

# Cascadia ASTD CH 8029 Meeting Minutes



**For Meeting of February 15, 2005**

**Location:** OETC

**Present:** Aaron Munter, Sheryl Alstrin, Larry Ferguson, Michelle Sepanski, Liza Greene, Lisa Edwards, John Inman (by phone), Mark Christensen, Theme Grenz, Nancy Seebert, Kathleen Bergquist, Theresa Skarsten (by web cam)

**Guests:** Gererdene Gibbons

**Absent:** Seniye Groff

**Minutes Prepared by:** Michelle Sepanski

Meeting called to order by Aaron Munter at 6:10 PM.

Item	Discussion	Follow Up/Action
<b>Minutes</b>	<ul style="list-style-type: none"> <li>▪ January minutes reviewed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Minutes approved as submitted.</li> </ul>
<b>President's Report</b>	<ul style="list-style-type: none"> <li>▪ PMI               <ul style="list-style-type: none"> <li>- ASTD has national contract with PMI.</li> <li>- Possible cross promotion at PMI's National Leadership Conference.</li> <li>- Aaron talking to local chapter.</li> </ul> </li> <li>▪ Board Intranet               <ul style="list-style-type: none"> <li>- Can be located at <a href="http://www.astdcascadia.org/about/board_intranet/welcome.asp">http://www.astdcascadia.org/about/board_intranet/welcome.asp</a>. There is also a link at the bottom of the Board of Directors web page.</li> <li>- Lots of material added.</li> <li>- Divided by functional area.</li> <li>- Helps to transfer information to next board member.</li> <li>- Chapter Overview &amp; Chapter Operations has a great deal of information.</li> </ul> </li> <li>▪ Video Conferencing               <ul style="list-style-type: none"> <li>- First meeting using technology which was provided for free by Marratech.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Aaron will explore possible affiliate agreement with PMI and will see if they will promote upcoming events.</li> <li>▪ Each board member should go to their functional area of the board intranet and make sure all documents are uploaded to the site.</li> <li>▪ Each board member should review the Policies &amp; Procedures Manual to make sure they are following policy. It is broken out by responsibilities.</li> <li>▪ Kathleen to continue adding to the FAQ section &amp; will add a master Powerpoint template.</li> </ul>
<b>Treasurer Report</b>	<ul style="list-style-type: none"> <li>▪ Currently 321 members. At this time last year, there were 316 members.</li> <li>▪ Very few outstanding expenses.</li> <li>▪ Researching new insurance provider.</li> <li>▪ Board message covered the 2004 numbers, 2005 budget and promoted volunteer opportunities on the Financial Review Committee.</li> <li>▪ Developing a Financial Review Committee with an internal audit subcommittee.               <ul style="list-style-type: none"> <li>- Meeting will be at Starbucks in Governors Hotel.</li> <li>- Time commitment is 1-2 hours per month.</li> <li>- Needs 2-3 members.</li> <li>- Needs to be done every year.</li> <li>- National has a list of tasks (confirm bank accounts, check receipts, etc.).</li> <li>- Recommendations from the board included Larry Richardson, Mary Burnett &amp; Zeke Zeliff.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ If you have recommendations for the Financial Review Committee, please send contact information to Liza.</li> <li>▪ Treasurer's Report approved as submitted by Kathleen.</li> </ul>

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<b>Volunteer Web Site Changes &amp; Procedures</b>	<ul style="list-style-type: none"> <li>▪ Made revisions to page. Now lists current volunteer opportunities, recent volunteers, and last year's volunteers.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Make sure to give Kathleen/ Seniye information on volunteer opportunities so it can go out in the mid monthly email &amp; be added to the web site.</li> <li>▪ Make sure to give Kathleen/ Seniye volunteer information so they volunteer is added to the web site.</li> <li>▪ Kathleen to add "s" to Parson.</li> <li>▪ Check to make sure list is current and lists all volunteers who have worked with you.</li> <li>▪ Kathleen to pull more quotes from ASTD PowerPoint and board will provide from Board buddy calls.</li> <li>▪ Kathleen to add when committees meet / next meeting date to web site.</li> <li>▪ Kathleen to move the "Volunteer" button to the "Networking" button location.</li> </ul>
<b>Succession Planning for the Events Committee / Events Update</b>	<ul style="list-style-type: none"> <li>▪ Lisa suggested adding a Director position under the VP Programs.</li> <li>▪ Will schedule a planning session for early September that will include the VP Events, VP Professional Development, VP Conference, Senior Initiative Director, and VP of Interest Groups. This will ensure everyone is working together and on the same page.</li> <li>▪ Lisa Hanenberg event – 26 registered in Portland. Albany to be cancelled.</li> <li>▪ Haven't been notifying affiliates on a regular basis. Need to create an infrastructure.</li> <li>▪ March date changing from 24<sup>th</sup> to 17<sup>th</sup>. Will be at Jack in the Box.</li> <li>▪ June – HPI – Harold Stolovich – Wrote Telling Ain't Training. ASTD is promoting him. No profit sharing. Might be able to work with sponsor in area. Can try to arrange same book deal as conference. The board agreed to move forward on event.</li> <li>▪ October event – Best Award winner to speak at event or could do own awards. Would need committee to orchestrate.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sheryl &amp; Lisa will finalize the Director position description &amp; will put it on the intranet.</li> <li>▪ Mark to determine infrastructure for notifying affiliates about upcoming events.</li> </ul>
<b>Board Buddy</b>	<ul style="list-style-type: none"> <li>▪ Assembling Member Orientation Committee. No more than 3 members. Kathleen sent out volunteer notice in mid monthly email.</li> <li>▪ Looking at: <ul style="list-style-type: none"> <li>- Possibly 3 events a year</li> <li>- Virtual format</li> <li>- Same day as other events</li> <li>- Limiting board member involvement.</li> <li>- Before night reception of conference</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Let Theme know of any volunteers who would be interested in being part of the Member Orientation Committee.</li> <li>▪ Theme to email survey results to board.</li> </ul>
<b>Conference Update</b>	<ul style="list-style-type: none"> <li>▪ Kathleen met with graphic designer.</li> <li>▪ Theme will be Build your Community....Engage, Learn, Succeed.</li> <li>▪ Dates firm. November 17<sup>th</sup> &amp; 18<sup>th</sup>.</li> <li>▪ In Exhibit Hall will be registration, exhibitors, lunch, breaks,</li> </ul>	<ul style="list-style-type: none"> <li>▪ Nancy &amp; John to talk about Meg Wheatley who speaks about community.</li> </ul>

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	<p>bookstore, Thursday social &amp; maybe icebreaker / information program.</p> <ul style="list-style-type: none"> <li>▪ Will have longer breaks.</li> <li>▪ Opening / Closing will be in Multnomah room.</li> <li>▪ Bookstore will be focused on service vs profit.</li> <li>▪ Possible keynotes: Rita Bailey, Jim &amp; Danna Robinson, Peter Block, Barbara Schaitty. Will be locked up by next board meeting.</li> <li>▪ Will start working on tracks in mid March.</li> <li>▪ Currently working on exhibitor fees, more goodies in bags.</li> <li>▪ Lost Jim Maddock who went to work for Microsoft.</li> </ul>	
<b>Strategic Goals</b>	<ul style="list-style-type: none"> <li>▪ <b>GIGS</b> <ul style="list-style-type: none"> <li>- Southern Willamette struggling. Need 4-5 people to build area.</li> <li>- Central Oregon has had a ground swell of support. Between John &amp; Theresa it will be more successful this year.</li> </ul> </li> <li>▪ <b>SIGS</b> <ul style="list-style-type: none"> <li>- Gererdene Gibbons interested in Director position.</li> <li>- 3-5 people interested in an Evaluation SIG.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ John &amp; Theme to work together to make contacts in Southern Willamette area.</li> </ul>
<b>Board Members Update</b>	<ul style="list-style-type: none"> <li>▪ <b>President</b> <ul style="list-style-type: none"> <li>- Going on vacation. Sheryl leading March meeting.</li> </ul> </li> <li>▪ <b>President Elect</b> <ul style="list-style-type: none"> <li>- Working to support local organizations that are applying for ASTD Best.</li> <li>- Will have a Business Manager Position Description by next board meeting.</li> </ul> </li> <li>▪ <b>Past President</b> <ul style="list-style-type: none"> <li>- Program on 26<sup>th</sup> will be on making training stick. Still penciling out numbers. Need to get presence there.</li> <li>- Presidents Forum is 2<sup>nd</sup> priority.</li> </ul> </li> <li>▪ <b>VP Professional Development</b> <ul style="list-style-type: none"> <li>- Making contact with Gary Ewer, Hayden, &amp; Matt Johnson.</li> <li>- Presentation on April 26<sup>th</sup> from 9 AM – Noon at Mid-Oregon Credit Union. Luncheon to learn about ASTD.</li> <li>- Interest in Fundamentals in Bend. Once started will look for local speakers.</li> <li>- Need to get word out about ASTD &amp; be visual.</li> <li>- Ax &amp; Kathleen helping with Portland Fundamentals / Advanced series. Would like board members to attend. Starting to brainstorm next Advanced Series.</li> </ul> </li> <li>▪ <b>VP Marketing</b> <ul style="list-style-type: none"> <li>- Talking with Portland HR Management Group. President interested in affiliate agreement.</li> <li>- Has Chamber list of 1500, plus mailing list sort with 50 or more companies (2500-3000). Not email.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Contact Theresa if you want to attend the April 26<sup>th</sup> event and need to get a hotel room. She can get rooms at the AmeriTel or Phoenix Inn for around \$75 per night.</li> <li>▪ Please attend March 16<sup>th</sup> program if you can attend - Getting Better at Making the Business Case for Training with Panel Presentation.</li> <li>▪ Theresa, Larry &amp; Mark to discuss tactical plan for using mailing list.</li> </ul>
<b>Adjourn</b>	<ul style="list-style-type: none"> <li>▪ Adjourned 8:02 pm</li> </ul>	

**Next meeting: March 15, 2005; 6-8 PM; Safeco - 4101 SW Kruse Way, Lake Oswego 97035**