



## Oregon Pupil Transportation Association Northwest Chapter Meeting Minutes

August 11, 2010

Meeting called to order at 12:17 p.m. by President Patricia Carner.

Minutes taken by: Jean Frazey, Secretary

**Attendees:** Charisse Wall, PPS; TJ Crockett, ODE; Dawn Parsell, NCSD; Mary Conger, NCSD; Doug Fedderson, NCSD; Lynnette O'Dell, OCSD; Bill Mattes, Estacada; Patricia Carner, BSD; Kim Crabtree, Sherwood SD; Shelly Cota, Vernonia SD; Jennifer Willis, N Clack SD; Ron Palmer, N Clack SD; Kathy Roberts, First Student-Tigard; Janet Alley, N Clack SD; and Mark Sexton, N Clack SD.

Minutes of the May 2010 meeting approved as submitted.

**Financial Report:** No report at this meeting.

### Committees:

**Safety Exercises** – Kim Crabtree & Patricia Carner will co-chair

**Winter Workshop** – Jean Frazey will chair. She reports that the Winter Workshop will March 14, 2011.

**Poster Contest** – Charisse Wall will chair.

**Education** – Open

**Sunshine** – goes with Treasurer Position – Dawn Parcell

**Membership** –Kathy Houck will chair.

**Summer Workshop** – Jennifer Willis, Ron Palmer, Debby Wright, Kim Crabtree, TJ Crockett are the planning committee for the 2011 August Workshop. Bill Mattes and Doug Fedderson volunteered to support the committee. Lynnette O'Dell volunteered to help secure facility for the workshop. The association sends a big THANK YOU to Doug Fedderson, Bill Mattes and Lynnette O'Dell for their years of commitment to organizing the workshop.

Some discussion about points to consider for the 2011 workshop success:

- Start planning in January
- Secure facility in January/February

- Have CORE Instructors certified from the past year partner with the newest certified CORE Instructors to co-teach the CORE Classes at the workshop.
- Contact large districts to commit 2-3 of their Trainers to instruct courses at the workshop (14 districts typically draw on the resources of the workshop for their drivers)
- Make-up a call list to be used every year for resources
- Supplies that need specific coverage during the workshop- Donuts/Drinks/Instructor Packets/Signs/Registration/Information Desk
- Utilize conference calls instead of calling meetings because of everyone's time commitments
- Adjust workshop hours to accommodate school staff hours better, maybe 7 am – 4:20 for classes and speakers.
- Rotate to other facilities every 3-4 years to not over burden one resource

**State Board Report:** Mary Conger reported that the next meeting is scheduled for August 30 @ 11 am at the Almost Home Restaurant in Salem.

### **NEW BUSINESS:**

Inactive Board Members – There is a need to get our board members active in the monthly meetings. Patricia Carner will be contacting board members to review their responsibilities to the association.

A reminder that your association membership dues renew by every July 1, please verify that your dues have been paid or that they are being mailed in ASAP. An application is attached at the end of these minutes

A Roundtable topic will be announced at each meeting for the following meeting by Kim Crabtree. The October topic will be on Mentoring New Drivers.

It is requested that the members review the last meeting minutes prior to coming to the meeting so that they can be accepted or corrected in a timely manner at the meetings.

The question was raised about keeping the Chapter meetings on the 3<sup>rd</sup> Tuesday of each month. It did not seem to increase meeting attendance by changing them but for the ones that do attend regularly Tuesday's still work best.

The meeting will be rotating around the region on a monthly basis for opportunities to visit new places. The October 2010 meeting will be at the Beaverton SD-Transportation facility. So pick out the month that the association could visit your facility or a local restaurant in your area and be ready to host a meeting. Sign-up will be at the October meeting.

Meeting adjourned at 12:50 pm.

Next meeting: October 19, 2010 at Beaverton SD - Transportation facility, 1270 NW 167 Pl, at 11 am.  
 Round Table Discussion topic: Mentoring New Drivers  
 Lunch will be available for purchase, call Patricia Carner at 503-672-3721 to reserve your lunch today

# OPTA MEMBERSHIP APPLICATION

## MEMBERSHIP CATEGORY:

- \_\_\_\_\_ **Active Member**  
Persons performing administrative, supervisory, driver training, and/or regulatory duties in School bus operations.
- \_\_\_\_\_ **Associate Member**  
Any person interested in or associated with, any phase of pupil transportation.
- \_\_\_\_\_ **Professional Member**  
Persons employed as a school bus driver or a mechanic/technician in school bus Operations.
- \_\_\_\_\_ **Honorary Member**  
Any person, or, institution so named by the State Board of Directors.

## CHAPTER MEMBERSHIP:

- \_\_\_\_\_ State Membership \$15
- \_\_\_\_\_ Northwest Membership \$10
- \_\_\_\_\_ South Willamette Membership \$20

Total Paid \_\_\_\_\_

*Make checks payable to: OPTA*

## REGISTRATION:

Please Type or print

Name: \_\_\_\_\_

Company/Employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

New Membership \_\_\_\_\_ Renewal \_\_\_\_\_

Email address: \_\_\_\_\_

Specify Year (July 1<sup>st</sup> - June 30<sup>th</sup>) Payment Applies: \_\_\_\_\_ / \_\_\_\_\_

*Send Membership Application and Payment to:*

Kathy Houck  
1204 NE 201<sup>st</sup> Av.  
Fairview, OR 97024