

Cascadia ASTD CH 8029 Meeting Minutes



For Meeting of February 21, 2006

Location: Via Training

Present: Sheryl Alstrin, Kathleen Bergquist, Liza Greene, Theme Grenz, Seniye Groff, Sheila Kemp, Dion Kerr, Aaron Munter, Susan Parsons

Call In: Theresa Skarsten

Absent: Susan Zabriskie, Michelle Clinch, Kelly Orehovec

Guest(s): Debbie Zetik, Jane Stackhouse, Lolita Burnette, Thomas Hardy, Jen Keller

Minutes Prepared by: Kathleen Bergquist

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

Item	Discussion	Follow up - Action
Minutes	None	<ul style="list-style-type: none"> ▪ Minutes and agenda approved as is and approved unanimously.
President's Report	<ul style="list-style-type: none"> • Sheryl stated that the momentum of growing the chapter is continuing with active committees • Sheryl reviewed quarterly goals (document on file) by asking each board member to select a photo representing the status of their goals, will track info and provide updated overall progress report. • Stated that Christine Martell is still involved in assisting the board with the visual process begun at the November retreat. 	
Treasurer Report	<ul style="list-style-type: none"> • Two CDs allowed to automatically mature at new APR of 2.81%. Old APR was 2.47%. • Has been in contact with the CPA to prepare federal and state tax returns and all should be accomplished before tax deadlines. • The chapter has around \$10K in checking, 414 members compared to 320 a year ago at this time and approximately \$75K in total monetary assets • A negative amount in the Interest Group account was attributable to a refund check and the negative amount in the Conference account had been updated in the last week. • Dion, Sheryl and Aaron had met just before the board meeting to review the 3 action items from the 2005 internal review. These items include: checking with the CPA on the value of a cash vs accrual accounting system, holding an emergency management simulation and developing an orientation for the finance committee for future internal reviews. Results are listed under Action (to the right) 	<ul style="list-style-type: none"> ▪ Dion will ask the CPA to provide a one-page document that lists the pros and cons of an accrual vs cash system. ▪ An emergency management simulation has been set for an unpublished future date. Sheryl and Dion will staff the office, Aaron will observe and Kathleen will provide background information. This simulation will occur by the May board meeting. ▪ Dion will recruit new committee members in order to hold the orientation and get them up to speed on the internal review process. ▪ The Treasurer's report was adopted unanimously.

Diversity Committee	<ul style="list-style-type: none"> • This new committee consists of Theme Grenz, Liza Greene, Lucy Baker, Steve Hanamura, Lolita Burnette and Thomas Hardy. • Lolita led the Board through a PPT to explain the committee and its purpose. Points made included: diversity must have a top-down commitment, what is the business case for diversity for ASTD, Oregon has growing Latino, Asian and aging populations, how does this impact membership expansion, board needs to have culturally competent leadership, how will this type of leadership impact the training and development field and the educational process, adopt a framework to deal with diversity organization –wide, review of cultural competency model used by Providence Health System, need several steps to get a snapshot of where the chapter is now and how to collect data, need to set a vision (PPT on file). • Lolita presented two documents that could be used to begin the process of reviewing demographic data in a survey and on the web site (documents on file)/ • Liza presented the draft of suggested demographic data that would be used to determine the makeup of membership and target markets (document on file). 	<ul style="list-style-type: none"> ▪ The committee will complete the survey design and administer the survey in order to collect data before the May NWALC. Lolita will use the information in her presentation at that event. ▪ The committee will develop methods to assist the board to develop their culturally competent leadership and vision. ▪ Provide any feedback on Liza's document on demographics to her by March 1, 2006.
Marketing Update	<ul style="list-style-type: none"> • Liza, Jane Stackhouse and Debbie Zetik provided various pieces of the marketing report. • A subcommittee of the marketing committee was charged with developing the strategic planning document (document on file). • Jane presented an overview of the quarterly objectives (listed in document). • Debbie presented an overview of the 4 different strategies to implement the strategic plan, including recruiting new members from target markets, increase participation and retention from existing members, develop sponsorships, and develop new marketing approaches. • The document also outlines the various committee roles and responsibilities. 	<ul style="list-style-type: none"> ▪ The committee will keep the board apprised of their actions. ▪ Liza will move to develop more account managers, especially for the conference.
Professional Development Update	<ul style="list-style-type: none"> • Sheila provided an overview of how to access and use the Moodle calendar (document on Moodle) • Sheila stated that building bench strength for the Fundamentals of Training series is now crucial. Several instructors have backed out of the April sessions and Sheila's scrambling to find replacements. • Discussion ensued about having a standard RFP form for most speaking opportunities and build it online for accessibility by all board members. • Sheila handed out a suggested overview of the proposed Mid-Level Manager's training series (document on file). 	<ul style="list-style-type: none"> ▪ All board members are asked to post all committee meetings, events, deadlines, etc. on the Moodle calendar by March 1, 2006 and to maintain their activity list regularly. ▪ Provide feedback to Sheila on speaker RFP by March 1, 2006. ▪ Provide feedback to Sheila on the Mid-Level Manager's Training series by March 1, 2006. ▪ Sheryl to start draft of standard RFP and circulate to board. Aaron hoping to recruit Dir. Of Tech. that could help implement database / online form. (Estimated comp. is early fall)

Volunteer Update	<ul style="list-style-type: none"> • Seniye provide an overview of the results of the volunteer survey conducted in January. • Out of 35 responses, the main reasons for volunteering were networking, professional development and to give back to the community. 97% of respondents felt that the chapter recognized their efforts well. • Seniye's committee will be meeting in the next month to review the feedback and plan this year's recognition activities. 	<ul style="list-style-type: none"> • Send volunteer usage for that past month to Seniye by March 1, 2006.
Miscellaneous Board Members Update	<p>Interest Groups</p> <ul style="list-style-type: none"> • Theresa noted that she now has a Director of the Bend GIG, Kelly McCray and that they are developing programs. <p>Programs</p> <ul style="list-style-type: none"> • Susan noted that programs through June are completed. March is Dan Vetter. April is Valerie and Roger Pease. May is Katherine Mattiske. June is networking. <p>Conference</p> <ul style="list-style-type: none"> • Kathleen reported for Susan Zabriskie. The new conference committee had a good first meeting, the old conference committee had a great celebration and the DoubleTree backed out of the 2007 conference space. Susan and Kathleen will continue to look for space. <p>NWALC</p> <ul style="list-style-type: none"> • Theme reported that NWALC is coming together. He passed out a list of regional contacts (document on file) and let the board know that they will be calling various individuals to personally invite them to NWALC and to update the contact information. <p>Podcasting</p> <ul style="list-style-type: none"> • Aaron said that he and his committee are working on bringing podcasts to the chapter and may start with the March Portland program (document on file). 	<ul style="list-style-type: none"> • Kathleen and Susan will continue to review facilities for the conference. • Theme will review the regional chapters contact list and get an updated version to the board with instructions for calling within a week. • All board members to plan to attend NW ALC on May 18 (evening only) and all day May 19.
Adjourn	<ul style="list-style-type: none"> ▪ Adjourned 8:10 pm 	

Next meeting: March 21, 2006- 6pm-8pm
LOCATION: OETC, 8995 Miley Road, Wilsonville, OR 97070