

Cascadia ASTD CH 8029

Meeting Minutes

For Meeting of January 20, 2004

Location: Providence Parkrose Medical Plaza- Providence Academy

Present: Dan Vetter; Theme Grenz; Larry Ferguson; Rob Russell; Sheryl Alstrin; Katherine Stevens; -John Inman; Nancy Seebert, Kathleen Bergquist

Absent: Aaron Munter, Larry Briggs, Mara Kershaw

Minutes Prepared by: Nancy Seebert

Meeting called to order by Larry Ferguson -at 6:15pm

Agenda Item	Discussion	Follow Up/Action
Minutes	<ul style="list-style-type: none"> ▪ Approved as written 	Approved
Open meeting (Larry F.)	<ul style="list-style-type: none"> ▪ Distributed "Fast Facts" information sheet with copies of board members individual goals and chapter goals ▪ Will bring some facts/ professional information of interest to each meeting 	
VP Finance Update (Kathleen in place of Aaron) and Larry F.	<ul style="list-style-type: none"> ▪ Checking \$582.less than reported on reports from 1/8/04 due to additional bills (utilities, presenters from 2003...) ▪ All financials being transitioned to QuickBooks Pro- will be able to send more electronically. ▪ Each area will have section for revenue and expense; Much more detailed ▪ Aaron started a search for investment policy and offered a draft for review. Our policy must be re-written to have less policy and more operations on long-term, short term and checking accounts. ▪ Board will have input. 	<ul style="list-style-type: none"> ▪ Please email Aaron or Kathleen with any suggestions/philosophy thoughts re: policy
Board Status (Larry F.)	<ul style="list-style-type: none"> ▪ Sherri Austin verbally resigned on December 8, 2003 during a phone call with Larry. ▪ Sheryl Alstrin nominated for replacement as VP Programs/Events ▪ Individual goals reviewed ▪ Monthly Board meeting spotlight on Web : purpose to heighten visibility to members ▪ Assignments: February- John (Sigs/Gigs); March- Mara (membership); April- Sheryl (Programs); May- Larry Briggs (Volunteers); June-Theme (Marketing); July-Nancy/Kathleen (Secretary/Business Manager); August -Rob (Prof Dev); September- Katherine (Technology); October- Aaron (President Elect); November- Treasurer; December- Larry F and Dan (past Presidents) 	<ul style="list-style-type: none"> ▪ Vote unanimous to appoint Sheryl in Board position for VP Programs that was vacated by Sherri Austin ▪ John to summarize and re-send; Kathleen to send ▪ All board members to send any edits to Larry ▪ Board Goals for all members will be reviewed again at board meeting of 6/04 ▪ Each Board member to submit spotlight info to Kathleen by 10th of the month due ▪ Add information on the "human side" as well as job accountabilities/goals/etc.

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Introduction of Sheryl Alstrin (Larry F.)	<ul style="list-style-type: none"> ▪ Each board introduced self ▪ Sheryl assuming role of VP Programs for 2004 ▪ Currently coordinator of Sr. Initiatives- will delegate some of those accountabilities. ▪ Discussed guidelines for selection of presenters (from last meeting) 	<ul style="list-style-type: none"> ▪ Rob will draft proposal and send to board for virtual discussion
Conference Committee (Kathleen/Nancy)	<ul style="list-style-type: none"> ▪ First meeting of leads in 2 days (1/22/04) at Doubletree at Lloyd Center ▪ Still short 2 leads ▪ Discussed what Sr. Initiative info will be part of conference re: Previous discussions with Seattle Chapter 	<ul style="list-style-type: none"> ▪ Send any interested names to Aaron ▪ Dan will contact Aaron to coordinate communication with Seattle Chapter.
Discussion (ALL)	<ul style="list-style-type: none"> ▪ Recruitment for Program assistance ▪ Current Process: <ul style="list-style-type: none"> ○ Identified from applications ○ Kathleen explained how she identifies and then forwards to VP's 	<ul style="list-style-type: none"> ▪ Larry F. Will talk with Larry B. re: process and master list development ▪ Next month agenda items to include recruitment and retention discussion
Programs (Sheryl)	<ul style="list-style-type: none"> ▪ Will partner with Sherri Austin over the next 3 months ▪ There will be all-member February program ▪ Reviewed schedule with Board: May partner with Coaches Assoc. on April program with Jack Phillips on ROI ▪ Will promote at SHRM ▪ Fish scheduled ? for May but program costs are expensive ▪ When does program VP require Board approval for program costs? ▪ 70% programs locked in ▪ May have service appreciation event at the end of February 	<ul style="list-style-type: none"> ▪ Next month agenda item to include discussion on program cost approval policy. ▪ Larry F. Will speak to Larry B. re: event for members service (volunteers)
Business Manager (Kathleen)	<ul style="list-style-type: none"> ▪ STC has a salary and rate survey for trainers and course developers; 20 questions. All data can be shared. 	<ul style="list-style-type: none"> ▪ All agreed that Kathleen can post the survey on the ASTD web with explanation to members.
Debrief (All)	<ul style="list-style-type: none"> ▪ All agreed meeting needs to start on time ▪ Board requested more detail in agenda items to increase participation. 	<ul style="list-style-type: none"> ▪ Larry F. will start meetings on time and requested that members please arrive on time. ▪ Nancy and Larry will expand agenda for board.
Adjourn	<ul style="list-style-type: none"> ▪ Adjourned 8:10 pm 	<ul style="list-style-type: none"> ▪

Virtual Agenda Items:

- Investment policy suggestions

Next meeting is scheduled for: February 19 (changed due to conflict with Advanced Trainings) at Safeco