



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 11, 2015  
Wildhorse Windfarm, Ellensburg**

**Meeting Minutes**

**Call to Order**

The meeting was called to order by President Mike Clark at 9:12 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; Heath Henderson; Lorelei Williams, Don Huling, John Carpita, Sandra Pedigo-Marshall, Derek Mayo, Ahmad Qayoumi, Hillary Stibbard

Absent: John Carpita

Guests: Cathy McKay

**Approval of Agenda**

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

1. New Business: APWA participation in Debris and Public Assistance Program Summit– Kirk Holmes

A motion to approve the modified amend the modified agenda was made by Derek Mayo and second by Tina Nelson. The motion was approved unanimously. **[see attachment 1]**

**Secretary's Report – Debbie Sullivan**

Meeting minutes from the April 1<sup>st</sup> Board Meeting and April 3<sup>rd</sup> General Chapter Meeting were distributed electronically prior to the meeting. The April 3<sup>rd</sup> General Chapter Meeting minutes will be reviewed and approved at the next General Chapter Meeting scheduled for October 30, 2015 as part of the Fall Conference.

A motion to approve the April 1<sup>st</sup> Board Meeting minutes was made by Scott Egger and second by Don Huling. 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 2<sup>nd</sup> Quarter Report. He discussed the following topics:

1. Chapter Budget Report for January 1 through May 31, 2015
2. 2014 Financial Reporting Package to APWA National on April 7, 2015

3. Status of the Jack Pittis Scholarship (BlackRock Fund). As of May 31, 2015 - \$105,967.46

A motion to approve the Treasurer's report was made by Kirk Holmes and second by Tina Nelson. The motion passed unanimously. [see attachment no. 2]

### **Vice President's Report - Kirk Holmes**

Kirk Holmes asked Tina Nelson to update the Board on the dinner event being planned for Region IX members attending National Congress. Tina reported that people attending the National Congress can sign up on the Washington State website. Sponsorships are currently being requested to help defray the cost for attendees. An email will be sent to all Chapter members advertising the dinner and the sponsorship opportunity.

### **President's Report - Mike Clark**

Mike highlighted the following items:

- **Spring Conference.** It was a tremendous success and thank you went out to the entire Board, Conference Planning Committee, and volunteers.
- **Fall conference.**
  - a. Planning is underway. Committee has received 80 submittals for technical sessions. Five tracks will be offered during the conference.
  - b. Session recommendations will be sent out to the Committee Chairs before the finalizing the program.
  - c. Vendors who want to sell a product will be offered a room and given an opportunity.
  - d. Pre-conference workshops are being finalized. One will be focused on Cascadia Rising; details on the second one are being worked out.
  - e. Thursday lunch will be an outdoor BBQ and be combined with the RoAdeo.
  - f. Entertainment for the vendor social will be a casino night with a Halloween theme. Tina recommends communicating the theme early to attendees.
- **Individual Awards.** Deadline is July 15. Please send nominations to Heath or Patrick. The Board asked if Josh (MRSC) would send out a reminder to Chapter Members.
- **Area Meeting East.** Thank you to Kirk for setting up the Area Meeting East and encouraged everyone to attend the tour following the Board meeting.

### **Past Presidents' Report - Toby Rickman**

Pace Award

1. 2014 Chapter activities have been submitted to Melissa Quezada so she can prepare and submit the PACE application to National. Will hear from National within the next month if the Chapter receives the award. Criteria for future Pace Awards are coming. Toby recommends continuing to use Melissa next year based on the quality of her work and experience in preparing the application.

Toby presented the following individuals for consideration for the upcoming Chapter elections:

1. Treasurer: Lorelei Williams and Caroline Barlow
2. Board Members: Cathy McKay, Jim Rioux, Kiva Lints, Don Bitterman, Patrick Skillings,

New by-laws allow the Chapter to do electronic voting. The Chapter is not required to do paper ballots. It was asked if we could use Survey Monkey rather than using the National Website because

usernames and passwords could be a barrier to participation.

Scott Egger asked about the nomination process for National Committees. It was clarified that people can self-nominate or be nominated by the Chapter to a National Committee. Discussion followed on how to recommend and encourage appointments to National Committee. An idea was pitched for the Board to recommend people who are active in the Chapter but unsuccessful in becoming a Board Member or Executive Officer to nominate them to a National Committee.

Mike will acknowledge recent assignments and encourage people to apply in the future. Mike will add this topic to the October Board Meeting.

### **Chapter Liaison's Report – Mike Clark for John Carpita**

Mike gave the following report on John Carpita's behalf:

- Membership is down. The Board recommended inviting the membership committee to present to the Board at the Fall Conference. The Board speculated that membership may be decreasing due to retirement. The following ideas were discussed:
  - a. Focus on young professionals.
  - b. Highlight the value of cost-effective networking to the private sector
  - c. Focus on selling our resources. People may be taking advantage of our resources but not becoming members. Forward to Marketing Committee to turn PACE Award into a marketing piece to showcase the value of APWA.

### **Delegate's Report - Tina Nelson**

Tina Nelson reported on three recent appointments to National Committees.

1. Caroline Barlow, PW Public Works Project Year of the Awards Committee and Diversity
2. Lauren Behm, PW Public Works Project of the Year Awards Committee

Tina also announced that Peter King resigned as Executive Director and is taking a position as the Executive Director for the Association of Washington Cities. He will transition in mid-July.

Tina solicited ideas from the Board as to whether or not she should pass on the monthly talking points or to summarize them. The Board agreed that they would like her to forward the notes as she receives them.

Tina is hosting the Chapter Leaders session at Congress and will facilitate conversations around key topics.

### **Board Member Reports**

**Conference Committee.** Debbie Sullivan presented the results of an after action review of the Spring Conference and the final revenue and expense report. The Spring Conference net approximately \$30,000 [see attachment 3]

**Asset Management Committee.** Toby Rickman reported that the committee will be hosting a sold-out workshop on June 24<sup>th</sup> in Puyallup. CityWorks is sponsoring the workshop for \$250.

**Fleet Committee.** Heath Henderson reported that the committee wants to involve fleet technicians. The committee will be hosting an on-line competition in July and August. The top 10 will advance to the Fall Conference.

**Young Professionals.** Don Huling reported that 53 people attended the Mariners Game. He also reported that 35-40 people participated in the basketball tournament at the Spring Conference and

they're planning on another tournament at the Fall Conference in October.

**Government Affairs Committee.** Scott Egger reported that the legislature is not appropriating new money for projects and that a transportation package will not move forward until education funding is resolved.

## Old Business

### “Our Heroes Wear Dirt” – Mike Clark

Mike led a discussion on the “Our Heroes Wear Dirt” trademark and how it should be used by the Chapter. Following is a summary of the discussion:

- Trademark is being filed for “Our Heroes Wear Dirt”. Anticipate it will be official in approximately 6 months.
- Brand with APWA Washington
- Ask Maintenance Committee for recommendation on how to use it.
- Board can provide parameters to Maintenance Committee on how to market and use.
- Can Lilt help brand Our Heroes Wear Dirt?

Action:

Ask Marketing Committee to work with Lilt on branding.

Sandra will work with Maintenance Committee on defining use and making recommendation to the Board.

### Chapter Website Update – Cathy McKay

Cathy McKay presented an implementation strategy for designing and launching the Chapter's new website [see attachment 4]. The goal is to go 'live' at the Fall Conference in October. National will build the shell and the Committee will populate the content. The current site has 9,800 pages and Cathy's recommendation is to archive the majority of it. Lilt will reach out to committees to determine what can and cannot be archived.

Action:

Marketing Committee will develop a recommendation regarding roles and responsibilities to manage and update content. The recommendation will be presented to the Board to review and approve.

## New Business

**Area Meeting West.** The Executive Board, Diana Badowski (Marketing Committee), and Lisa Haynie have been meeting to develop and a new format for the Area Meeting West. The annual meeting is held in December. Debbie Sullivan presented a new concept and a new location. She discussed changing the title to *APWA Winter Summit: A Regional Education and Networking Event*. She received feedback from the Board to incorporate into the new program.

**Inspector's Workshop Guidebook Update.** Mike Clark discussed the need to update the Inspector's Workshop Guidebook in time to plan for the February training. Mike requested \$4,750 to contract with Sam Yaghmaie to complete this work.

A motion to approve \$4,900 to update the Guidebook was made by Tina Nelson and second by Heath Henderson. The motion passed unanimously.

The Contract with Craig Kelman and Associates was discussed. The contract must be submitted to National for review before it is finalized.

## **Good of the Order**

### **Future Conferences**

#### **Mike Clark – 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 3 - 6, 2017

#### **Scott Egger – 2018**

Spring – Vancouver, April 17 - 20, October 2018

Fall – Wenatchee, October 2 - 5, 2018

### **Adjournment**

Meeting adjourned at 11:53 a.m.

### **Next Meeting**

Wednesday, October 28th at 8:00 a.m.

Yakima, WA



**BOARD OF DIRECTORS MEETING**

**June 11, 2015**

**WILDHORSE WINDFARM**

**ELLENSBURG, 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 January Board Meeting

Minutes from General Session for Revisions to Bylaws

**Treasurer's Report** – Scott Egger

2<sup>nd</sup> Quarter Report

**Vice President's Report** – Kirk Holmes

Congress Dinner

**President's Report** – Mike Clark

**Past President's Report** – Toby Rickman

PACE Award Status

Nominating Committee Final Ballot

**Chapter Liaison's Report** – John Carpita

**Delegate's Report** – Tina Nelson

**Board Member Reports**

**Old Business**

“Our Heroes Wear Dirt” trademark and guidelines for general use by Chapter

Chapter Website Update – Cathy Mckay

**New Business**

Area Meeting West – Debbie Sullivan

Inspector's Workshop Guide Book Update – Sam Yaghmaie



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

## **Good of the Order**

### **Future Conferences**

#### Mike Clark – 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 3 - 6, 2017

#### Scott Egger – 2018

Spring – Vancouver, April 17 - 20, 2018

Fall – Wenatchee, October 2 - 5, 2018

## **Adjournment**

Next Meeting: 7:00 a.m., October 28, 2015, Yakima Convention Center, Yakima, WA

[Go back to minutes](#)

**2015 Officers**  
**President**  
**Michael D. Clark, PE**  
Vice President  
David Evans Associates



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

[Go back to minutes](#)

June 11, 2015

## TREASURER'S REPORT

**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

1. See Attached Chapter Budget Report for January 1 through May 31, 2015
2. Accomplishments since April 1, 2015
  - a. Submitted the 2014 Financial Reporting Package for APWA-WA to APWA National on April 7, 2015. Documents submitted included:
    - i. Statement of Financial Position
    - ii. Statement of Activities
    - iii. IRS Schedule B
    - iv. IRS Schedule C
    - v. IRS Schedule I
    - vi. Income Tax Worksheet
    - vii. Bank Statements
    - viii. Audit Checklits
  - b. Deposits and transfers accomplished.
  - c. Expenses paid.
3. Status of the Jack Pittis Scholarship (BlackRock Fund):
  - a. As of May 31, 2015 = \$105,967.46

Respectfully Submitted,

Scott Egger  
Treasurer

### Attachments:

Washington State Chapter Budget Report for January 1 to May 31, 2015  
2015 Spring Conference Budget update



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

Acct#	Description	REVENUE		EXPENSES		Budgeted	Expended	Budgeted	Expended	Budgeted	Expended	Budgeted	Expended
		Budgeted	Received	Budgeted	Received								
400	Unrecovered Gain from Investment Accounts												
405	Registration Fees	\$ 445,740.00	\$ 277,704.50	\$ -	\$ -	\$ 445,740.00	\$ 277,704.50	62%					
410	Exhibit Space Sales	\$ 110,000.00	\$ 78,395.00	\$ -	\$ -	\$ 110,000.00	\$ 78,395.00	71%					
420	Publisher Sales	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	\$ -	0%					
423	Product Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%					
431	Advertising: print, or e-zine (UBI)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%					
432	Position Advertising: newsletter/magazine (UBI)	\$ -	\$ -	\$ 12,000.00	\$ -	\$ 12,000.00	\$ -	0%					
433	Position Advertising: website (UBI)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%					
434	Advertising: website banners	\$ 32,500.00	\$ 8,938.62	\$ -	\$ -	\$ 32,500.00	\$ 8,938.62	28%					
460	Interest Income	\$ 1,200.00	\$ 4,668.56	\$ -	\$ -	\$ 1,200.00	\$ 4,668.56	389%					
465	Miscellaneous Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%					
480	Expense Reimbursement	\$ 600.00	\$ 1,200.00	\$ -	\$ -	\$ 600.00	\$ 1,200.00	200%					
490	Sponsorships	\$ 61,600.00	\$ 28,742.00	\$ -	\$ -	\$ 61,600.00	\$ 28,742.00	47%					
491	Rebates from National	\$ 13,000.00	\$ -	\$ -	\$ -	\$ 13,000.00	\$ -	0%					
492	Royalties	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%					
495	Contributions, Gifts and Donations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%					
496	Non-Cash Contributions (Contributed Services)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%					
499	Contributions from Reserve Cash	\$ 55,775.00	\$ 399,648.68	\$ 12,000.00	\$ -	\$ 732,515.00	\$ 399,648.68	55%					
<b>TOTAL REVENUE</b>		<b>\$ 720,515.00</b>	<b>\$ 399,648.68</b>	<b>\$ 12,000.00</b>	<b>\$ -</b>	<b>\$ 732,515.00</b>	<b>\$ 399,648.68</b>	<b>55%</b>					

Acct#	Description	REVENUE		EXPENSES		Budgeted	Expended	Budgeted	Expended	Budgeted	Expended	Budgeted	Expended
		Budgeted	Received	Budgeted	Received								
532	Delegate Travel	\$ 6,400.00	\$ 1,539.41	\$ -	\$ -	\$ 6,400.00	\$ 1,539.41	24%					
533	Executive Committee Travel	\$ 5,200.00	\$ 806.06	\$ -	\$ -	\$ 5,200.00	\$ 806.06	16%					
535	Other Office Travel	\$ 2,800.00	\$ 792.07	\$ -	\$ -	\$ 2,800.00	\$ 792.07	28%					
545	Furniture & Equipment <\$1,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%					
546	Equipment Repairs & Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%					
575	Event Insurance	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	\$ -	0%					
600	Facility Costs/Space Rental/Convention Center	\$ 76,600.00	\$ 46,201.19	\$ -	\$ -	\$ 76,600.00	\$ 46,201.19	60%					
605	Audio Visual/Phone/Computer/Office Equipment Rental	\$ 17,850.00	\$ 8,685.22	\$ -	\$ -	\$ 17,850.00	\$ 8,685.22	49%					
615	Food & Beverage	\$ 243,400.00	\$ 131,288.28	\$ -	\$ -	\$ 243,400.00	\$ 131,288.28	54%					
620	Transportation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%					
670	Consultants and Sub-Contractors	\$ 166,040.00	\$ 97,221.37	\$ -	\$ -	\$ 166,040.00	\$ 97,221.37	59%					
671	Advertising Commissions Paid (UBI)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%					
675	Speakers & Trainers	\$ 38,650.00	\$ 21,250.00	\$ -	\$ -	\$ 38,650.00	\$ 21,250.00	55%					
680	Entertainment (bands/comedians/etc. .)	\$ 14,000.00	\$ 5,393.17	\$ -	\$ -	\$ 14,000.00	\$ 5,393.17	39%					
700	Office Supplies	\$ 6,300.00	\$ 1,342.36	\$ -	\$ -	\$ 6,300.00	\$ 1,342.36	21%					
705	Dues & Subscriptions	\$ 650.00	\$ 406.85	\$ -	\$ -	\$ 650.00	\$ 406.85	63%					
725	Telephones	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%					
726	Copies	\$ 1,800.00	\$ 9.86	\$ -	\$ -	\$ 1,800.00	\$ 9.86	1%					
730	Postage: General Marketing & Membership	\$ 1,100.00	\$ 125.94	\$ -	\$ -	\$ 1,100.00	\$ 125.94	11%					
732	Postage: Magazine, Newsletter (UBI)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%					
740	Deliveries	\$ -	\$ 106.30	\$ -	\$ -	\$ -	\$ 106.30	0%					
821	Books & Publications	\$ 29,800.00	\$ 7,596.57	\$ -	\$ -	\$ 29,800.00	\$ 7,596.57	25%					
831	Books & Publications	\$ 3,755.00	\$ 2,059.40	\$ -	\$ -	\$ 3,755.00	\$ 2,059.40	55%					
838	Printing & Production: General Marketing & Membership	\$ 23,270.00	\$ 7,803.16	\$ -	\$ -	\$ 23,270.00	\$ 7,803.16	34%					
839	Printing & Production: Magazine, Newsletter (UBI)	\$ 1,800.00	\$ -	\$ -	\$ -	\$ 1,800.00	\$ -	0%					
841	Rebates paid to Branches	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%					
851	Award/Dues/Pricing/Drawings	\$ 30,250.00	\$ 33,698.49	\$ -	\$ -	\$ 30,250.00	\$ 33,698.49	111%					
863	Scholarship to Public Works Professionals (non-student)	\$ 9,350.00	\$ -	\$ -	\$ -	\$ 9,350.00	\$ -	0%					
864	Scholarship to Student	\$ 22,250.00	\$ -	\$ -	\$ -	\$ 22,250.00	\$ -	0%					
883	Income Tax Expense	\$ 3,000.00	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	0%					
890	Bank Service Charges	\$ 25,000.00	\$ 15,268.84	\$ -	\$ -	\$ 25,000.00	\$ 15,268.84	61%					
893	Unrecovered Loss from Investment Accounts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%					
895	Depreciation/Amortization	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%					
898	Miscellaneous	\$ 3,000.00	\$ 881.04	\$ -	\$ -	\$ 3,000.00	\$ 881.04	29%					
899	Sponsorship/Contributions to charitable/educational organizations	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%					
900	Reimbursable Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%					
<b>TOTAL EXPENSES</b>		<b>\$ 732,515.00</b>	<b>\$ 382,475.58</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 732,515.00</b>	<b>\$ 382,475.58</b>	<b>52%</b>					

**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	\$ 19,877.85
Prepaid Fall Conference Expenses	\$ 12,516.79
Accounts Receivable	\$ 14,925.46
<b>TOTAL</b>	<b>\$ 327,305.28</b>

**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
<b>TOTAL</b>	<b>\$ 344,478.38</b>

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

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

**REVENUE**  
 605 - Audio Visual/Phone/Computer/Office Equipment Rental -  
 675 - Speakers & Trainers -  
 700 - Office Supplies - Conference supplies are coded into this acct

## **SPRING CONFERENCE AFTER ACTION REVIEW AGENDA**

April 24, 2015

**Attendees :** Mike Clark, Kirk Holmes, Debbie Sullivan, Scott Egger, Ruta Jones, Bill Holladay (phone), Cathy McKay, Dan Wesley, John Carpita, Thanh Jeffers, Jon Davies, Kelly Robinson, Erin Ingersoll, Lisa Haynie

### **Below is a list of actions**

1. Golf
  - a. Bill will work with Erin to promote the golf tournament
  - b. Purchase a roaming trophy
  - c. "Green" jacket
  - d. Dan will reach out to vendors for potential sponsors
  - e. Participation goal is 75 – 100 players
2. Board Welcome Social
  - a. Continue with convenient, off-site restaurant/bar
  - b. Conference will purchase 1 drink ticket
  - c. Board members will distribute drink tickets at the door
  - d. **Someone (?)** will recommend a location for Yakima
3. Exhibitors
  - a. Provide volunteers from host committee to help with social
  - b. Review the times for set-up and tear down
  - c. Add an hour break on Thursday afternoon to give time for drawings
  - d. Attendees Choice Award did not work
  - e. Add information table on Exhibitor Floor
4. Project of the Year Banquet
  - a. Ensure poster boards are produced and displayed
  - b. Set-up area with a backdrop and APWA banner for photos
  - c. Assign two photographers
5. Conference Video
  - a. Continue doing video at each conference but find a less expensive way to produce it.
6. Pricing
  - a. Add a \$50 non-member price for registration (does not apply to Exhibitors)
  - b. Increase early-bird registration to \$395

- c. Increase all other prices by \$50 (does this include the one-day price?)
- d. No price change for Exhibitors

7. Conference App

- a. Roll-out conference app at 2016 Spring conference
- b. Develop transition plan

8. Bookstore

- a. Provide extra logo wear and registration gifts to Diversity Committee.  
Proceeds will go to the Scholarship Fund.

Next Meeting:

Date: June 11

Time: Immediately following the Board Meeting

Location: Ellensburg

**AMERICAN PUBLIC WORKS - WASHINGTON STATE CHAPTER****2015 Spring Conference Revenues versus Expenses****Tacoma Convention Center**

	<u>Budget</u>	<u>Actual</u>	<u>% Budget</u>
<b>REVENUES</b>			
Conference Registration/Meals	168,000	175,213	104.3%
Exhibitors Registration/Meals	55,000	77,475	140.9%
Conference Sponsorships	25,000	26,185	104.7%
Conference Golf Registration	10,000	7,071	70.7%
<b>Total Revenues</b>	<b>258,000</b>	<b>285,944</b>	<b>110.8%</b>
<b>EXPENSES</b>			
Facility Costs/Space Rental/Convention Ctr	60,000	43,308	72.2%
Audio Visual Equipment Rental	8,000	8,685	-
Food & Beverage	105,000	104,047	99.1%
Professional Consultants (web/etc...)	18,000	18,197	101.1%
Subcontractor Fees (conference Planning)	25,000	30,366	121.5%
Speakers & Trainers	8,300	8,000	96.4%
Entertainment (bands/comedians/etc...)	3,500	4,493	-
Conference Supplies (badges/ribbons/etc...)	2,500	722	28.9%
Advertising/Marketing	12,325	7,325	-
Printing & Production (brochures/ect...)	4,500	3,119	-
Door Prizes/Drawings	10,000	12,901	129.0%
Credit Card Processing Fee	10,000	11,141	111.4%
Miscellaneous	1,500	50	-
<b>Total Expenses</b>	<b>268,625</b>	<b>252,354</b>	<b>93.9%</b>
<b>EXCESS REVENUES (EXPENSES)</b>	<b>(10,625)</b>	<b>33,589</b>	

[Go back to minutes](#)

# Website Design Implementation

[Sign In](#)

[News](#)   [Events](#)   [Committees](#)   [Awards](#)   [Membership](#)   [Training/ Resources](#)   [About](#)   [Contact Us](#)

**June**      **July**      **August**      **September**      **October**

Complete Onboarding form to Nationals      Nationals Completes Template Shell      August 16th Deadline for Content to Lilt      Nationals Go-Live Complete      APWA WA Chapter Page Go-live

Main Menu Navigation      Website Committee assigns content to redevelopment to specific groups      Lilt will populate

Social Media Links

**New site is NOT live**  
**Current APWA site still active.**

**Question:**  
Announce Launch at Fall Conference October 28th Lunch time

**Question:**  
Do we want National Events to Show on Home Page

**Board**  
**Membership**  
**Marketing**  
**Awards**  
**Etc.**

Testing and continuation of content population

MRSC to Archive Old Site

**Question:**  
Verify we are keeping www.apwa-wa.org with a redirect      **Active Committees will be responsible for their pages**  
**Admin rights will be assigned**

[Go back to minutes](#)

[Go back to minutes](#)

