

## BOARD OF DIRECTORS MEETING MINUTES

January 12, 2022

### CALL TO ORDER

- President Scott Sawyer called the meeting to order at 4:02 PM and led introductions
- **Present:** Scott Sawyer (President), Lauren Behm (Vice President), Tara Olsen (Treasurer, virtual attendee), Jeff Brauns (Secretary), Donald Huling (Past President, Alternate Delegate), Mike Clark (Delegate), Max Phan, Jennifer Walker (virtual attendee), Steve Worley, Angela Brady (virtual attendee – *joined at 4:30 PM*), Karissa Witthuhn, Charles Eaton, Tina Nelson, Erin Ingersoll, Juel Lugo, Linda Ayala, Thanh Jeffers (virtual attendee), Darci Bell, Ruta Jones, Alyssa Ardourel
- **Absent:** Mallory Wilde, Jordan Ottow

### BOARD ACTIONS TAKEN SINCE LAST BOARD MEETING

- Scott Sawyer summarized board action taken by e-mail on 1/5/22: Scott Egger declined the Alternate Delegate role due to other commitments. Scott Sawyer recommended Donald Huling for the role. By a unanimous vote (12 votes submitted with Donald recusing himself) Donald Huling was elected as the Chapter's Alternate Delegate.

### APPROVAL OF AGENDA

- *The agenda was approved as presented by a unanimous vote.*

### SWEARING IN OF OFFICERS AND NEW BOARD MEMBERS

- The distribution of new board member handbooks was postponed to Thursday morning.
- Tina Nelson administered the Oath of Office to the following incoming board members and executive board members:
  - Karissa Witthuhn, Charles Eaton, Scott Sawyer, Lauren Behm, Tara Olsen, and Jeff Brauns.  
*Angela Brady and Jordan Ottow were sworn in on Thursday morning (1/13/22) during the Board Retreat.*

### TREASURER'S REPORT

- Tara Olsen presented the Quarterly Treasurer's Report (financial summary attached).
  - There has been a ≈ \$6,000 increase in account balance since the beginning of the fiscal year (7/1/21).
  - The Fall Conference realized a profit of ≈ \$3,000. The goal was to break even.
  - More revenues than expenditures from the NW PW Institute, now held at a Pierce County facility rather than a hotel.
  - Chapter credit cards are distributed to authorized users.

- No banking resolution is needed this year since the Treasurer role is unchanged for 2022.
- ***The Treasurer's report was approved by a unanimous vote.***
- Chapter Banking Update: The Chapter's account is back at Bank of America. The WSECU account is going to be closed. There have been difficulties working with both banks. No changes to credit cards.
- MRSC Performance Discussion: (The MRSC contract needs to be signed by Scott) There have been performance issues with MRSC due to staff turnover combined with a lack of experience. Payments have been missed resulting in about \$200 in finance charges. Items are not categorized correctly in alignment with the budget. The Treasurer needs to perform more oversight to MRSC's work. Tina suggested that National's Chapter Treasurer's training could be a resource for MRSC. Mike suggested that the new contract include a provision that MRSC is responsible for late fees resulting from their inaction.

#### SECRETARY'S REPORT

- ***The minutes from the October 1<sup>st</sup>, 2021, Board Meeting were approved by a unanimous vote.***

#### VICE PRESIDENTS REPORT

- Lauren Behm presented the Vice President's report.
  - 2022 Committee Summit
    - Hoping to meet in person at the Pierce County Environmental Services Building. Planning to finalize the date next week [UPDATE: The date has been tentatively set for Wednesday, February 16 from 9 AM – 12 Noon and be held virtually].
    - Focus: What can the committees do to work together? Where are there synergies?
    - Looking to update the Committee Handbook. Karissa & Jeff volunteered to assist.
  - Committee Board liaisons expectations were reviewed. Board liaisons will be assigned during Thursday's Retreat.
  - There was discussion about the following committees:
    - Membership Committee – Needs new Chairs
    - Puget Sound Engineering Council (PSEC) – We are no longer an active participant. Following discussion there was general agreement in ending the Chapter's participation with PSEC.

#### PRESIDENTS REPORT

- Scott Sawyer presented the President's report.

- The 2022 theme is *One Chapter, One Community*
- Let Scott know if you would like him to send a thank you letter for new Officers, Board Members, & Delegates.

#### **PAST PRESIDENTS REPORT – DONALD HULING**

- Donald reviewed the PACE Award.
- It was confirmed that the Government Affairs Committee agenda was approved last year.
- A question was asked about who the Chapter sends to PWX. The Chapter policy is to send the President and Past President. It steps down from there if one or more are unable to attend.

#### **DELEGATES REPORT**

- Mike Clark provided the Delegate's Report.
  - Text 52886 to join the APWA Legislative Actions.
  - PWX is in Charlotte, NC, August 28-31.
  - The February Chapter Leadership Conference was cancelled.

#### **BOARD MEMBER REPORTS**

- Max Phan – no report
- Steve Worley – He is working on succession planning with Sam for the CM committee
- Charles Eaton – no report
- Jennifer Walker – She touched base with Julie, Chair of the PreFOG Committee. They are continuing to meet virtually.
- Angela Brady (new board member) – no report
- Karissa Witthuhn (new board member) – no report

#### **OLD BUSINESS - None**

#### **NEW BUSINESS**

- Scott asked if there had been any thoughts about revisiting conference venues. Erin indicated that we are still limited by location due to our size. There was discussion about dropping Spokane due to several issues – The ROADeo is not on site plus a lack of exhibitor space. Also, there is limited participation from the local agencies. There was consensus on dropping Spokane after 2022.

#### **FUTURE CONFERENCES**

##### **Scott Sawyer – 2022**

- Spring – Vancouver, April 12-15
- Fall – Spokane, October 4-7

##### **Lauren Behm – 2023**

- Spring – Tacoma, April 25-28

- Fall – Wenatchee Oct 3-6

**Tara Olsen – 2024**

- Spring – Vancouver, April 9-12
- Fall – Kennewick, TBD (under negotiation)

**Jeff Brauns – 2025**

- Spring – Tacoma, TBD (under negotiation)
- Fall – Yakima, TBD (under negotiation)

**NEXT BOARD MEETING**

- 7:00 AM, April 13, 2022 – Vancouver WA (Spring Conference)

**ADJOURNMENT**

The meeting was adjourned at 6:01 PM