

BOARD OF DIRECTORS MEETING MINUTES

9:00 AM January 19, 2020

CALL TO ORDER – DONALD HULING – 9:01

- Welcome/Introductions
- **Present:** Donald Huling (President), Lorelei Williams (Past President), Lauren Behm (Secretary), Scott Sawyer (Vice President), Tara Olsen (Treasurer), Peter DeBoldt (Delegate), Mike Clark (Alternate Delegate), Bob Desgrosellier, Scott Rood, Thanh Jeffers, Steve Worley, Max Phan, Jennifer Walker, Mallory Wilde
- **Absent:** Molly Toy, Dick McKinley (Past President)
- **Guests:** Juel Lugo (LILT), Justin Matthews

APPROVAL OF AGENDA – DONALD HULING

- Additions/Deletions
 - Value Initiative Update – Behm
- Motion to approve the agenda with this addition: DeBoldt; Second: Desgrosellier; Motion Approved

TREASURER'S REPORT – TARA OLSEN

- New MRSC Accounting Contact
 - Larkin Hubrig has left MRSC; Sandra Vong is accounting contact for now
- Quarterly Treasures Report (*see attached report*)
 - Where our chapter stands compared to the approved 2020/2021 budget
 - \$16,736 in revenue from investments (Pittis Scholarship Blackrock Fund)
 - Is there a tax obligation with this revenue? – Olsen to check
 - (\$25,614) from refunds on CM workshop
 - Total YTD (\$61,923)
 - Talking to consultants re: projections for next six months
 - Implications for the future
 - With current projection of rev/exp (\$77,213)
 - Budget projected (\$70,000)
 - PWI & CM trainings could generate almost \$30,000 in rev
 - Huling/Behm to talk to Toby Rickman / John O. to discuss holding NWPWI virtually
 - Worley to talk to Sam Yaghmi to hold Construction Inspection virtually
 - Leaves only (\$XXX) in the bank
 - Motion to approve treasurer's report as provided: De Boldt; Second: Worley; Motion Approved
- Chapter Banking Update

- Setting up WSECU account has been challenging
- Recommend stop change to WSECU
- All banks are going to be a challenge with transition
- Behm/Olsen to draft resolution to change signatories on BofA account and close WSECU account
- 2021/2022 budget requests from committees
 - Olsen working on a schedule to announce at Committee Summit

SECRETARY'S REPORT – LAUREN BEHM

- Minutes from October 20th, 2020 Board Meeting
- Motion to approve as provided with Peter's edits: Walker; Second; Phan; Motion: Approved

VICE PRESIDENTS REPORT – SCOTT SAWYER

- Committee summit action items update
 - Committee Summit Date: February 24, 2021 – 9am-11am
 - Presentation Requirements from other board members
 - Huling would like to talk about 2021 objectives
 - Olsen wants to talk about committees doing virtual activities and workshops – use this topic for the working sessions

RESIDENTS REPORT – DONALD HULING

- **Scammers Continue**
 - Be aware and do not buy gift cards or send money to anyone
- **Second Term as Chapter President**
 - Mr. Huling thanks the board for everyone's devotion to the chapter and wiliness to serve an additional year.
 - 2021 will be focused on reuniting our chapter in a safe manor
 - 2021's theme will be the appropriately named the "Reunion Tour"
 - The fate of the spring conference in Tacoma is still TBD
 - Virtual/In person options are still being considered
 - Final decision with respect to in person component to be decided mid-February (contingent on COVID 19 developments).
 - Currently under contract with the Tacoma convention center but not a hotel.
 - With the speed of vaccine rollouts, don't see in-person conference happening in Spring
 - Board needs to make a decision by end of Feb. – will be before any governor's proclamation

- Board in agreement with no in-person conference
- Donald will complete letter for Convention Center
- What do we want to do with Spring?
 - Predict registrations and sponsorships would be lower than fall
 - May result in further loss in revenue
 - Do a smaller version
 - No CEUs
 - Legislative update & networking
 - Do nothing option
- Discussion:
 - Lugo – one of the costs is sitting in on recorded sessions – could transition to zoom and a volunteer
 - Olsen: costs: small conf = \$10,000; full virtual conf = \$25,000
 - Williams: want to do a little something, but don't want to wear out our sponsors
 - Would lower the levels of sponsorships
 - These sponsorships would be used across the virtual platforms
 - De Boldt likes the idea of the small conference
 - People like the legislative update
 - Recognition of the project of the year awards
 - Donald already working on this video
 - Haney says they are seeing zoom fatigue which may result in lower registration / sponsorships
 - Phan: likes the smaller event for spring
 - WSDOT update on budget as well?
- Want to consider an outside networking event for summer?
 - Olsen supports the idea
- Fall conference in Yakima assumed to be in person at this point
- **Temporary working group**
 - Assume bi-monthly conference calls at first
 - Goal is to develop an implement chapter protocols for safe return to in-person chapter events
 - Mr. Huling requests volunteers to participate in this working group
 - Board Volunteers
 - Donald Huling
 - Peter De Boldt

- Jennifer Walker
- Max Phan
- Mallory Wilde
- Tara Olsen (Treasurer role)
- **Fall 2020 Conference debrief**
 - **Conference committee held a debrief December 3rd, 2020**
 - **Fall Conference debrief summary document sent to the board**
 - **Highlights**
 - **233 Attendees (178 members/ 55 non-members)**
 - \$26,825 registrations
 - **48 Exhibitors**
 - \$3,500 virtual exhibitor booths
 - **21 Sponsors**
 - \$23,650 in sponsorships
 - **Scholarship Donations**
 - \$1,460
 - **Net Chapter Income**
 - **\$20,346.50**
- **COVID 19 Vaccine Advocacy**
 - Jim Rioux was proactive and penned a letter to Govern Jay Inslee advocating for front line public works individuals to be considered for prioritization with respect to vaccination order.
 - As chapter president, Donald signed the letter and sent a copy to Governor Inslee, the Governor's chief of staff, and the Washington State Secretary of Health. This letter was sent out on December 18th, 2020.
- **MRSC 2021 Contract**
 - Tara Olsen and Donald Huling worked to revise the 2021 contract based on services needed.
 - Reductions in MRSC services were primarily associated with the chapter magazine.
 - Original contract was lump sum of \$2,200 per month. Revised contract is lump sum of \$1,945 per month.
 - Saving \$3000 per year by making magazine management a volunteer activity
 - The Contract has been reviewed by APWA National and executed for a 1-year term.

- **2021 APWA Jennings Randolph International Fellowship Award**
 - The international affairs committee has selected John Milne, of Clark County, as one of two fellowship award winners this year.
 - The award does not cover the full cost of the Fellow’s international public works study tour. The committee has asked if our chapter would provide some level of financial support.
 - Mr. Huling has responded with an indication that chapter support would be discussed at this board meeting. Mr. Huling’s response also indicated that chapter finances are tight due to COVID 19 and our ability to provide financial support was not guaranteed.
 - Olsen: Does anyone know John Milne?
 - What was the rationale for the last decision: “why isn’t national paying for it?” it has not been where we have focused our scholarship dollars
 - De Boldt: there is a history of people participating at National that don’t participate at the chapter level
 - Chapter is going to submit Top 10 Award for Kathleen Davis
 - Behm to work with LILT
 - Need a letter from the Chapter as well
 - Need 6 recommendation letters: send template

PAST PRESIDENTS REPORT – LORELEI WILLIAMS

- 2022 Nominations for elections:
 - Will talk with Judy Issac to get the schedule nailed down
 - Will be electing a Secretary this year
 - Gov employee this time
 - Caroline Barlow
 - Lauren Lobesack
 - Board
 - Still developing draft list
 - Send names to Lorelei
- Bylaws Update and path forward
 - APWA National review
 - Minor edits
 - Board discussion and approval
 - Plan for chapter vote and achieving a quorum
 - Hard because there is no spring in-person
 - Can we get a quorum
 - Lorelei to talk to National on leeway on this – Zoom vote?
 - Will try to still get a vote done this spring

DELEGATES REPORT – PETER DE BOLDT

- As of 12/31/20 membership = 1492
 - Number 3 in size, only 14 behind Florida
- Peter and Mike attending delegates meeting virtually
- National membership is down
- North American Snow Conference will be a virtual event in April
- No word on PWX yet (St. Louis in Aug)
- Chapter leaders training being offered virtually and for free, sign up if you want!
- National announced their Top 5 Tech
 - GIS & Asset Management Technologies
 - Integration of Technologies
 - Small cell / 5G Technologies
 - Technology for Field Crew
 - Virtual public engagement technologies
- Kudos to Bothell – newly accredited!!

OPEN DISUSION PERTAINING TO CHAPTER'S PATH FORWARD

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OLD BUSINESS

NEW BUSINESS

- Justin Mathews recommendation for Scholarship distribution moving forward
 - Can we add a donate button on registrations for events
 - Agency people would need to pay for it themselves
 - Board supports this
 - Online silent auction or raffle
 - Make payment mechanism simple
 - 2021/22 school year – can we fund this scholarship?
 - Board thinks this is important and supports continuing to fund it even if out of Blackrock fund
- Value Initiative Update
 - The Value Initiative Team completed an environmental scan to find what definitions public agencies, APWA National, and other APWA Chapters are using to describe public works. What we found from this research was that the existing definitions of public works are not interesting or inspiring, and do not convey the “value to our quality of life.” With that, the team decided that a tagline supported by imagery would be a more effective way to tell our story.

Working collaboratively with the Marketing Committee, we want to select a tagline, finalize designs, and present our ideas to the Board. After Board approval, we would like to continue to work with the Marketing Committee determine the best ways to implement and distribute our new PR campaign.

GOOD OF THE ORDER

- COVID and Events
 - We are going to need to determine our policies for attendance and vaccines and COVID tests, etc.
 - Temporary working group to discuss this
 - Think about next steps so we can discuss

FUTURE CONFERENCES

Donald Huling – 2021

- Spring – Tacoma, April 20-23 (TBD)
- Fall – Yakima, October 12-15

Scott Sawyer – 2022

- Spring – Vancouver, April 11-14
- Fall – Spokane, October 10-14

Lauren Behm – 2023

- Spring – Tacoma, April 25-28, 2023
- Fall – Wenatchee Oct 3-6, 2023

Tara Olsen – 2024

- Spring – TBD, 2024
- Fall – TBD, 2024

ADJOURNMENT - 11:08AM

NEXT BOARD MEETING

- Spring Board meeting TBD