



AIR & WASTE MANAGEMENT
A S S O C I A T I O N

◆
Pacific Northwest
International Section

BOARD OF DIRECTORS' AND OFFICER'S MEETING

Minutes of May 9-10, 2008 PNWIS Board Meeting

The *first quarterly meeting* of the 2008/2009 Officers and Board of Directors of the Pacific Northwest International Section (PNWIS) of the Air and Waste Management Association (A&WMA) was held on May 9-10, 2008 at the The Chrysalis Inn in Bellingham, WA. Our meeting convened at 1:00 PST.

Present (board positions, chapter affiliation):

Bob Humphries (President, BC/Yukon), Kathi Futornick (President-Elect, Oregon), Laurel Peterson (Secretary, Oregon), Steve Van Slyke (Treasurer, PNWIS 2009 Conference Chair, Puget Sound), Mary Beth Baxter (Treasurer-Elect, Puget Sound), Dan Mahar (Past President, Puget Sound), Russ Simonson (Director, Puget Sound), Hank Nelson (Director, Inland Northwest), Stephanie Meyn (BC/Yukon Chapter Vice-Chair), Mitch Olson (Huxley Chapter Co-Chair), Mack Malloen (Huxley Chapter Co-Chair), Kim Marcus (Oregon Chapter Chair), Claude Williams (Puget Sound Chapter Chair), Andrea Mercer (Vancouver Chapter Chair), Roylene Cunningham (Awards Co-Chair, Puget Sound), Melissa McAfee (Awards Co-Chair, Puget Sound), Warren McCormick (Chapter Support, Vancouver), Denise Newbould (Fiduciary Advisor, Alaska), Steve Rybolt (Student Programs Chair, Puget Sound), Al Trbovich (Technical Committee Chair, PNWIS 2008 Conference Chair, Alaska), Jay Willenberg (A&WMA S&C Representative, Puget Sound), Angela Hansen (A&WMA ACE 2008 General Conference Chair, Puget Sound), Martha Moore (Oregon) and Stacey Glenewinkel (Huxley).

Bev Williams (Education/Outreach Committee Chair, Alaska) joined via telephone.

Introductions/Thank You:

Dan Mahar welcomed everyone to the meeting and thanked the Board for their time and energy and welcomed the new Board members to the meeting. Bob Humphries thanked Dan for his work as PNWIS President.

Approval of Agenda:

We reviewed the agenda, and proceeded with Kim Marcus/Dan first/second; all in favor, none opposed, no further discussion.

Approval of Minutes:

The minutes from the PNWIS fourth quarterly Board Meeting conducted on January 18, 2008 in Portland, OR were accepted as submitted by Martha Moore seconded by Steve Van Slyke; all in favor, none opposed, no further discussion.

Incoming Officers Training:

Denise Newbould and Melissa McAfee facilitated Incoming Officers Training; see IOT PowerPoint Presentation (attached).

Action Item: Claude Williams will take the lead in looking into the feasibility of video conferencing.

Running Effective Meetings:

Jay Willenberg facilitated Running Effective Meetings; see Another Fine Meeting Presentation (attached).

A&WMA Update:

Jay presented information on PNWIS and the other chapters/section of A&WMA.

There was discussion on scholarships and if the EC and other student donations could be considered scholarships. Martha stated that according to tax law, those donations/prizes are not considered scholarship.

There was also discussion on if PNWIS was interested in the A&WMA awards, namely the Minasian Award, which is given at the annual conference.

A&WMA ACE 2008:

A&WMA's Annual Conference and Exhibition will be held this June in Portland, Oregon. Many of the PNWIS Board members are Committee Chairs on the Local Host Committee (LHC) which are present; Kim Marcus (Green Committee Chair), Kathi Futornick (Sponsorship Co-Chair), Martha Moore (Entertainment/Silent Auction Chair), and Laurel Peterson (Young Professional Committee Chair). The conference will offer the option for participants to off-set their carbon emissions. The technical program looks very strong with lots of air and sustainability topics. The sponsorship is close to our goal, but not quite there. The silent auction (proceeds go to the student scholarship fund) still needs more items. The LHC would like to see each chapter and section donate items to the auction. Please contact Martha if you have anything you would to donate or if you have any leads.

Contact Stephanie Meyn if you are interested in being a judge for the student paper/poster competition. Contact Terry Nyman if you are interested in being a monitor (or better yet, just sign up to be a monitor!).

PNWIS 2008 Conference:

Al Trbovich reported on the status of the PNWIS 2008 Conference. The conference will be held September 24-26, 2008 with a professional development course on Tuesday, September 23. There are a number of individuals who are not involved with the Alaska Chapter, but have been volunteering for the conference. Online registration is almost ready to go, and will need to wait until the website registration is up and running.

Fees for the conference will be as follows; early registration \$350 (A&WMA), \$395 (non-A&WMA), registration \$395 (A&WMA), \$445 (non-A&WMA), late registration \$495 (A&WMA or non-A&WMA), \$75 (students). Exhibitors will be \$600 and \$700 for late exhibitor-registration.

The breakeven point would be 150 registrations, with no sponsorship.

The Technical Program (Chair: Al Bohn) will be up on the website soon. Michelle Grzybowski (Tesoro) will be the Technical Vice-Chair. Amy Kearns from ENSR will be helping promote EC. Unsure if there will be a technical tour as there are not a lot of options near Anchorage. Still working on the keynote speaker, may be an individual from the government. Another idea would be to have the topic be the Pebble project or if someone wants to be the general conference sponsor, they could deliver the keynote.

Andrea was wondering if they had looked at the price difference between A&WMA and non-member A&WMA, and if they would like to adjust the price to encourage more non-members to join A&WMA.

PNWIS 2008 Conference – Awards:

Roylene Cunningham and Melissa McAfee reported on the status of award nominees for the PNWIS 2008 Conference. Nominations are due in July 11th, 2008. They also requested that student papers, if possible, not being presented on Friday and making sure those papers are identified clearly in the program as student paper.

PNWIS 2009 Conference:

Steve Van Slyke reported on the status of the PNWIS 2009 Conference. The conference is scheduled for November 3-6, 2009 in the greater Seattle, WA. Roylene Cunningham and Maggie Corbin are the Technical Co-Chairs, Chris Drechsel is the Sponsorship Chair, Mary Beth Baxter will handle the money and Claude will handle registration.

Currently looking at different venues; Suncadia Resort in Roslyn Cle Elum (east of Seattle), Great Wolf Lodge (north of Centralia), Talalla Retreat (north of Seattle). Between now and September a selection will be made on the location of the conference. The site selection is: room guarantee, remote location, etc.

The planning committee is working on coaching new blood in conference committee positions.

PNWIS 2010/2011 Conferences:

Tony Ward expressed willingness in holding the 2010 PNWIS Conference in Missoula, MT. Tony will need support from the Section; possibly 2008/2009 Conference volunteers could also volunteer for the 2010 Conference.

Action Item: Dan and Laurel will contact Tony Ward regarding hosting the 2010 PNWIS Conference in Missoula, MT.

Bob expressed BC/Yukon's interest in holding the 2011 Conference in BC. Stephanie Meyn stated the BC/Yukon Board voted yes to hosting the 2011 PNWIS Conference in Vancouver, BC.

Spring Specialty Conferences:

AI reported on the past two specialty conferences; Stormwater (Alaska) and Stack Testing (Puget Sound). The stormwater conference did not make any money, although the conference was technically very good. The stack testing conference was well attended.

As for upcoming specialty conference, ADEC approached the Alaska Chapter to facilitate a New Source Review (NSR) in January or February 2009 in Anchorage, Alaska. The conference will be roughly four days; it can be completed shorter if desired. Dan mentioned that BP Cherry Point expressed interest in the same NSR conference. It could be a possibility that Alaska/Puget Sound could piggy back the conference.

Action Item: Dan and AI will explore the possibility of coordinating New Source Review conferences between the Alaska Chapter and the Puget Sound Chapter.

The cost of the conference is roughly 30K, profits for the conference could be approximately roughly 20K. In years past, West Star, paid for all of the ADEC employees who attended.

AI also pointed out that he has been the Technical Committee Chair for four or five years and after the January/February 2009 specialty conference he would like to see someone else take on the position.

Webmaster:

Claude reported on the online registration that was used for the stack testing conference. Claude's online registration program was very user friendly; to both the individual setting up the account and for those who are registering. The costs involved are per person, there is no upfront costs involved, but the company does require contact information from an individual. One or many accounts may be setup (e.g. different Chapters/annual conferences can have their own accounts).

Fiduciary Advisor:

Denise reported on her new Board position; *Fiduciary Advisor* (attach description). The PNWIS Guidebook addresses this position, but the tasks involved in the position are not always completed. The Board still has financial questions; how much should we have as reserve funds, are the finances presented in a useful manner to the Board, etc. Denise has volunteered to be the fiduciary advisor.

Steve also mentioned the responsibility that each Board member has to report any suspicious activities to an officer so there can be an investigation.

Action Item: Laurel will update the Finance Committee description in the PNWIS Guidebook.

Chair: Fiduciary Advisor

Members: Vice-President, Treasurer-Elect, Treasurer

Chapter Support Committee Chair:

Warren McCormick reported on his new Board position; Chapter Support Committee Chair (description attached).

Members: Past-President and committee members as necessary.

Stephanie Meyn volunteered to be on the Chapter Support Committee.

Action Item: Warren will complete the membership survey from BSIII.

Action Item: Laurel will add the Chapter Support Committee description in the PNWIS Guidebook.

Adjourn (DAY 1): Meeting adjourned at 5:00 PST.

Convene (DAY 2): Meeting convened at 8:10 PST.

Chapter Reports:

Alaska – Most of the attention of the Chapter has been focused on the PNWIS 2008 Conference. Currently holding officer elections; George Snowgrass will be the Chapter Chair. Dan was wondering if the Alaska Chapter (finances) responsibility. Al stated that the Chapter will be looking at what to do with the money after the 2008 Conference, but currently they have not figured out what to do with the money.

B.C./Yukon – Steph – Chapter level, goals, big focus has been the student chapter formation (BCIT), currently has 21 student members. Their next student chapter – U/V/ - LBF – new YPs. Working on developing much better describes of what board members do – manual, so new YPs have a better understanding of the Chapter. IUPPA – 2010 will be held in Vancouver. Climate Change (with the Canadian Water Partnership) about 120 attendees, two days (one day workshops included).

Huxley (WWU) – Mac; budget few hundred dollars. Looking for funding for a chapter bbq. Still going to continue with EC, the timing of ECi. The biggest challenge is keeping the chapter going. Looking for more student members to join, still needing to do with recruiting. Steve suggested holding a Career Panel or Job Fair and invite the how student body.

Idaho – The Idaho chapter has not been active with regard to meetings or events over the last quarter. We have had some difficulty getting members' schedules to work out for meetings. Our main goal is to get new officers elected as soon as possible and try to schedule some regular meetings even if they cannot be well attended.

Montana – N.A.

Montana Tech – N.A.

Oregon – Busy working on ACE 2008. Held officer elections recently, another attorney has joined the board.

Puget Sound – Claude reported the Puget Sound Chapter has been doing a very good job spending their money on students, including sending students to the PNWIS Conference to participate in the EC. Just finished the stack testing specialty conference, maybe on the chapter level, that will not conflict with ACE 2008 and PNWIS 2008. Next event; bikes and beers. Next technical topic: LEED green buildings. PSCAA has many interns that are not PNWIS students. Would like to see more internships offered to PNWIS students.

Inland Northwest – Hank Nelson; the Chapter is active. They have a newly elected Board with a few thousand dollars in the bank. Currently, working on their first event as a Chapter. Denise and Claude reminded Hank of PNWIS support.

Vancouver Island – Andrea; very young Board. Successful year; director of sustainability (from the Olympics) will be their technical lunch speaker. Chris Robins is coordinating the first annual golf tournament, proceeds will go to student scholarships. Student competition – panel of Chapter judges, judge student papers presentations.

University of Montana N.A.

U of Washington – N.A.

Student Programs:

Steve reported on the status of the Student Programs; see attached Student Programs Presentation (attached).

Strength – PNWIS willingness to try and to keep trying new formats. Improve the annual conference, contribute technically; depth and broadness to the program. Idealistic attitudes of the students.

Weaknesses – Getting each Chapter to have a champion for student chapters in their chapter. Time and effort, getting an active chapter member only to have them graduate. Lots of students do not have extra time. Another weakness is the lack of funds to attend the annual conference.

Opportunities – Holding job fairs for the students (consulting, industry, government). Bring the students into the Chapter luncheons.

Threats – Other societies the students can participate in.

Kim; sustainability bandwagon – students are much interested in it as well. A program on sustainability would be for the benefit/draw of students. Kim; just went through a series of entry level job interview, although they were geo positions, the students were more interested in sustainability. Presentations at the universities. Mac – great idea, information and new contact. Going to the students. There is a disconnect between the professors and PNWIS. Mac – face to face contact/liaison would be very helpful, knowing who you are working with. Jay; EC opportunity for professionals to see students in real action, capabilities, how they present information, solve problems, how they interactive with groups. Students that stay involved, have 100% job placement.

Treasurer's Report:

Martha reported on the status of the accounts. PNWIS brought in more money than previously expected thanks to the McCoy conference the Alaska Chapter held.

Action Item: Annual report to Laurel to get your annual due splits.

Group tax filing for the Chapters; Alaska is its own corporation. For the other USA chapters there will be setup a group filling. Martha will prepare the information that is need and let the Chapter Treasurers what information they will need to submit to PNWIS.

Laurel/Kim moved/seconded the Treasurer's Report (below).

FY 2008 Budget:

Steve presented the 2008/2009 budget. There was discussion on EC prize money.

Agenda Item: PNWIS Donation to the EC Fund (Annual Topic – January/February Meeting).

Committee Reports:

Ed/Outreach – **Action Item: Laurel & Martha will facilitate a teleconference with the Education & Outreach Committee members and others to see if there is interest in re-evaluating the committee.**

Communication Committee has been split into Webmaster, Membership and Chapter Support Committee.

Action Item: Claude will remove the PNWIS membership form from the website.

Action Item: Claude will write a letter to those individuals who have registered for PNWIS-only membership using the PNWIS membership form from the website.

Newsletter – might change into a yearly letter from the President instead of the regular newsletter. Steve mentioned the East Chapter Newsletter is very well done and they get sponsorships.

Membership – Kathi, as Vice-President, is the Chair of the Membership Committee and will start to look at PNWIS Membership.

Next Board Meeting(s):

The secondly quarterly Board meeting will be held Tuesday, September 23rd, in Anchorage, Alaska. The annual general meeting will be held Wednesday, September 24th, also in Anchorage, Alaska.

The Chapter Liaisons & University Liaisons of the Student Programs will meet for two hours prior to the Tuesday Board meeting. Please contact Steve Rybolt if you are interested in attending.

There was also discussion for the following Board meeting in January/February to hold a Chapter Round Table discussion.

Other Business:

The meeting adjourned at 11:00 PST.

Attachments:

Action Items
Agenda Items
Event Calendar
ACE 2008 Report
Awards Committee Report
Chapter Report Compilation
Fiduciary Advisor Description
Chapter Support Committee Chair Description

*A separate attachment contains the following presentation mentioned in the above minutes, for a copy of these please contact Laurel Peterson at lpeterson@hoeflernet.com:

- IOT PowerPoint Presentation
- Another Fine Meeting Presentation
- Student Programs Presentation

Action Items

What	Who	Due	Complete
Action Item: Dan and Laurel will contact Tony Ward regarding hosting the 2010 PNWIS Conference in Missoula, MT.	Dan Mahar Laurel Peterson	Sept. 2008 Meeting	
Action Item: Laurel will add the Chapter Support Committee description in the PNWIS Guidebook.	Laurel Peterson	Sept. 2008 Meeting	
Action Item: Laurel will update the Finance Committee description in the PNWIS Guidebook.	Laurel Peterson	Sept. 2008 Meeting	
Action Item: Dan and Al will explore the possibility of coordinating NSR conferences between the Alaska and Puget Sound Chapters.	Dan Mahar Al Trbovich	Sept. 2008 Meeting	
Action Item: Warren will complete the membership survey from BSIII.	Warren McCormick	May 2009 Meeting	
Action Item: Annual report to Laurel to get your annual due splits.	Chapter Chairs	NOW	
Action Item: Laurel & Martha will facilitate a teleconference with the Education & Outreach Committee members and others to see if there is interest in re-evaluating the committee.	Laurel Peterson Martha Moore	Sept. 2008 Meeting	
Action Item: Claude will write a letter to those individuals who have registered for PNWIS-only membership using the form from the website.	Claude Williams	As Required	
Action Item: Claude will remove the PNWIS membership form from the website.	Claude Williams	Sept. 2008 Meeting	Completed
Action Item: Claude Williams will take the lead in looking into the feasibility of video conferencing.	Claude Williams	Sept. 2008 Meeting	
Action Item: Warren will talk with Chris regarding the fall newsletter. Steve offered to help get newsletter articles.	Warren McCormick	August 31, 07	
Action Item: Steve will talk with Claude regarding the website and if Claude can recruit someone who can help re-design the website.	Steve Van Slyke	October 2007 Meeting	
Action Item: Steve will help with finding a person for Claude to help with the website as well.	Steve Rybolt	October 2007 Meeting	
Action Item: Each present Board Member will ask two (2) young professionals to help/join A&WMA at the Chapter or Section level.	All	May 2008 Meeting	On Going
Action Item: Jim will look into A&WMA's finances and find out what percentage of the revenue goes to their core purpose.	Jim Pfeiffer	October 2007 Meeting	
Action Item: Dan will see if someone from the Puget Sound Chapter is interesting in Co-Chairing the Technical Committee with Al.	Dan Mahar	October 2007 Meeting	
Action Item: Dan will work with Steve for getting Chapter liaisons on the Student Program Committee.	Dan Mahar Steve Rybolt	October 2007 Meeting	
Action Item: Dan will work on Pod Cast/new age event.	Dan Mahar	October 2007 Meeting	
Action Item: Kim will assist Steve in putting together a thank you letter to all of the EC sponsors.	Kim Marcus Steve Rybolt	October 2007 Meeting	



Action Items, Continued

Action Item: Denise will make a template for reactivating inactive chapters.	Denise Newbould	October 2007 Meeting
Action Item: Kim will give Martha contact information for a tax accountant who specializes in non-profit organizations.	Kim Marcus	October 2007 Meeting
Action Item: Jim will send the Ina Link survey to Bob and Dan.	Jim Pfeiffer	October 2007 Meeting
The following Action Items are carry over from past years:		
<i>Action Item: Dan will review the PNWIS Conference Guidebook to see what the policy is regarding attracting well known speakers who do not want to pay registration.</i>	<i>Dan Mahar</i>	<i>February 2008 Meeting</i>
<i>Action Item: Laurel will make a list of PNWIS Board Members who have & have not attended Leadership Training.</i>	<i>Laurel Peterson</i>	<i>October 2007 Meeting</i>
<i>Action Item: The Finance Committee – Scott, Steve, Terry, Kim, and Martha – will meet on an annual basis.</i>	<i>Finance Committee</i>	<i>Annually-May Meeting</i>
<i>Action Item: Send notice to Chapters of the investment policy, an explanation of why we have the policy, and a little bit of guidance. The Finance Committee will prepare the explanation & guidance.</i>	<i>Finance Committee</i>	<i>May 2007 Meeting</i>
<i>Action Item: Bev will prepare a letter to Harry K at A&WMA regarding ERG and will include the response letters to ERGs from Oregon Chapter and Vancouver Island Chapter.</i>	<i>Bev Williams</i>	<i>September 2007 Meeting</i>
<i>Action Item: Dan will give AI details on BP sponsoring a Spring Specialty conference on new source review and reform.</i>	<i>Dan Mahar</i>	<i>9/19/07</i>
<i>Add all PNWIS conferences to A&WMA web listing</i>	<i>Jay Willenberg</i>	<i>Ongoing</i>

Agenda Items

What	Original Meeting	Due	Complete
Agenda Item: PNWIS Donation to the EC Fund	May 2008 Meeting	Annually	
Agenda Item: A&WMA Updates	January 2008 Meeting	Quarterly	
Agenda Item: A&WMA Award Nominations will be an annual agenda item.	August 2007 Meeting	Annually	

Events Calendar 2008

January

PNWIS Board Meeting, Portland, Oregon January 18

February

Vote for PNWIS Board positions February 1

March

Chapter reports due to Section/Headquarters March 17

April

Section reports due to Headquarters April 7

May

PNWIS/A&WMA Board Changeover Meeting May 9 & 10

June

A&WMA 101st Annual Conference & Exhibition, Portland, OR June 24-27

September

Fall PNWIS Newsletter September 1
PNWIS/A&WMA Board Meeting (Anchorage, Alaska) September 23
2008 PNWIS Conference, Anchorage, Alaska September 24-26

ACE 2008

With less than 2 months to go, we need to ask for help with the following:

- Everyone to contact their networks/professional communities to promote the ACE
- 20 more Exhibit booths sold
- \$15K more in sponsorship
- Silent Auction items from each PNWIS chapter (Puget Sound sent two)
- Judges for Student and ECi poster sessions
- Volunteers for Welcome and Student/ECi booths

Board members can email Dave Dornbush if they need contact information for LHC members or have questions about sponsorship, etc.

Awards

The awards committee is mobilizing and preparing for the Alaska conference. We will follow our tasks and timelines as we did for the Boise conference but moving dates up for the Sept conference.

We would like ideas and suggestions for nominees for each award. The Board, the Alaska Chapter and the Alaska Organizing Committee are all in a great position to give worthy nominees, so we can ensure active members are recognized. Please bring forth your ideas and nominations.

We will send out a call for nominations in June; we will finalize the recipients in July; and then we will place orders for trophies in August to ensure delivery prior to the Sept conference. Roylene will be compiling Chapter Awards from chapter annual reports. We encourage chapters to get their reports in on time and to maximize their points for the Moby!

Thank you and respectfully submitted, Melissa

Oregon Chapter Board – Election Results (2008)

Chair, Kim Marcus, URS Corporation
Vice-Chair, Laurel Peterson, Hoefler Consulting Group
Secretary, Debbie Deetz Silva, Oregon Steel Mills
Treasurer, Frank Jones, LPG Associates
Director: Jeffrey Hunter, Perkins Coie
Director: Greg Lande, Oregon DEQ
Director: Tom Wood, Stoel Rives

Puget Sound Chapter – 1st Quarter 2008 Quarterly Report

Past Activities: The chapter has continued to meet on a monthly basis during the past quarter to discuss and plan for upcoming events. Our monthly meetings were held on January 29th, February 26th, and March 25th. A great new group of officers/board members were elected during the first quarter.

Name	Company/Affiliation	Office Held	Term of Office
Claude Williams	PSCAA	Chair	2008
Maggie Corbin	Aware Consulting	Vice Chair	2008
Chris Drechsel	Tesoro Companies, Inc.	Past Chair	2008
Alan Butler	Parametrix/NWCAA	Treasurer	2008
Steve Rybolt	Port of Seattle	Secretary	2008
Judith Aasland	TRC Environmental Corp.	Board Position #1	2007 - 2009
Stacia Dugan	CH2MHILL	Board Position #2	2006 - 2009
Stephen Nelson	Coal Creek Environmental Associates	Board Position #3	2007 - 2010
Toby Allen	NWCAA	Board Position #4	2007 - 2010
Madonna Narvaez	USEPA Region 10	Board Position #5	2008 - 2011
Jeromy Adams	Nucor Steel Seattle, Inc.	Board Position #6	2008 - 2011

The chapter held its annual board member/officer changeover dinner in Seattle on April 29th.

Future Activities: Several chapter members have been working closely with PNWIS section representatives to organize the one-day Spring Specialty Conference on stack testing to be held in the Seattle area on May 6th.

The chapter is planning an “**Alternative Transportation Sustainability Brewery Day**” that will be held on June 14th. The groups will start at two different parks in the Seattle area and bike or walk to the Red Hook Brewery for food and drink. The chapter is also planning to hold a brown bag event this spring around the topic of “LEED”/green building. The date of this brown bag is still TBD. Several chapter members have roles within the Local Host Committee for the ACE 2008 conference. We all look forward to a great ACE 2008 in Portland!!

Vancouver Island Chapter

The Vancouver Island Chapter has had another successful year. Thanks to our technical luncheon committee, we have had some fantastic luncheon presentations this year, including hearing from Dr. John Fyfe, research scientist in the Canadian Centre for Climate Modeling and Analysis of Environment Canada and lead author of the IPCC 4th Report, Tannis Topolnisky, Public Involvement Specialist with Health Canada’s Safe Environments Programme who spoke to us about public involvement in contaminated sites management, and have confirmed our May 26th luncheon speaker, Ken Baker, who is the Sustainability Coordinator for VANOC 2010 (the Olympic games) to come speak to us in May about issues such as reducing the carbon footprint of the games, and other sustainability issues.

We are gearing up to host our 11th annual student paper competitions in June and August, which provides a great opportunity for our post-secondary students to learn a bit about A&WMA while competing for a cash prize through presenting their papers to a tough panel of A&WMA judges.

In addition, our biggest golf enthusiast on the Board, Chris Robins, has gladly stepped forward to organize our Chapter's first every Golf Tournament set to go for June 17th, with all net proceeds

going to fund our student programs, including the scholarships, student paper competitions, and the regional Science Fair.

Our nominations process for the 2008/2009 Board of Directors has just closed, and it looks like we will have 3 new Directors joining us by acclimation. That's about it....not as busy of a year as in the past, but the Chapter has spent some time recovering from hosting PNWIS 2006.

Respectfully submitted, Andrea

Fiduciary Advisor

Appointment: PNWIS President shall appoint this position.

Purpose: The purpose of this position is to increase financial accountability and improve administration of finances by enhancing budget planning, forecasting, analysis, and auditing procedures. Working with the Treasurer, President, and PNWIS Board, this position will be responsible to help administer financial policies and procedures.

Functions:

1. Chair (ideally) or sit on (alternatively) an activated Finance Committee that performs the functions described in the PNWIS/AWMA Guidebook (i.e. assist in developing operating budgets, review membership fee structure and amounts and recommend changes as needed, monitor financial reporting procedures, assist the Treasurer in his/her duties, and ensure annual audit is completed on time).
2. Develop financial projections and forecasting (i.e. multiple-year budget projections and financial stability evaluation), to ensure solvency and financial responsibility.
3. Identify issues requiring the Board's attention and ensure that issues raised by others are addressed, and provide suggestions and guidance to resolve. As issue resolution may lead to development of new, and/or revisions to existing, financial policies and procedures, this position will draft new and modified documents for Board discussion and approval. Examples of issues to address include:
 - audit policy - how defined, frequency, third-party vs. internal auditing, logistics;
 - safeguards - mechanisms to protect from embezzlement or theft, credit card administration, signature authority on bank accounts;
 - investment policy - establish optimum range of account balances to target, identify options for management of funds that provides accountability, flexibility, and responsibility; and
 - financial recordkeeping and reporting - usefulness and clarity of reporting formats, budget coding, and forecast assumptions.
4. Provide continuity through changes in Treasurers.

Chapter Support Committee Chair

Appointment: PNWIS President shall appoint this position.

Purpose: The purpose of this position is to provide a one-window contact between the Chapters and the Board in the areas of membership, communications and technical issues.

Functions:

1. Maintain list of and contact Chapter Chairs on a regular basis to discuss needs and areas where Board can help, in general
2. Acquire and consolidate Chapter reports for the Board meetings.
3. Assist Chapters with communication issues (web pages, etc.) and other technical issues (on-line registration, etc.)
4. Ensure Chapter work is aligned with PNWIS goals
5. other duties as assigned by the Board

The position will be member of Communications Committee and Strategic Planning Committee.