

Cascadia ASTD CH 8029

Meeting Minutes

For Meeting of -March 8, 2004

Location: CMD

Present: Larry Ferguson; Aaron Munter; Rob Russell; Sheryl Alstrin; Katherine Stevens; John Inman; Larry Briggs, Mara Kershaw; Nancy Seebert, Kathleen Bergquist; Zeke Zeliff

Absent: Dan Vetter Theme Grenz

Guest: Lisa Edwards

Minutes Prepared by: Nancy Seebert

Meeting called to order by Larry Ferguson at 6:00pm

Agenda Item	Discussion	Follow Up/Action
Board meeting Schedule Change explanation (Larry F.)	<ul style="list-style-type: none"> ▪ Requested by Larry to provide best opportunity for board members to meet and work with Zeke as well as allow Zeke to become more comfortable with role. Zeke is traveling a great deal over the next few months. 	None
New member input (Larry F.)	<ul style="list-style-type: none"> ▪ Will periodically invite new members to Board meeting to understand what needs are being met and what are not ▪ Larry invited Lisa Edwards, a new member for 2+ months. New to Portland <ul style="list-style-type: none"> ▪ Feedback from Lisa: <ul style="list-style-type: none"> ▪ Reasons for joining: networking, educational resources, mentoring to understand local market and industry ▪ Values for Lisa: Job listing board, Chat discussion ▪ Suggestions to board: Lisa recommended a type of local “awards ceremony” and have many committees in which members can participate. ▪ Stated strongly that membership costs for Cascadia and National are very worthwhile. ▪ Does not read emails unless something “jumps out”. Goes to web site when needs/wants something. 	<ul style="list-style-type: none"> ▪ Plan to connect with new members to maintain and provide opportunities for growth of chapter to meet needs of members proactively.
Minutes (Nancy)	<ul style="list-style-type: none"> ▪ Approved as written 	Approved
Welcome to Zeke (All)	<ul style="list-style-type: none"> ▪ Zeke introduced to all present ▪ Introductions to Zeke from all (roundtable) 	None
VP Finance Update (Kathleen and Zeke)	<ul style="list-style-type: none"> ▪ No anomalies ▪ Zeke and Kathleen have met and reviewed policies and financials. ▪ Reviewed possibilities of how to increase current monies: move some to money market or other interest bearing or stock with low brokerage fees. ▪ Transition to Quickbooks completed ▪ Pdf files sent to VP’s of specific areas. 	<ul style="list-style-type: none"> ▪ Zeke will present proposal at April Board meeting. ▪ Kathleen and Zeke will provide demo/walk through of reports at April meeting

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Board attendance Communication proposal (Larry F.)	<ul style="list-style-type: none"> ▪ Larry proposed that if a board member cannot attend meeting, he/she is to notify Secretary or President. ▪ Each Board member is then responsible for contacting Secretary or President to gain any expanded information from the minutes. ▪ Katherine requested that Agenda reflect anyone who would not be attending. 	<ul style="list-style-type: none"> ▪ All agreed to procedure ▪ From April on, Agenda will provide names of anyone who has notified President or Secretary that he/she will not be in attendance.
Conference Committee report (Aaron)	<ul style="list-style-type: none"> ▪ Have not had meeting since last Board meeting. ▪ Next conference committee meeting set for 3/15/04. ▪ Plan to have drafts of menu and costs. ▪ Per person cost will be ~\$80+. ▪ Will have incentives: buy 3, get 1 free; early bird specials; special conference room rates of \$79-89/night at hotel. ▪ Fees will be between \$149-\$169. ▪ Zeke asked what role/oversite is for VP Finance regarding conference or other programs (re: cost management, etc.) to provide checks and balances. 	<ul style="list-style-type: none"> ▪ Will have more information after next committee meeting next week. ▪ Zeke, Katherine and Sheryl will meet to draft policy on escalated fiscal review and present at April board meeting.
SIGS/GIGS (John)	<ul style="list-style-type: none"> ▪ Suggested we invite SIG/GIG leaders for status reports and programs. Will also provide mentoring and assistance to Sigs/gigs (what can board do to assist...) ▪ Want SIG/GIG leaders to be knowledgeable of programs and help promote. ▪ John is going to India for volunteer training on Learning Centered training. ▪ 3-T SIG leader, Allen DeWitt, has not communicated with members, presenters or board – no responses from phone messages or emails 	<p>Upon return, John will present information to Board that could be used at a Program and/or Conference on East Indian culture and Learning centered training.</p> <ul style="list-style-type: none"> ▪ John and Kathleen will send request in mid-month email to recruit new leader-John will connect with members to identify issues
VP Programs (Sheryl)	<ul style="list-style-type: none"> ▪ Reviewed current schedule: 30 participants signed up for March program to date. ▪ Will have “Thank You” for volunteers after March program. ▪ Developing cultural competencies and Diversity in training with David Drake facilitating for April. ▪ FISH not finalized; Aaron will notify Sheryl 	<ul style="list-style-type: none"> ▪ Will have marketing information for April program this week ▪ Will have final go/no go by end of week. Sheryl will notify board via email on program status.
VP Technology (Katherine)	<ul style="list-style-type: none"> ▪ Working with Rob on resources section of website 	<ul style="list-style-type: none"> ▪ will have more information for April Board meeting on format for member profile.
VP Volunteers (Larry B.)	<ul style="list-style-type: none"> ▪ Volunteer appreciation event will follow March 17 program. ▪ Will be a “get to know Board, free food, no host bar and networking. ▪ Requested volunteer names (not listed on handout) from all Board members for invitation to go out this week. 	<ul style="list-style-type: none"> ▪ All board members to send names to Larry B. by 3/9/04

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Business Manager (Kathleen)	<ul style="list-style-type: none"> ▪ QuickBooks transition completed without extra hours ▪ Information to CPA completed in minutes instead of hours ▪ Canon Digital camera purchased. Includes 64 Mb flash card. Total cost -- \$294 with shipping. ▪ Kinko's offering 20% discount for chapter work before 3/31/04 ▪ Credit card does not provide rebate on expenses 	<ul style="list-style-type: none"> ▪ will need permission forms in packets when taking photos –Kathleen will ensure. ▪ Zeke and Kathleen will research credit cards that provides rebate.
VP Professional Development (Rob)	<ul style="list-style-type: none"> ▪ Advance Session going well (10-12 participants) 3 weeks left ▪ Fundamentals of Training will begin after that. ▪ Book Discussion set for 3/18- Book is: <u>The Tipping Point</u> ▪ Drafted Speaker Policy 	<ul style="list-style-type: none"> ▪ Larry F. and Rob will discuss next steps
VP Marketing (Theme written report)	<ul style="list-style-type: none"> ▪ Affiliate emails out (initial and one reminder - another reminder will be sent today) ▪ Press release sent; Postcard sent Materials sponsor - Safeco (Sheryl is sending me the formal copies this week. I will make copies) ▪ Flyer sent to Board members - to be distributed to other events between now and Lynne's event <p>Roni Viles will publicize the event at the upcoming e-learning SIG mtg</p>	<ul style="list-style-type: none"> ▪
VP Membership (Mara)	<ul style="list-style-type: none"> ▪ 337 members to date ▪ February=15 new members ▪ May scheduled for new member orientation ▪ Theme and Mara created email to be sent to members who did not renew. Incentive given for reduction if renew now. ▪ Discussion of what membership entities are available: divided by industry, geography, etc. 	<ul style="list-style-type: none"> ▪ Kathleen will update these demographics on the web more often.
President (Larry F.)	<ul style="list-style-type: none"> ▪ Larry spoke with Dawn Jensen new president of PHRMA (Portland HR Management Association)- ▪ Dawn not aware of signed Affiliate Agreement. 	<ul style="list-style-type: none"> ▪ Larry will meet with Dawn to review affiliate agreement and other affiliates as well.
President elect (Aaron)	<ul style="list-style-type: none"> ▪ Working with ISP and Kathleen to automate more functions on the web 	
Adjourn	<ul style="list-style-type: none"> ▪ Adjourned 8:00 pm 	

Next meeting is scheduled for Tuesday, April 20, 6:00 p.m. – 8:00 p.m. at Regence.