

PWX 2019

Debbie Sullivan reported that once the Chapter receives an invitation from National, that she will submit the letter of intent to bid for PWX 2019.

Chapter IAC Liaison

Tina reported that National wants the Chapter to identify a person to serve as the International Affairs Liaison. The responsibilities include participating in a monthly conference call and providing educational ideas. The Chapter President serves in this capacity in lieu of a volunteer. Tina offered to volunteer as the Chapter's point of contact and recruit a volunteer.

UW Student Chapter – Lorelei

Lorelei Williams discussed that student chapters want to be involved in the conferences. Debbie Sullivan will follow up with her to talk about the best way to do this.

RoAdeo Committee

Patrick Zellner reported that the RoAdeo is growing and thanked the Board for their support.

New Business

None

Good of the Order

None



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Future Conferences

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 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

Adjournment

The meeting was adjourned 10:59 AM.

Next Meeting:

January 20, 2015

Lake Chelan at 5:00 pm



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BOARD OF DIRECTORS MEETING

December 3, 2015

SNOQUALMIE, WA

9:00 A.M.

AGENDA

Call to Order – Mike Clark
Welcome/Introduction of Guests

Approval of Agenda – Mike Clark
Additions/Deletions

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

Treasurer's Report – Scott Egger
4th Quarter Report
2016 budget

Vice President's Report – Kirk Holmes

President's Report – Mike Clark

Past President's Report – Toby Rickman

Chapter Liaison's Report – John Carpita

Delegate's Report – Tina Nelson

Board Member Reports

Old Business

- PWX 2019
- Chapter IAC liaison

New Business

Good of the Order



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Future Conferences

Kirk Holmes – 2016

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Scott Egger – 2018

Spring – Vancouver, April 17 - 20, 2018

Fall – Wenatchee, October 2 - 5, 2018

Adjournment

Next Meeting: 12:00 P.M., January 21, 2016, Chelan, WA

2015 Officers

President
Michael D. Clark, PE
Vice President
David Evans Associates



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Vice President

Kirk S. Holmes
Director of EM Services
Perteet

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

October 28, 2015

TREASURER'S REPORT

1. See Attached Chapter Budget Report for January 1 through November 30, 2015
2. Accomplishments since October 28, 2015
 - a. Deposits and transfers accomplished.
 - b. Expenses paid.
 - c. Prepared draft 2016 budget.
3. Status of the Jack Pittis Scholarship (BlackRock Fund):
 - a. As of October 30, 2015 = \$101,719.34

Respectfully Submitted,

Scott Egger
Treasurer

Attachments:

Washington State Chapter Budget Report for January 1 to November 30, 2015
Draft 2016 Budget

**American Public Works Association
Washington State Chapter Annual Budget Report January 1, 2015 to November 30, 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 | \$ 470,870.50 | | | \$ 445,740.00 | \$ 470,870.50 | | 106% |
| 410 | Exhibit Space Sales | \$ 110,000.00 | \$ 146,760.00 | | | \$ 110,000.00 | \$ 146,760.00 | | 133% |
| 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 | \$ 8,282.25 | \$ 12,000.00 | \$ 8,282.25 | | 69% |
| 433 | Position Advertising: website [UBI] | | | | | | | | |
| 434 | Advertising: website banners | | | | | | | | |
| 435 | Membership Dues | \$ 32,500.00 | \$ 21,648.64 | | | \$ 32,500.00 | \$ 21,648.64 | | 67% |
| 460 | Interest Income | \$ 1,200.00 | \$ 426.76 | | | \$ 1,200.00 | \$ 426.76 | | 36% |
| 465 | Miscellaneous Income | | | | | | | | |
| 480 | Expense Reimbursement | \$ 600.00 | \$ 1,700.00 | | | \$ 600.00 | \$ 1,700.00 | | 283% |
| 490 | Sponsorships | \$ 61,600.00 | \$ 54,019.00 | | | \$ 61,600.00 | \$ 54,019.00 | | 88% |
| 491 | Rebates from National | \$ 13,000.00 | \$ 6,986.56 | | | \$ 13,000.00 | \$ 6,986.56 | | 54% |
| 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 | \$ 702,411.46 | \$ 12,000.00 | \$ 8,282.25 | \$ 732,515.00 | \$ 710,693.71 | | 97% |
| EXPENSES | | | | | | | | | |
| 552 | Delegate Travel | \$ 6,400.00 | \$ 5,499.18 | | | \$ 6,400.00 | \$ 5,499.18 | | 86% |
| 553 | Executive Committee Travel | \$ 5,200.00 | \$ 6,588.88 | | | \$ 5,200.00 | \$ 6,588.88 | | 127% |
| 555 | Other Officer Travel | \$ 2,800.00 | \$ 4,193.59 | | | \$ 2,800.00 | \$ 4,193.59 | | 150% |
| 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 | \$ 64,034.22 | | | \$ 76,600.00 | \$ 64,034.22 | | 84% |
| 605 | Audio Visual/Phone/Computer/Office Equipment Rental | \$ 17,850.00 | \$ 15,412.56 | | | \$ 17,850.00 | \$ 15,412.56 | | 86% |
| 615 | Food & Beverage | \$ 243,400.00 | \$ 277,236.68 | | | \$ 243,400.00 | \$ 277,236.68 | | 114% |
| 620 | Transportation | | | | | | | | |
| 670 | Consultants and SubContractors | \$ 166,040.00 | \$ 181,596.39 | | | \$ 166,040.00 | \$ 181,596.39 | | 109% |
| 671 | Advertising Commissions Paid [UBI] | | | | | | | | |
| 675 | Speakers & Trainers | \$ 38,650.00 | \$ 28,476.46 | | | \$ 38,650.00 | \$ 28,476.46 | | 74% |
| 680 | Entertainment (bands/comedians/etc...) | \$ 14,000.00 | \$ 6,293.17 | | | \$ 14,000.00 | \$ 6,293.17 | | 45% |
| 700 | Office Supplies | \$ 6,500.00 | \$ 4,330.81 | | | \$ 6,500.00 | \$ 4,330.81 | | 69% |
| 705 | Dues & Subscriptions | \$ 650.00 | \$ 1,161.03 | | | \$ 650.00 | \$ 1,161.03 | | 179% |
| 725 | Telephones | | | | | | | | |
| 726 | Copies | \$ 1,800.00 | \$ 2,719.99 | | | \$ 1,800.00 | \$ 2,719.99 | | 151% |
| 730 | Postage: General Marketing & Membership | \$ 1,100.00 | \$ 821.97 | | | \$ 1,100.00 | \$ 821.97 | | 75% |
| 732 | Postage: Magazine, Newsletter [UBI] | | | | | | | | |
| 735 | Flowers/Gifts/Bequests | | \$ 106.30 | | | | \$ 106.30 | | |
| 740 | Delivery | | | | | | | | |
| 821 | Advertising | \$ 29,800.00 | \$ 14,921.57 | | | \$ 29,800.00 | \$ 14,921.57 | | 50% |
| 831 | Books & Publications | \$ 3,755.00 | \$ 3,231.40 | | | \$ 3,755.00 | \$ 3,231.40 | | |
| 838 | Printing & Production: General Marketing & Membership | \$ 23,270.00 | \$ 16,926.78 | | | \$ 23,270.00 | \$ 16,926.78 | | 73% |
| 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 | \$ 48,106.80 | | | \$ 30,250.00 | \$ 48,106.80 | | 159% |
| 863 | Scholarships to Public Works Professionals (non-students) | \$ 9,350.00 | | | | \$ 9,350.00 | | | 0% |
| 864 | Scholarships to Students | \$ 22,250.00 | \$ 22,000.00 | | | \$ 22,250.00 | \$ 22,000.00 | | 99% |
| 883 | Income Tax Expense | \$ 3,000.00 | | | | \$ 3,000.00 | | | |
| 890 | Bank Service Charges | \$ 25,000.00 | \$ 26,557.60 | | | \$ 25,000.00 | \$ 26,557.60 | | 106% |
| 893 | Unrealized Loss from Investment Accounts | | | | | | | | |
| 895 | Depreciation/Amortization | | | | | | | | |
| 898 | Miscellaneous | \$ 3,000.00 | \$ 2,249.09 | | | \$ 3,000.00 | \$ 2,249.09 | | 75% |
| 899 | Sponsorship/Contributions to charitable/educational organizations | | | | | | | | |
| 900 | Reimbursable Expenses | | | | | | | | |
| | TOTAL EXPENSES | \$ 732,515.00 | \$ 732,464.47 | \$ - | \$ - | \$ 732,515.00 | \$ 732,464.47 | | 100% |

REVENUE OVER (UNDER) EXPENSES \$ (21,770.76)

Net Assets, January 1, 2015 \$ 327,305.28
 Net Assets, November 30, 2015 \$ 305,534.52
 Net Income (Loss) \$ (21,770.76)

| 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 (November 30, 2015) | |
|---|----------------------|
| Account | Balance |
| Bank of America Checking Acct. No. 10229417 | \$ 126,747.30 |
| Bank of America Savings Acct. No. 10229417 | \$ 63,418.83 |
| APWA National Blackrock Fund | \$ 101,719.34 |
| Accounts Receivable | \$ 749.05 |
| Prepaid Expenses | \$ 1,000.00 |
| Prepaid Spring Conference Expenses | \$ 9,900.00 |
| Prepaid Fall Conference Expenses | \$ 2,000.00 |
| Accounts Payable | \$ - |
| TOTAL | \$ 305,534.52 |

| | |
|-------------------|----------------|
| Beginning Balance | \$ 327,305.28 |
| Current Balance | \$ 305,534.52 |
| Difference | \$ (21,770.76) |

| 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 |
| No More Boing Meeting - 2016 Spring Conference 6/26/15 CK# 2818 | 1,750.00 |
| North40 Productions - 2016 Spring Conference 10/23/15 CK# 2889 | 5,325.00 |
| North40 Productions - 2016 Spring Conference 11/09/15 CK# 2906 | 2,825.00 |

**American Public Works Association
Washington State Chapter
Budget Report
January 1, 2015 to November 30, 2015**

AMERICAN PUBLIC WORKS - WASHINGTON STATE CHAPTER
2015 Fall Conference Revenues versus Expenses - DRAFT as of November 30, 2015
Yakima Convention Center

| | Budget | Actual | % Budget | Attendance |
|---|----------------|----------------|---------------|--|
| REVENUES | | | | |
| Conference Registration/Meals | 160,000 | 176,980 | 110.6% | 476 Conference Attendees |
| Exhibitors Registration/Meals | 55,000 | 68,735 | 125.0% | 57 RoAdeo Participants |
| Conference Sponsorships | 28,000 | 22,900 | 81.8% | 100 Exhibitors |
| Conference Golf Registration | 10,000 | 11,306 | 113.1% | 121 Golfers |
| | | | | 40 Pre-Conf. Workshop - Emergency Mgt. |
| | | | | 8 Pre-Conf. Workshop - Fleet |
| Total Revenues | 253,000 | 279,921 | 110.6% | |
| EXPENSES | | | | |
| Facility Costs/Space Rental/Convention Ctr | 15,500 | 21,751 | 140.3% | |
| Audio Visual Equipment Rental | 8,000 | 6,727 | 84.1% | |
| Food & Beverage | 92,500 | 126,223 | 136.5% | |
| Professional Consultants (web/etc...) | 12,000 | 13,267 | 110.6% | |
| Subcontractor Fees (conference Planning) | 25,000 | 25,987 | 103.9% | |
| Speakers & Trainers | 10,000 | 8,500 | 85.0% | |
| Entertainment (bands/comedians/etc...) | 10,000 | 1,800 | 18.0% | |
| Conference Supplies (badges/ribbons/etc...) | 3,500 | 1,995 | 57.0% | |
| Advertising/Marketing | 17,200 | 60 | 0.3% | |
| Printing & Production (brochures/ect...) | 10,000 | 3,441 | 34.4% | |
| Door Prizes/Drawings | 15,000 | 22,777 | 151.8% | |
| Credit Card Processing Fee | 9,000 | 8,006 | 89.0% | |
| Miscellaneous | 1,000 | 197 | 19.7% | |
| Total Expenses | 228,700 | 240,730 | 105.3% | |
| EXCESS REVENUES (EXPENSES) | 24 ,300 | 39 ,191 | | |