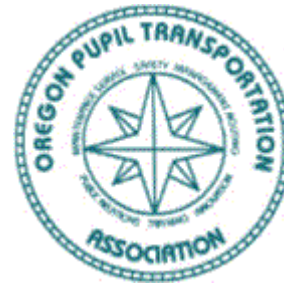


OREGON PUPIL  
TRANSPORTATION ASSOCIATION, INC.

*A non-profit organization*



***South Willamette Chapter***

Date: March 10, 2015  
Location: Brattain International, Eugene  
Meeting Called to Order: Cindy Moran, 11:05 AM  
Members Present: Michelle Saavedra, Denise Balch, Craig Pruitt, Chris Ellison, Sandi Miller, Michael Cape, Wilbur Starr, Joanna Morris, William Swift, Rich Sanner, Deborah Maskal, Kim Crabtree, Cindy Moran, David Jorgenson, Diane Clinkscales, Nathan Misner

Previous Minutes: No changes. A motion was made by Sandi Miller to accept minutes as presented, seconded by Denise Balch. Approved.

Financial Report:

Beginning Balance:	\$28,336.28
Income	\$13,682.80
Expenses	<u>\$ 3,452.03</u>
Ending Balance:	\$38,567.05

Income was received from winter workshop registration monies received. A motion was made by Kim Crabtree to accept the financial report as presented, seconded by Denise Balch, approved.

***Committee Reports***

State Board: Safety Exercises: Chris Ellison has completed the updated handbook, and it is available on the OPTA website. The location for the state event has not been finalized. Morningstar church in Salem is not available. Chris Ellison contacted the Lane County Fairgrounds, and they do have two days available, to allow for a full day for setting up. The rental cost for the fairgrounds will be around \$1000. Cindy Moran made a motion for SW OPTA to pay the rental cost, as state has limited funds available. The motion was seconded by Chris Ellison, approved. With the new events, there is additional equipment that will be needed, as well as updates to the OPTA trailer. Troy Hageman (Eugene SD) is willing to do the work. Chris Ellison reports that the cost will be \$3000, which includes both new equipment and repurposing what we can. A motion was made by Deborah Maskal to spend \$3000 for updating equipment, seconded by David Jorgenson. Approved.

Summer Conference: The 2015 conference will be held at the Valley River Inn in Eugene. The 2016 and 2017 events will be held at the Riverhouse in Bend. For future years, a new location may be necessary, as the Riverhouse will be updating/upgrading their facilities (the availability and cost may become prohibitive for holding the conference there). There was discussion about SW

OPTA donating funds to the state board to cover the cost of a presenter. Kim Crabtree will research possible presenters and bring information to the next meeting. The total currently budgeted for presenters at the conference is \$9000.

OPTA Website: Chris Ellison has been working to expand the capabilities of the website. Most of the upgrades this year will focus on the “back-end” of the website, including making the posting of events to the calendar faster and easier. Chris is also working on an OPTA “e-newsletter”, similar to those used by *School Bus Fleet* and *Student Transportation News*. When Chris is ready to start the newsletter, he will make a public records request of ODE to generate a mailing list. Future updates will allow for full posting access to the website (currently, any updates are processed by Verb Marketing + PR, the website designer, and charged at an hourly rate), and to allow registration for events through the website.

Operation Lifesaver: Chris Ellison has been serving on the board of Operation Lifesaver (an organization that helps promote railroad safety). He indicated that they would like to increase their involvement in student transportation. For an annual donation of \$500-1000 from each chapter, Operation Lifesaver will provide “train the trainer” opportunities. Deborah Maskal made a motion to donate \$1000 per year for three years, and then to re-evaluate after the third year. Denise Balch seconded the motion, approved.

- ODE Report: Craig Pruitt provided an update to TJ’s report on pending legislation (see attachment). If anyone hears anything pertaining to new legislation, please do not hesitate to let ODE know. Not much change to the budget at this point, and everything else is in a holding pattern until the budget is approved. There are currently 51 applicants for behind-the-wheel training, with 9 instructors. Course books have been sent to participants. If participants have not received materials, please check that their current address matches the address on their school bus certificate. There is an assignment for participants to complete before the course starts-please make sure they wait for the manual before starting.
- Poster Contest: Denise has the flyer for this year’s contest (see attachment). She has been looking at other venues to get the word out about the contest. She has had some success with schools that hold after-school activity/enrichment programs. She has also submitted this information to the local branches of the Boys & Girls club, and encourages everyone to do the same in their local districts.
- Safety Exercise: Tim O’Connell and David Farley will co-chair the SW safety exercise. The Northwest and South Willamette regional exercises will be held as one event on May 2<sup>nd</sup>, 2015 at the state fairgrounds in Salem. The state safety exercise is tentatively scheduled for May 30, 2015 at the Lane County Fairgrounds in Eugene (see State Board section for more information).Chris Ellison will be the head judge for both events. A question was raised about food possibilities for the events-as the events are being held on fairgrounds property, there may be special rules/requirements to what food is available and who is authorized to sell/prepare food on the premises. Chris will follow up with David Farley on this.
- Sunshine: Diana Whitmire (Springfield)-Illness

**Education:** No updates at this time. David Jorgenson will work on arranging a presenter/subject for the April 14 meeting.

A representative from Brattain International’s body shop showed some examples of bus body damages and how they are repaired. It is often up to insurance adjusters to determine whether a bus is totaled after an accident, not up to ODE. Craig Pruitt mentioned that it is the responsibility of the school district/contractor to carefully inspect any bus that arrives from the factory or returns from a repair shop to make sure that everything is correct. ODE inspections do result in some buses being pulled off the road as a result of problems that were not caught by the district, and the district may have limited recourse with the manufacturer, dealer, or shop if the problems are not immediately identified and reported.

**Winter Workshop:** The winter workshop was held on 2/21/15 at Springfield HS, with Cindy Moran and Kevin Baker serving as co-chairs. Feedback was generally positive. Attendees really enjoyed the presentation by Officer Galloway and the open forum. There was discussion about how to increase the participation in the forum (especially getting the questions in ahead of time). Four applications submitted for the summer conference scholarship-how can we get more? Denise Balch mentioned that the individuals that are responsible for registering drivers for the workshop may not be the ones that attend the OPTA meetings, so there may be some disconnect in trying to get the word out. The only negative issues for the workshop seemed to be around the timing of the lunch service (the lunches were not ready to go when participants were released from the morning session, resulting in long lines), and the overall length of the day (participants had to sit in the auditorium for a long time).

**Old Business:** None

**New Business:** None

**Open Discussion:** None

***For the Good-of-the-Order***

**Future Meetings:**

<b><u>Date</u></b>	<b><u>Location</u></b>	<b><u>Topic</u></b>
April 14, 2015 Tuesday	Albany/Novak’s Hungarian Restaurant	Safety Exercise/Nominate New Officers
May 15, 2015 Friday	Bend/TBA	Safety Exercise/Elect Officers
June 15, 2015 Monday	Eugene/Valley River Inn State Conference	Install New Officers

Meeting Adjourned: 1:30 PM

Next Meeting Date: April 14, 2015

Next Meeting Location: Novak's Hungarian Restaurant

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