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## BOARD OF DIRECTORS MEETING MINUTES

Campbell's Resort Chelan WA

January 11, 2023

### BOARD MEMBERS PRESENT:

Lauren Behm, President  
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  
Mary Heather Ames, Board Member 2023-2024  
Leah Rohan, Board Member, 2023-2024  
Justin Mathews, Board Member, 2023-2024

### BOARD MEMBERS ABSENT:

Bill Preston, Board Member 2023-2024

### OTHERS PRESENT:

Brenna Harrington, Young Leader Award Winner  
Juel Lugo, LILT  
Erin Ingersoll, Meeting Visions  
Linda Ayala, Conference Committee, Co-Chair  
Darci Bell, Conference Committee, Co-Chair  
Thanh Jeffers, Conference Committee  
Ruta Jones, Conference Committee  
Grace Richardson, Marketing Committee, Chair

### CALL TO ORDER

- President Lauren Behm called the meeting to order at 4:00 PM and led introductions.

## APPROVAL OF AGENDA – LAUREN BEHM:

- Additions/Deletions
  - Scott Sawyer requested that we add a discussion about the status of the chapter's contract with MRSC

***MOTION: Approval of the agenda with addition of MRSC Contract discussion item***

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

## SWEARING IN OF OFFICERS AND NEW BOARD MEMBERS – MIKE CLARK

- Mike Clark led the procedure of swearing in of new board members and officers. The following new board members and officers took the oath of office.
  - Lauren Behm, President
  - Tara Olsen, Vice President
  - Jeff Brauns, Treasurer
  - Jim Rioux, Secretary
  - Mary Heather Ames, Board Member 2023-2024
  - Leah Rohan, Board Member, 2023-2024
  - Justin Mathews, Board Member, 2023-2024

## REVIEW OF BOARD MEMBER ROLES, RESPONSIBILITIES, EXPECTATIONS & HANDBOOKS – LAUREN BEHM

- Lauren welcomed the new members to the board and reminded them that their minimum obligation is to attend the four scheduled board meetings and actively participate in board meeting discussions.
- Lauren called everyone's attention to the Board Member binders and reviewed the contents.
- Tara noted that board members are volunteers and that there is a lot of work. Typically, board officers take on a great deal of work. We are looking for more volunteers to help out. Sometimes officers take on more than they can deliver on.
- Jordan shared that he felt that Covid slowed us down and that we need to keep building momentum as we move forward.
- Tara provided an overview of current contracts that the Chapter has in place. Lauren mentioned that they were not included in the binder but could be found listed in the chapter budget.

## SECRETARY'S REPORT – JEFF BRAUNS

- Minutes from October 2022 Board Meeting

***MOTION: Approval of the minutes form the October 04, 2022, Board Meeting***

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

- Document Storage Chapter Election Results
  - Jeff has been working to clean up the documents that the chapter is retaining.
  - He reminded the board that we need to retain board meeting minutes perpetually and finance records for seven years. All other documents will be purged.
  - Jeff is setting up folders for each board officer to store documents they want to keep.
  - Jeff asked about General Business Meeting minutes. Scott indicated that he had not been recording minutes for the business meeting. All agreed that they do not need to be recorded or retained.

## TREASURER'S REPORT – TARA OLSEN

- Tara handed out hard copies of the chapter budget and provided an overview of the status of the chapter's finances.
- Checking and savings balances have remained consistent.
- Budget highlights
  - We received 1<sup>st</sup> half of rebate via check from national.
  - About 45% of membership dues have been received.
  - Golf revenue was about 50% of what was anticipated. Justin will talk with Dan about this.
- The board discussed the status of the request to pay for the printing cost of the Construction Management workshop. Sam had requested that the board allocate \$6,000 to cover workshop printing costs.
- Mike noted that the savings account has not been used for anything. The balance is \$65K. Should it be put into the Blackrock fund?
- Scott thought it was good to have some cash reserve. Charles agreed.



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***MOTION: Approve increasing the Construction Management Committee budget by \$5,036.73 to cover printing costs.***

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

- Banking
  - Jeff has been added as a signatory on the chapter's DocuSign account.
  - We are adding a credit card for Jeff and there is a letter that needs to be signed to make that happen.
  - We need to get Debbie Sullivan off of the bank's reminders. She is still getting them.
- MRSC
  - We have had four different accountants and there have been problems as each have tried to come up to speed on their responsibilities to the chapter.
  - There are still some performance and knowledge issues, but the situation is improving.
  - Mike Clark has found an accountant that works for the Colorado chapter and a few others.
  - Tara did not have a recommendation about changing accountants. Lauren and Scott thought it was best to stick with MRSC for now.
  - Tara recommended that Scott sign the draft contract.

#### **VICE PRESIDENTS REPORT – TARA OLSEN**

- The Committee Summit is currently planned for February 9, but that is not confirmed.
- The location has not been set. It was recommended that we look into using the meeting space at the Pierce County Environmental Services.
- February 9 seemed too soon. The board recommended that the summit be scheduled for March 2 from 9:00 AM to Noon.
- The board discussed the pros and cons of holding a virtual vs. in person summit. Concern was expressed about participation of committee chairs and board members from eastern Washington.
- Tara agreed to look into holding two meetings and find a way to virtually connect the two meetings. An eastern Washington location is needed.
- Karissa and Leah agreed to look into possible locations.



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- 2022 Committee Summit Action Updates
  - Working together (a retreat goal) - Allyssa & Jordan are working on getting committees to work together.
  - Alyssa is working with other committees to learn what they do and promote growth within the chapter. Partnered w/ Marketing Committee to develop marketing documents.
  - Student Outreach is resuming night meetings with the goal of identifying common interest and ways to support each other.

### **PRESIDENTS REPORT – LAUREN BEHM**

- Past President Recognition –
  - Lauren thanked Scott for his leadership over the past year. Scott gave us a great theme focused on community building and led us out of the impacts of the pandemic.
  - Lauren also offered belated thanks and appreciation to Don Huling for his leadership through the pandemic and extended tenure that resulted.
- Spam emails from President
  - New board members are receiving spam e-mail messages that appear to be from Lauren.
  - This is chronic problem that APWA has been dealing with.
  - If anyone receives such e-mail messages, contact Lauren, or ignore them.
- Retreat details
  - Breakfast will be served at 7:45 AM. We will start at 8:30 AM. Snacks and lunch and will be served.
  - The day will include some group discussion and small group breakouts.
  - The primary objective is to revisit our strategic plan.
  - We will continue on Friday over breakfast and try to finish up by 10:00 AM.
- Committee Liaison assignments
  - The board reviewed the current committee liaison assignments and made reassignments for 2023.
  - The revised committee liaison spreadsheet has been updated and saved to the Chapter's google drive and can be found using the link below.

<https://drive.google.com/file/d/1HZ6QNvaIXGh0j9vvpRoo1aChLQlkMf8s/view>.



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## PAST PRESIDENTS REPORT – SCOTT SAWYER

- National Awards –
  - Scott will connect with Don and Juel to compile information to support our nomination for the Top Ten Leader and the PACE.
  - The Top Ten nominations are due in March. Pace is due June.
  - We also need to submit for the Young Leader Award for National. Tara recommended that the Marketing Committee take that on. Grace agreed
- Board Nominations
  - Scott needs to start the search for new board members. Don Huling will send the list he has put together to Scott.

## DELEGATES REPORT – MIKE CLARK & DON HULING

- Many national committees have been sunset.
- Mike attended the December Chapter Council meeting via a web-based meeting. There is now web based leader training.
- Some board members indicated that they were not receiving the invitations to those trainings. Jeff said that he had recently sent in the new board member information to national. Jeff and Jim will look into how people get on that list.
- Mike asked what we are doing to grow our membership. Something that we used to do was having someone from O&M on the board. That's not happening now. Maybe we need to do more to get an O&M member on the board. Lauren mentioned that membership and member diversity were topics that would be taken up during the Board Retreat.
- There was a general discussion about the barriers that exist for operations staff. Jordan suggested having a discussion with maintenance managers about how to support staff participation.
- Don noted that we are still number three in membership. Texas and Florida are one and two. He added that we should feel really good about that given the size of the public community in those states.

## BOARD MEMBER/COMMITTEE LIAISON REPORTS

- Charles Eaton
  - The membership committee is now holding monthly meetings. Marketing committee has 4 new members.

- Angela Brady
  - The Environment and Sustainability committee is looking for a co-chair. The current chair is leading the committee remotely from Georgia.
  - Jasmin the chair of biophilic committee is still getting this new committee going.
  - The GAC is focusing on keeping the energy and interest in the weekly legislative update meetings.
- Karissa Witthuhn –
  - Division 1 continues their work business as usual.
  - The Hydraulic committee has an upcoming tour of an Old Castle facility.
- Jordan Ottow –
  - Its time for the Maintenance committee to think about succession planning.
  - We need to update the roles listed on the current committee list. This is a good time to discuss membership among the committee chairs.
  - Focus at the spring conference is on getting the word out. We are looking forward to the committee summit.
  - Don mentioned that we need to agree that we are going to send our Rodeo winner to nationals. The board agreed.
- Mary Heather Ames –
  - Discussion of new chair for the Construction Management committee resulted in discovery that Sam had stepped down and the committee had two new co-chairs, Brianna Navarro, and Sara Meilandt.
- Leah Rohan –
  - The Prefog committee is dealing with the challenge that most cities have a pre-fog group but there are only two companies that accept the waste. The committee is looking at that issue. They are meeting quarterly, but the meetings are unstructured and inconsistent.
- Justin Matthews –
  - The Scholarship Committee is looking for ways to grow the scholarship program.
  - Lauren emphasized that the e-mail promoting the winner, as well as the speech that was given at the fall conference were both excellent.



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## OLD BUSINESS

- Executive Course Budget Proposal – Lauren Behm
  - Toby presented the proposal in the fall for a Four-day executive course. Plan is for first one in May at Little Creek Casino?
  - Revenue will go 50% to APWA and 50% to Toby to cover expenses.
  - Toby plans to hold a ½ hr. session at spring Conference and share information about the program at the APWA booth at spring conference to market the course.
  - Mary-Heather asked if the price is comparable to NWPI. Lauren said it was more but in line with similar executive level courses.
  - Leah asked how we are vetting the content and instructors. Mike explained that Toby is using an advisory panel. Don noted that vetting process varies depending upon proposal. Lauren and others stressed that Toby himself brings a lot of credibility to the proposal.
  - Laruen suggested that post class surveys may be a good idea.
  - Mary-Heather said that attendance might be low due to cost.
  - Tara asked How is registration being handled? Lauren stated that we will use Cvent.

***MOTION: Approve supporting the proposal to initiate an Executive Leadership Course as proposed by Toby Rickman.***

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

- Mentorship Program Proposal – Karissa Witthuhn
  - Brenna provided an overview of the mentorship program proposal and the materials that were sent out with the meeting agenda. Review attached documents. List and attach.
  - If approved, the intent is to coordinate with the Marketing Committee, promote the program at the spring conference and then follow the timeline shown in program documents that were attached to the board meeting agenda.
  - The board discussed whether mentors and mentees should be APWA members. This requirement may be barriers for Mentees who are likely just starting their careers and may not have the support of their employers. Mentors should be members unless we don't get enough volunteers,

- Leah shared that other organizations that have similar programs that put it on the mentee to lead the discussions and the process. In her experience that was a disincentive. The board asked that the program provide guidance for both mentors and mentees to help them keep the process moving forward in a way that provides the mentee with the direction and guidance they need.
- Brenna said that the committee with help could facilitate the relationship to make sure things are going as planned.

***MOTION: Approve supporting the proposal to initiate a Mentoring Program as proposed by Brenna Harrington.***

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

#### **ADJOURNMENT**

- Lauren noted that we were running longer than expected and recommended that we adjourn and reconvene in the morning.
- The meeting was adjourned at 6:48 PM.

#### **CALL TO ORDER – JANUARY 12, 2023**

- President Lauren Behm called the meeting to order at 8:29 AM.

#### **SWEARING IN OF NEW BOARD MEMBER – MIKE CLARK**

- Bill Preston joined the board meeting.
- Mike Clark led the procedure of swearing in Bill Preston.

#### **FALL CONFERENCE BY THE NUMBERS – DARCI BELL**

- Darci provided an overview of the attached summary of participation and financial results from the Fall Conference in Spokane. A copy of the Fall Conference Budget Spreadsheet that Darci reviewed is attached.

#### **NEW BUSINESS**

- Project of Year Sustainability Award
  - Jim provided an overview of the proposal from the Sustainability Committee to add an award to our Project of the Year process.
  - The board discussed whether the award should be presented at the Thursday lunch or during the Thursday night ceremonies. It was considered better to present at the lunch since this is new and more people attend the lunch.



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***MOTION: Support the proposal to add a Sustainability Award to the Chapter's***

***Project of Year Award process as proposed by Jim Rioux.***

***VOTE: Approval by a unanimous vote (15-0)***

## **GOOD OF THE ORDER**

- Juel raised some questions about the chapter's zoom tool. We are maintaining a zoom license that currently asks users for authentication.
- Some are using it for committee meetings. Others are using it for what they are calling a meeting, but they are actually a four-hour education session or webinar coordinated with Erin.
- In one case a user ended up bumping an ongoing meeting off the tool.

## **FUTURE CONFERENCES**

### **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**

- 6:00 PM, April 23, 2023 - Tacoma, WA (Spring Conference)

## **ADJOURNMENT**

- The meeting was adjourned at 9:25 AM.