



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

GENERAL CHAPTER MEETING
April 3, 2015
TACOMA CONVENTION CENTER
Tacoma, WA

MEETING MINUTES

Call to Order

Mike Clark, President called the meeting to order at 8:00 a.m.

Agenda

The agenda was reviewed for additions and deletions. A motion to approve the agenda was made by Kirk Holmes and seconded by Peter DeBoldt. The motion was approved unanimously.

Secretary's Report

Debbie Sullivan reported that the meeting minutes from the last General Chapter Meeting were unavailable. She will distribute for review and approval before the next General Chapter Meeting scheduled during the Fall Conference.

Debbie also reported on the Thursday, April 2nd General Session vote to approve the amended Bylaws. 216 Washington State APWA members were in attendance. A motion was made by Toby Rickman and seconded by Scott Egger to approve the Bylaws. The motion passed -- 197 ayes and 2 nays. [\[see attachment 1\]](#) [\[see attachment 2\]](#)

Treasurer's Report

Scott Egger presented the Treasurer's Report and reviewed the balance to-date of all the funds. [\[see attachment 3\]](#)

Vice President's Report

Kirk Holmes briefed the group on the Committee Summit.

President's Report

Mike Clark acknowledged the success of the conference and thanked everyone who was involved with the planning and execution of the conference. He presented Kelly Robinson with a small gift and card for her service to the chapter in working with the Exhibitors.

Chapter Liaison's Report

John Carpita asked for articles for the upcoming APWA magazine. He also announced that Taira Anderson at MRSC will be our point of contact rather than Josh Mahar. This transition will occur in mid-May.

Delegate's Report

Tina Nelson described a new Best Practices and Mentoring book being produced by National. Tina will be circulating it to Board Members and Committee Chairs asking for their contributions. She also announced that Congress will be in Phoenix this year from August 30 – September 2 and

pitched the Region 9 Chapter Dinner.

Committee Reports

Technical Committees

1. **Construction Management.** No report
2. **CM Contract Admin (CASC).** Workshops are scheduled in May. The Committee is looking for suggestions for workshop topics.
3. **Construction Standards Division 1 and 5.** Focus is on HMA and material, ATB specs, and Recycle Specs. Other topics include: 8 new GSPs, DBE goals, erosion control – lump sum and transferring the permit to the contractor. The committee has two new members and they are discussing succession planning.
4. **Construction Standards Division 7.** No report.
5. **Security/Emergency Management.** Collaborating with the Construction Management Committee. Kirk Holmes and Peter DeBoldt are participating in the Cascadia Rising event scheduled for June 26th. A planning meeting is being held on April 17th to focus on Transportation for this event.
6. **Transportation.** Asked if the Committee could review the Conference Technical sessions focused on Transportation before they are finalized for the Conference. This was brought up at the Committee Summit as well. Debbie Sullivan forwarded this request to Jon Davies and Meeting Visions to implement.
7. **Fleet Management.** A pre-conference workshop is being planned with PFMA for the Fall Conference. They are also including a technical challenge and training sessions for the Fall Conference.
8. **MPAC.** No report.
9. **Maintenance Committee.** Combining with the Fleet and Maintenance School sub-committees to work on developing the Track 5 technical sessions for the Fall Conference. The request for volunteers at the Spring Conference brought in 12 people; however they still need additional help. The committee is seeing more interest from local agencies.
10. **Stormwater Committee.** No report.
11. **Environment and Sustainability.** No report.
12. **Technology Solutions.** Technology Solutions coordinated the Lean Pre-Conference Workshop and they are considering a Fall Technical Session to focus on more detail regarding process improvement. Actively pursuing bringing drones to the Fall Conference.
13. **Wastewater.** Working on Cities and Counties and CSOs.
14. **PreFOG.** No report.

Organizational Committees

1. **Awards.** Successful awards banquet. The committee is evaluating the scoring criteria and may propose additional criteria. Patrick announced the Richard G. Andrews award and asked for nominations for the individual awards that will be given at the Fall Conference.
2. **Scholarship.** The committee is in the active application phase. It will be open until the end of April. They are hoping to receive more applications. In regard to fund raising, they are no longer doing the silent auction or the wine/beer tasting. They are re-tooling and reinventing themselves. They are partnering with other Committees to help with fundraising – Emerging Professionals, Diversity Committee, and Golf. They are also working with the

Marketing Committee.

3. **Student Outreach – College.** Working with Bates Technical College. 12 students came to the Conference, including 2 from Everett College. Working on getting student chapters started on campus. Participating in a career fair at University of Washington.
4. **Student Outreach – K-12/Organizational Partnerships.** There is alignment between the Student Outreach and Organizational Partnerships committees. PSEC, which is one of the professional organizations that we partner with, provides education opportunities for K-12 as well as colleges. Our committees took the APWA booth to the Museum of Flight for the PSEC Engineering Fair in April. Announced that a new stormwater display is available for check-out for use at different outreach events. Will work with the marketing committee to see if we can get a check-out up on the website. Both WTS and ITE distributed our Spring Conference Flyer to their members and WTS had a table in the lobby. The committee needs more volunteers.
5. **Government Affairs.** Currently the committee is managing the pace of the legislative session. They want to start being pro-active rather than reactive. Focus will be on developing relationships with legislators and their staff. They are working with the Marketing Committee. They are also reviewing their charter and working on succession planning.
6. **Membership.** The committee is evaluating the most recent data and will develop recommendations for maintaining members and attracting new members. One idea includes member, non-member pricing for conferences and training.
7. **Marketing.** No report.
8. **Emerging Professionals.** No report.
9. **Diversity.** The committee raised \$570 selling T-shirts at the Spring Conference. They will give \$420 to the scholarship committee.
10. **Washington State History.** The committee is working on a presentation for the Fall Conference.

Event Planning Committees

1. **Conference Oversight.** The committee will hold an After Action Review of the Spring Conference on April 24. Meeting Visions will ensure that CEUs are available for all future conferences. The next conference is in Yakima from October 26 – 30.
2. **Area Meeting East.** Scheduled for June 11th.
3. **Area Meeting West.** Working with Meeting Visions on a new location.
4. **APWA Annual Scholarship Golf Tournament.** This event has been discontinued.
5. **Annual Ski Day.** No report.

The meeting was adjourned at 9:25 a.m.



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**AGENDA
SPECIAL GENERAL CHAPTER MEETING
APRIL 2, 2015
TACOMA CONVENTION CENTER
TACOMA, WA
12:00 PM**

Call to Order

1. Proposed Revisions to Chapter Bylaws

Adjournment

Next Chapter Business Meeting: April 3, 2015, Tacoma Convention Center, Tacoma, WA – 8:30 AM



AMERICAN PUBLIC WORKS ASSOCIATION

WASHINGTON STATE CHAPTER

BYLAWS

APRIL 2015

ARTICLE I – NAME AND JURISDICTION

SECTION 1. The name of the organization shall be the Washington State Chapter, hereinafter called the Chapter, of the American Public Works Association, hereinafter called APWA. The territory included within the jurisdiction of this Chapter shall be all of Washington State.

ARTICLE II – MISSION AND PURPOSE

SECTION 2. The purposes of this Chapter are to cause and share with our community, the advancement of the theory and practice of the design, construction, maintenance, administration and operation of public works facilities and services; the dissemination of information and experiences; the promotion of improved practices in public works administration; the expectation that all member public works officials will adhere to high professional and ethical standards; and the professional and social improvement of its members, as set forth in the "Rules Governing Chapters of the American Public Works Association."

SECTION 3. The Chapter shall engage in a program of activities designed to further the purposes of APWA within its jurisdiction including, but not limited to, the scheduling of regular meetings of its membership.

SECTION 4. The Chapter is not organized for profit, and earnings shall not directly benefit any Chapter member or Officer except as compensation for services rendered or for reimbursement of necessary expenses actually incurred.

ARTICLE III – MEMBERSHIP

SECTION 1. Members of APWA residing in the Washington State Chapter territory specified in Article I, Section 1, shall be members of the Chapter and shall hold the same type of membership in the Chapter that they hold in APWA. Members of APWA residing outside the Washington State Chapter territory specified in Article I, Section 1, may elect to be members of the Washington State Chapter and shall hold the same type of membership in this Chapter that they hold in APWA but shall be a member of only one Chapter. Members of APWA residing in the Washington State Chapter territory as described in Article I, Section 1, may elect to be a member of a Chapter other than the Washington State Chapter but shall be a member of only one Chapter.

SECTION 2. Criteria for and grades of membership shall be as prescribed by the Bylaws of the American Public Works Association.



ARTICLE IV – FISCAL AND ADMINISTRATIVE YEARS

SECTION 1. The fiscal year of the Chapter shall be from January 1 through December 31.

SECTION 2. The administrative year of the Chapter shall be from January 1 to December 31.

ARTICLE V – EXECUTIVE COMMITTEE

SECTION 1. The governing body of the Chapter shall be the Executive Committee, consisting of:

- a. The Officers of the Chapter.
- b. The Chapter Board Members.
- c. The President or his/her designee of each Chapter Branch, if any.
- d. The Chapter Delegate.

SECTION 2. No person shall be nominated, elected, or allowed to serve on the Executive Committee unless he or she holds current membership in APWA.

SECTION 3. In the event of a vacancy on the Executive Committee the remaining members of the Executive Committee shall have the power to appoint a Chapter member to fill the unexpired term of office.

SECTION 4. The Executive Committee shall manage all the affairs of the Chapter in accordance with the rules and regulations of the Board of Directors of APWA and the "Rules Governing Chapters of the American Public Works Association."

SECTION 5. The Executive Committee shall have the power to contract with an individual or firm to provide administrative or other services and whose duties and compensation shall be as specified by the Executive Committee in an approved and executed contract that shall have been previously approved by APWA.

ARTICLE VI – OFFICERS AND BOARD MEMBERS

SECTION 1. The Chapter shall have as its Officers, a President, a Vice President, a Secretary, a Treasurer, and the Immediate Past President. The Chapter shall have eight (8) Chapter Board Members.

SECTION 2. The President shall be the Chief Elected Officer of the Chapter and shall serve a term of one year. He/she shall preside at all Chapter and Executive Committee meetings and shall chair the Executive Committee. He/she shall issue the call for regular or special Executive Committee meetings. He/she shall appoint the Chairs of all Committees, standing and special, and be an ex-officio member of each Committee. He/she shall see that these Committees function and shall cooperate with the Committee Chairs to that end. He/she shall perform such other duties as may from time to time be assigned to him/her by the Executive Committee.

SECTION 3. The Vice President, who shall have previously served as an Officer or Board Member, shall be elected annually to serve a term of one year and shall assume the office of President



upon the completion of the term of office of the President and serve as President for one year. The Vice President shall be responsible for arranging the tentative program of activities for the current administrative year, shall perform such other duties as assigned by the President or the Executive Committee and shall act for the President in the President's absence or when the President is unable to perform the duties of the office, as determined by the Executive Committee.

SECTION 4. The Secretary shall be elected annually to serve a term of one year and shall keep all records and correspondence of the Chapter. The Secretary shall prepare a written record of the proceedings of the Executive Committee and any formal proceedings of the Chapter. The Secretary shall prepare and submit to APWA such reports as may be required. At the expiration of the term of office, the Secretary shall turn over to his/her successor, all books, records, papers, executed contracts, documents, or other property of the Chapter in his/her custody.

SECTION 5. The Treasurer shall be elected annually to serve a minimum term of one year and shall have custody of the funds, securities, and other valuable effects in the name of and to the credit of the Chapter. The Treasurer shall receive all monies due the Chapter, depositing them in a bank or in other safe and secure investments approved by the Executive Committee, all of which shall be in the name of the Chapter. All checks and vouchers must be signed by the Treasurer. The Treasurer shall prepare and submit financial reports monthly to the Executive Committee and shall prepare necessary documents to be reviewed by the Chapter Audit Committee. The Treasurer shall prepare and submit to APWA such reports as may be required. At the expiration of the Treasurer's term of office, the Treasurer shall turn over to his/her successor all books, papers, money, securities, and other valuable effects belonging to the Chapter, taking a receipt therefore from the successor.

SECTION 6. The Chapter's representative to the APWA Council of Chapters, hereinafter called the Chapter Delegate, shall be appointed by the Executive Committee to serve for a minimum three year term and shall represent the Chapter to that body, attending regional and annual meetings of the Council of Chapters, bringing Chapter concerns to their attention, and informing the Chapter of Council of Chapters' activities. The Chapter Delegate shall prepare and submit to APWA such reports as may be required. An Alternate Chapter Delegate may be appointed annually by the Executive Committee to serve for the current administrative year and shall act for and on behalf of the Chapter Delegate in the event of the Chapter Delegate's absence or inability to perform the duties of this position as determined by the Executive Committee. The President shall notify the APWA Executive Director and the APWA Regional Director of the Chapter's representatives on or before December 31st of each year. A member serving as Chapter Delegate or Alternate Delegate may be reappointed by the Executive Committee.

SECTION 7. Each year four new Board Members will be elected serving two year terms. At least one Board Member each term shall be elected to represent the portion of Washington State east of the crest of the Cascade Range, and one additional Board Member shall be elected each term to represent the private sector. Each Board Member shall attend all Chapter and Executive Committee meetings and shall be prepared to present progress reports of any assignments.

SECTION 8. The most recent Past President holding current membership in the Chapter shall be an ex officio member of the Executive Committee with voting privileges and shall serve in an advisory capacity to the President and the Executive Committee. It shall be the duty of the Past President to preside at meetings of the Chapter and the Executive Committee in the absence of the President, President-Elect, and Vice President.

SECTION 9. All Chapter Officers, except as otherwise provided, shall serve for one year or until their successors are elected and installed. The terms of office shall begin as specified in Article XIII, Section 3, of these Bylaws.



ARTICLE VII – COMMITTEES

SECTION 1. Standing Committees and/or Special Committees will be designated by the President.

SECTION 2. The chair of each standing committee shall be appointed annually by the President. Each appointed chair shall select committee members for his or her committee.

SECTION 3. Each standing committee shall report to the Executive Committee its activities at least once annually or more frequently if directed by the President or the Executive Committee.

SECTION 4. The President may appoint, within the administrative year, other special committees as may be desirable for the conduct of the business of the Chapter.

SECTION 5. No committee shall obligate the Chapter or issue a public proclamation or policy news release without specific authorization from the Executive Committee.

SECTION 6. Committees exist for the purpose of implementing the mission, vision, and goals of the Chapter and APWA. While it is expected that the leadership and membership of such committees will be members of the Chapter, the inclusion of non-members in some circumstances may be appropriate. However, the effective control of the committee shall be retained by the Committee chair.

ARTICLE VIII – AUDIT COMMITTEE

SECTION 1. The President shall annually appoint an Audit Committee consisting of at least three Chapter members who shall examine the financial records and books of the Chapter. The Treasurer shall not be a member of the Audit Committee but shall cooperate fully with the Audit Committee.

SECTION 2. The duties of the Audit Committee shall be to examine the Chapter's financial records in order to meet the requirements of APWA. The duties of the Audit Committee shall include but not be limited to the following: examination of cancelled checks, accounting for numerical sequencing, examining endorsements, reviewing bank statements, and the examination and/or reconciliation of documents supporting disbursements. The Audit Committee shall conduct the annual audit of the Fiscal Year financial documents using a computer package or hard copy format provided by APWA.

ARTICLE IX – MEETINGS

SECTION 1. A minimum of two meetings of the Chapter shall be held, one in the spring and one in the fall of each calendar year, the dates and places to be determined by the Executive Committee. Meetings will follow a published agenda which will include the main items of business to be discussed. Such additional meetings as deemed desirable, shall be held as approved by the Executive Committee. The membership shall be notified at least four (4) weeks in advance of the date and place of each meeting. Special meetings of the Executive Committee shall be held on the call of the President or on the request in writing of any three (3) members of the Executive Committee. Annual meetings of the Chapter, for the purpose of electing and installing newly elected Officers and Directors, shall be held, the date and place of which shall be determined by the Executive Committee.

SECTION 2. The Executive Committee shall meet at least four (4) times during the administrative year. Special meetings of the Executive Committee shall be held at the call of the President or at the written request of a majority of the members of the Executive Committee.

SECTION 3. Meetings of the Executive Committee may be conducted in person, by means of a telephone or video conference call, or in any combination thereof provided such meetings are in accordance with all other provisions of these Bylaws and the statutes of the State of Illinois.

SECTION 4. The Secretary shall formally notify each member of the Executive Committee at least two (2) weeks prior to the scheduled date of a regular meeting of the Executive Committee. An agenda and copy of each report and/or resolution, or other actions to be considered at such meeting, shall accompany the notice of the meeting and no changes to the agenda shall be considered at such meeting without the consent of the majority of the members of the Executive Committee in attendance.

SECTION 5. The Secretary shall formally notify each member of the Executive Committee at least five (5) days prior to the scheduled date of a special meeting of the Executive Committee. An agenda and copy of each report and/or resolution, or other action to be considered at such meeting, shall accompany the notice of the meeting and no other matters shall be considered at such meeting.

ARTICLE X – QUORUM

SECTION 1. A simple majority of the voting members shall constitute a quorum at all Executive Committee meetings.

SECTION 2. For General Membership meetings of the Chapter involving a formal business agenda, five percent of the membership, of whom no more than one-half shall be members of the Executive Committee, shall constitute a quorum for the transaction of business.

ARTICLE XI – DUES

SECTION 1. The Executive Committee may establish Chapter dues for its members in accordance with the "Rules Governing Chapters of the American Public Works Association."

SECTION 2. All dues are payable to APWA annually in advance. Non-payment of dues for a period of ninety (90) days shall be treated as equivalent to resignation. Such members shall not again be eligible for membership until all arrears have been paid in full.

ARTICLE XII – BRANCHES

SECTION 1. Branches of the Washington State Chapter may be formed in accordance with the procedures set forth in the "Rules Governing Chapters of the American Public Works Association," by groups of members representing a region within the territorial limits of the Washington State Chapter for the purpose of furthering the mission, vision, goals, and objectives of the Washington State Chapter.

SECTION 2. Any group of 10 or more members of the chapter may petition the Executive Committee to form a branch within the chapter. The Executive Committee may authorize upon approval by the APWA Board of Directors the establishment of such branches by adopting a resolution which provides for its name, jurisdiction, approval of branch bylaws, method of conducting affairs, submission

of periodic reports and the appointment of a temporary committee to arrange for an organizational meeting of the branch.

SECTION 3. The officers and all members of the branch shall be members of APWA.

ARTICLE XIII – ELECTION OF OFFICERS

SECTION 1. The President shall each year appoint, not less than one hundred twenty (120) days prior to the date set by the Executive Committee for its fall meeting, a nominating committee of five members, one of whom shall be the most recent available Past President having current membership in the Chapter and who shall serve as Chair of the Nominating Committee. If a past President is unable to serve as Chair of the Nominating Committee, then the President should appoint a past member of the Executive Committee as Chair of the Nominating Committee. The nominating committee shall prepare a slate of nominees for the Chapter officers. No persons serving on the Nominating Committee shall be eligible for nomination except by written declaration presented to the Nominating Committee. Not less than ninety (90) days prior to the Fall meeting, the Secretary shall publish to the membership a slate of nominees prepared by the nominating committee and shall invite further nominations by petition. A petition for nomination shall be signed by seven members and shall be mailed to the Secretary not less than sixty (60) days prior to the fall meeting. Not less than forty-five (45) days prior to the fall meeting the secretary shall send election ballots to all membership listing all nomination made by the nominating committee or submitted by petition.

SECTION 2. All members in good standing shall be eligible to vote. A majority of votes cast by qualified voting members shall elect. The election of officers shall take place by electronic ballot prior to the fall meeting of the Chapter. All ballots shall be cast no later than fifteen (15) days prior to the fall Chapter meeting. All officers, with the exception of the Board Members, shall be elected for a term of one year. The Board Members shall be elected as shown in Article VI, Section 7. Newly elected officers shall begin their term of office on January 1st, following the fall Chapter meeting. The Executive Director shall be notified annually of the officers elected for the ensuing year on or before December 31.

SECTION 3. In the event of extraordinary and extenuating circumstances, the Executive Committee shall have the power to declare the term of office of any or all Chapter Officers and Board Members extended for one full term.

ARTICLE XIV DISSOLUTION OF THE CHAPTER

SECTION 1. When necessary and when directed by the APWA Board of Directors, the chapter may be dissolved. In the event of the dissolution or final liquidation of the chapter, after all liabilities and obligations have been paid, satisfied and discharged, or adequate provision made therefore, all remaining property and assets of the chapter shall be conveyed, assigned and transferred to APWA to administer according to the bylaws of APWA, with the following exception: Funds held by the Chapter in a scholarship fund as defined by the IRS in Code Section 501 (c) (3) may, at the discretion of the Chapter, be moved to another 501 (c) (3) scholarship fund of the Chapter's choice.



ARTICLE XV – PARLIAMENTARY AUTHORITY

SECTION 1. The rules of procedure contained in Robert's Rules of Order, Revised, shall govern meetings of the members of the Chapter so far as they are applicable and when not inconsistent with these Bylaws.

ARTICLE XVI – AMENDMENTS

SECTION 1. Amendments to these Bylaws may be proposed by initiatory petition submitted to the Executive Committee in writing and signed by not less than 15 Chapter members or by resolution of the Executive Committee. Proposed amendments submitted to the Executive Committee by petition shall be acted upon by the Executive Committee within six months of receipt. Proposed amendments, if approved by the Executive Committee, shall be presented by the Executive Committee to APWA.

SECTION 2. Proposed amendments submitted to the Executive Committee and not approved by the Executive Committee shall be promptly returned by the Executive Committee to the petitioners with a letter of explanation requesting that the proposed amendments be modified and resubmitted to the Executive Committee. If the proposed amendment is resubmitted in writing and signed by a simple majority of the original petitioners, the Executive Committee shall immediately present the proposed amendment to APWA for approval with or without approval of the Executive Committee.

SECTION 3. Upon approval of the proposed amendments by APWA, the Executive Committee shall, within one year of the approval of the proposed amendments by APWA, present the proposed amendments to the Chapter membership for approval at a meeting or by letter/electronic ballot as may be determined by the Executive Committee provided that the membership has been given a minimum of three weeks to submit ballots. An affirmative vote of two-thirds of the qualified votes cast shall be necessary for the adoption of a proposed amendment.

SECTION 4. These bylaws and such amendments as may be made from time to time shall become effective upon approval by APWA and adoption by the Chapter in the manner prescribed in this article.


SECTION 5. The Executive Committee should conduct a review of the Chapter's bylaws for completeness and applicability at least once every three years. Furthermore the Chapter should report in writing to APWA compliance with the approved bylaws or submit proposed bylaw changes for APWA approval and adoption by the Chapter.



CERTIFICATION OF BYLAWS

These bylaws were [] adopted [] amended [X] revised by members of Washington State Chapter at a duly called meeting on April 2, 2015, following an election, with a quorum present, both as prescribed by Chapter bylaws.

The minutes of this meeting are on file with the chapter secretary and APWA.



Michael D. Clark
2015 President



Debbie Sullivan
2015 Secretary

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



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[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	Unrealized 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%						
435	Membership Dues	\$ 1,200.00	\$ 4,668.56	\$ -	\$ -	\$ 1,200.00	\$ 4,668.56	389%						
460	Interest Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%						
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	\$ -	\$ -	\$ 55,775.00	\$ 399,648.68	55%						
TOTAL REVENUE		\$ 720,515.00	\$ 399,648.68	\$ 12,000.00	\$ -	\$ 732,515.00	\$ 399,648.68	55%						

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%						
735	Flowers/Gifts/Requests	\$ -	\$ 106.30	\$ -	\$ -	\$ -	\$ 106.30	0%						
740	Delivery	\$ 29,800.00	\$ 7,596.57	\$ -	\$ -	\$ 29,800.00	\$ 7,596.57	25%						
811	Books & Publications	\$ 3,755.00	\$ 2,059.40	\$ -	\$ -	\$ 3,755.00	\$ 2,059.40	55%						
831	Printing & Production: General Marketing & Membership	\$ 23,270.00	\$ 7,803.16	\$ -	\$ -	\$ 23,270.00	\$ 7,803.16	34%						
838	Printing & Production: Magazine, Newsletter (UBI)	\$ 1,800.00	\$ -	\$ -	\$ -	\$ 1,800.00	\$ -	0%						
841	Items for Retail	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%						
851	Rebates paid to Branches	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%						
861	Award/Dues/Prices/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	Unrealized 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%						
TOTAL EXPENSES		\$ 732,515.00	\$ 392,475.58	\$ -	\$ -	\$ 732,515.00	\$ 392,475.58	53%						

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	\$ 19,877.85
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	\$ 105,987.46
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

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