



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

## BOARD OF DIRECTORS MEETING MINUTES

Central Washington University, Hogue Hall rm 102

June 14, 2023

### BOARD MEMBERS PRESENT:

Lauren Behm, President (virtual)  
Tara Olsen, Vice President  
Jeff Brauns, Treasurer  
Jim Rioux, Secretary  
Scott Sawyer, Past President  
Mike Clark, Delegate  
Donald Huling, Alternate Delegate  
Angela Brady, Board Member 2022-2023  
Karissa Witthuhn, Board Member 2022-2023  
Jordan Ottow, Board Member 2022-2023  
Charles Eaton, Board Member 2022-2023  
Bill Preston, Board Member 2023-2024  
Mary Heather Ames, Board Member 2023-2024  
Leah Rohan, Board Member, 2023-2024

### OTHERS PRESENT:

Linda Ayala, Conference Committee, Co-Chair  
Darci Bell, Conference Committee, Co-Chair

### CALL TO ORDER

- President Lauren Behm called the meeting to order at 9:30 AM.

### APPROVAL OF AGENDA – LAUREN BEHM:

- Additions/Deletions
  - Linda will provide a report on the spring conference budget.
  - Darci has a question about our contract with CVENT.
  - Darci has a proposal for modification of our exhibitor fees.

***MOTION: Approval of the agenda.***

***VOTE: Approval by a unanimous vote (14-0)***

### TREASURER'S REPORT – JEFF BRAUNS

- Treasurer's report
  - Still having problems with Molly at MRSC.
  - Getting better info from Sandra Vong and that is helping us resolve discrepancies and questions about the information that Molly is providing.



- There are still signs of inattention to detail.
  - Discussion around problems with MRSC led to a recommendation that the Executive Board elevate the issue to MRSC leadership.
  - Jeff passed out the budget spreadsheet and gave an overview of revenues and expenses to date.
  - The big picture is that revenue is higher than expected, expenses lower than expected.
  - Mike pointed out that revenue includes \$79,550 from reserves.
  - Mike asked if we were still waiting for payment from National. Jeff said that he expects the check to come in July.
  - Dues are \$13,000 low. Jeff was not sure if this represented only part of the annual dues payment from National.
  - Regarding expenses. CVENT fee was lower than expected and the ROADEO was over budget.
- Next deadline is budget submittal to National by August.
  - Lauren recommended getting the executive board together to decide how to address issues with MRSC.

***Motion – Approval of the Treasurer’s Report***

***VOTE: Approval by a unanimous vote (14- 0)***

- FY 23/24 Budget Proposal
  - Jeff reviewed the 2024 budget and a new spreadsheet format that he developed. The new format provides more detail.
  - Jeff recommended adopting the new format to the budget report.
  - Karissa and Leah expressed a preference for the old format.
  - Jeff will work with MRSC to revise the budget spreadsheet.
  - The Board discussed why some line items are coming up different from the forecasted budgeted.
  - Jeff said that he turned down a few minor requests after discussions with the committee chairs.

- Mike asked if we are saying “no” to anything important because we are being too conservative on conference budget assumptions.
- Karissa asked if we are setting a policy of saying “no” for meeting expenses.
- Jeff said he based those decisions on historic expenses. If the committee did not have a history of needing those funds, he typically questioned the new request.
- Chuck suggested that we might be discouraging the committees from growing or being active.
- Further discussion resulted in adding all committee requests back into the budget.
- CVENT Costs
  - Jeff led a discussion of CVENT’s fee structure and asked if we should be looking at other vendors for online registration.
  - Jeff will continue to look at other options; Options include National’s new system. Also, Sandra at MRSC is looking at other options
- Jack Pittis Award
  - Justin asked for a 2nd place award for the Jack Pittis award. \$5,000 for 2nd place. \$7,500 1st. Community College \$2,500.
  - Discussion led to preference for \$10,000, 1st; \$5,000 for 2nd, and \$2,500 for Community College.
- Darci suggested that our current “premium” vendor spots are not really “premium.” She recommended that we change to \$850 for all and reserve spots on a “first come, first served” basis.
- Linda shared that we are using up all of our CVENT registrations. We will need to purchase more registrations from CVENT. Linda recommended that we purchase 650 per conference.

***Motion – Approval of the FY 23/24 Budget Proposal with the following changes.***

- ***Restore funding for committee budget requests.***
- ***Enhance Jack Pittis award to \$10,000, 1st; \$5,000 for 2nd, and \$2,500 for Community College.***

***VOTE: Approval by a unanimous vote (14- 0)***

## SECRETARY'S REPORT – JIM RIOUX

- Jim shared copies of minutes from the April 2023 Board Meeting.

***MOTION: Approval of the minutes from the April 2023, Board Meeting***

***VOTE: Approval by a unanimous vote (14- 0)***

## VICE PRESIDENTS REPORT – TARA OLSEN

- Tara reminded the board that we have a tour of the materials labs this afternoon followed by lunch at the Porch for lunch.
- Year-end reports are needed for the Pace award.
- All workplans have been turned in. Tara asked if they need to go to National. Mike said that they do not.

## PRESIDENTS REPORT – LAUREN BEHM

- New Committee Chair/Co-chair Approval
  - The chapter bylaws require the President to appoint committee chairs. There are a number of members that have volunteered to serve as committee chairs.
  - Lauren appointed the following new committee chairs.
    - Patrick Holm, Government Affairs Committee Co-chair
    - DJ Dean, Sustainability Committee Chair
    - Anna Pennington, Pre-fog Committee Chair
    - Leslie Findlay and Jennifer Saugen, Membership Committee Co-Chairs
  - Lauren asked that any other changes be sent to her via e-mail.
- Official Appointment of Nominating Committee
  - In accordance with the chapter bylaws, Lauren appointed Scott Sawyer as the nominating committee chair and the Executive Board as the members of the nominating committee.
- Excellence Award nominations
  - We would like to get more nominations for Excellence Awards.
  - We have at least one in each category.
  - Nominations are due tomorrow.

## PAST PRESIDENTS REPORT – SCOTT SAWYER

- Scott reported that the following individuals have expressed interest in serving on the Board of Directors.
  - Board Member – Stephanie Forman, Paki D. Perala, Dan Ireland, Alyssa Ardourel, Sara Meilandt, Maria Serra
  - Secretary – Caroline Barlow, Kiva Lintz (maybe).
- Scott will continue to work on confirming these individual and checking in with a few others.

## DELEGATES REPORT – MIKE CLARK & DON HULING

- PWX in Washington had 1,517 people attend. This is the third highest number of attendees to date.
- We are still looking for a place to hold the Chapter dinner in San Diego.
- National is working on determining next steps for establishing a Council of Chapters.
- Washington membership is holding steady at this time.

## BOARD MEMBER REPORTS

In the interest of time Lauren asked the reports to be limited to only significant items

- Charles Eaton
  - The Membership Committee is active organizing the conference breakfast.
  - Charles announced that he was retired as of May 31.
- Karissa Witthuhn
  - The Mentorship Committee application is now online.
- Bill Preston
  - The Maintenance Committee is considering a drone rodeo.
- Tara
  - The History Committee is getting their book scanned so that an electronic version will be available soon.

## NEW BUSINESS

- Government Affairs Committee Update – Jim Rioux
  - Mike Shaw continues to work with Transit clients on a study to examine impacts and alternatives for bus driver CDL licensing. He will discuss opportunities for PW to piggyback on that work.
  - The GAC is also still exploring ways to provide better advocacy tools for our members.
- City Engineers Forum / New Committee -Bill Preston
  - Bill shared that the idea came up during the Spring conference.
  - In general, they felt that the session that was held at the conference was too short.
  - Bill is willing to come up with a mission statement if the Board is ok with it.



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- Chuck mentioned that Counties look at APWA as a “City” organization. We should consider including County Engineers to change that perspective.
- The board supported having Bill look into creating the committee.

### **GOOD OF THE ORDER**

- Linda handed out a spreadsheet that outlined the financials for the Spring conference. It was a very successful conference with record sponsorship and sold-out exhibits (1<sup>st</sup> time). A copy of that spreadsheet is attached.

### **FUTURE CONFERENCES**

#### **Lauren Behm – 2023**

- Fall – Wenatchee Oct 3-6

#### **Tara Olsen – 2024**

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

#### **Jeff Brauns – 2025**

- Spring – Tacoma, April 22-25 (under negotiation)
- Fall – Yakima, TBD (under negotiation)

#### **Jim Rioux – 2026**

- Spring – Vancouver, TBD (under negotiation)
- Fall – Spokane, TBD (under negotiation)

### **NEXT BOARD MEETING**

- October 3, 2023, 4pm- 6pm Wenatchee Convention Center, Blossom/Harvest Room

### **ADJOURNMENT**

- The meeting was adjourned at 12:00 PM.