

Cascadia ASTD CH 8029 Meeting Minutes



For Meeting of January 17, 2006

Location: Safeco

Present: Sheryl Alstrin, Kathleen Bergquist, Michelle Clinch, Liza Greene, Theme Grenz, Seniye Groff, Sheila Kemp, Dion Kerr, Aaron Munter, Kelly Orehovec, Susan Parsons and Susan Zabriskie

Call In: **Theresa Skarsten**

Absent: N/A

Guest(s): Chris Cartwright, Mariah Kraner, Greg Ranstrom, Benjamin Rowe, Rich Shintaku and Steve Slover

Minutes Prepared by: Kelly Orehovec

Meeting called to order by Sheryl Alstrin at 6:10 PM.

| Item | Discussion | Follow Up / Action |
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| Minutes | <ul style="list-style-type: none"> ▪ Motion made to adopt December meeting minutes as presented ▪ Motion made to adopt January financial report as presented ▪ Motion made to change the budget by the eliminating \$500 from the line item called contingency ▪ Motion made to adopt the proposed changes to the Chapter's Policies and Procedures manual as related to the student clubs | <ul style="list-style-type: none"> ▪ December meeting minutes approved as submitted ▪ Financial report approved as submitted ▪ Contingency fund changed to cover the budget error approved ▪ Proposed student club changes to the Chapter Policies and Procedures Manual approved |
| President's Report | <ul style="list-style-type: none"> ▪ Thanks for getting your goals to Sheryl | <ul style="list-style-type: none"> ▪ If you have not gotten your goals to Sheryl, please do so. ▪ Pick up your Visual speak pictures from Sheryl ▪ Sheryl and Sheila will get Board Calendar/Moodle information out |
| Treasurer Report | <ul style="list-style-type: none"> ▪ New job starting 1/18/05 ▪ Budget error in the contingency fund—we removed the contingency fund to cover the mistake ▪ We have paid all of the conference expenses ▪ We still have minor amounts of conference revenue coming into our budget ▪ Current membership=384 ▪ Parking lot issue—we will review the budget with the contingency fund in mind in June 2006 | <ul style="list-style-type: none"> ▪ Dion to share new contact information ▪ Kelly to create a parking lot for ideas that we need to return to on the Moodle |
| Board Members Update | <p>Past President</p> <ul style="list-style-type: none"> ▪ Website has some new updates <ul style="list-style-type: none"> ○ Members can update their own personal information ○ T & D Headlines | <ul style="list-style-type: none"> ▪ Let Aaron know of other site links that you would like to see on the "T & D Headlines" |
| Board Members Update | <p>President Elect</p> <ul style="list-style-type: none"> ▪ May 18-19—NW ALC | |
| Board Members Update | <p>VP Interest Groups</p> <ul style="list-style-type: none"> ▪ Putting together plans for 06 ▪ Current members jumped from 3 to 14 in Bend | |

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| Board Members Update | Secretary <ul style="list-style-type: none"> ▪ Will be away January 31-February 9. ▪ Will send out an early all-call for February Board meeting prep with a new email address | |
| Board Members Update | VP Events <ul style="list-style-type: none"> ▪ EQ training was a huge success! ▪ Board introductions went very well ▪ Sold out and room was full ▪ University of Phoenix has agreed to work with us—they are interested in providing space ▪ E-learning questions—will we have more than one e-learning program ▪ There will not be an event in February; the committee’s focus this year is on quality programs. This takes longer than trying to do one event per month. Ramping up the quality makes it more difficult to have a program on a monthly basis ▪ March event date will be firmed up soon ▪ We are thinking about the room space since there was some feedback that the space was too small for the EQ event | <ul style="list-style-type: none"> ▪ Susan to talk to Sheila about the events schedule (e-learning program) |
| Board Members Update | Business Manager <ul style="list-style-type: none"> ▪ Included in Finance report | |
| Board Members Update | VP Finance <ul style="list-style-type: none"> ▪ See above | |
| Board Members Update | VP Professional Development <ul style="list-style-type: none"> ▪ It has been about 3 years since we overhauled the ASTD website ▪ On the website <ol style="list-style-type: none"> 1. Include category for professional development to include sigs and gigs 2. Membership directory will change 3. “Join” would become “home” 4. “Board” will be added to upper menu ▪ Breadcrumb idea—the menu is dynamic based on the page so you can know where you are on the web site ▪ Surveying members about the website—do not want to over-survey; we could include questions about the website in the upcoming survey; could use the e-learning sig; could be a volunteer duty ▪ Who owns website design? ▪ Website redesign is a 2007 strategic direction | |
| Board Members Update | VP Conference <ul style="list-style-type: none"> ▪ Met with Kathleen; oriented to the Board ▪ Met with Sheryl; did a Visual Speak ▪ In process of forming conference committee; looking for director ▪ Will start to look at conference locations with Kathleen | |

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| Board Members Update | VP Marketing <ul style="list-style-type: none"> ▪ Had first committee meeting on 1-11-06; used Visual Speak, which worked great! ▪ The committee is drafting their 2-3 year plan which will be presented next month ▪ next meeting—February 8 at Via Training | |
| Board Members Update | VP Volunteers <ul style="list-style-type: none"> ▪ Has a volunteer committee of 3 ▪ Volunteer survey includes additional questions about the volunteer event ▪ OPB has a stellar volunteer program ▪ Working on volunteer job descriptions ▪ At the student event in March, they are planning on surveying people about “why would you volunteer?” | |
| | VP Membership <ul style="list-style-type: none"> ▪ Student Club concept ▪ Pillars of student club concept were serve, learn and connect ▪ Proposed kick off event is March 11 ▪ Undergraduates and graduate students will benefit from the student club concept ▪ SHRM has a campus group that is very successful—Michelle to meet with them ▪ Nebraska chapter took 3 years to get 10 students; we have 8 already! ▪ Still working with technology to determine what makes the most sense ▪ Need to get legal documents/marketing pieces/constitution/rules and regulations in order so that we are in compliance ▪ Board will support the student clubs in order to make sure that they are sustainable; in addition, the student clubs elect new officers yearly ▪ Renewal survey will go out to members the end of March; have all changes to Michelle by March 15; thanks for hosting the survey Aaron! ▪ January 24—new member orientation ▪ Please distribute your mugs ▪ Sheila, Liza, Aaron and Michelle to discuss the future of podcasting | <ul style="list-style-type: none"> ▪ Michelle, to add student club presentation on the moodle ▪ Michelle to add “proposed changes” to moodle ▪ Give survey changes to Michelle by March 15 |
| Adjourn | <ul style="list-style-type: none"> ▪ Adjourned 7:59PM | |

Next meeting: February 21, 2006- 6pm-8pm
LOCATION: Via Training 1620 SW Taylor St, Suite 200, Portland, OR 97205