

Cascadia ASTD CH 8029 Meeting Minutes



For Meeting of March 15, 2005

Location: Safeco

Present: Sheryl Alstrin, Michelle Sepanski, Liza Greene, Lisa Edwards, Mark Christensen, Theme Grenz, Kathleen Bergquist, Theresa Skarsten, Seniye Groff (by phone)

Guests: Sheila Kemp, Rick Fowler, Dan Vetter

Absent: Aaron Munter, Larry Ferguson, Nancy Seebert

Minutes Prepared by: Michelle Sepanski

Meeting called to order by Sheryl Alstrin at 6:17 PM.

Item	Discussion	Follow Up/Action
Minutes	<ul style="list-style-type: none"> ▪ February minutes reviewed. 	<ul style="list-style-type: none"> ▪ Minutes approved as submitted.
Community Consulting Program	<ul style="list-style-type: none"> ▪ Project has momentum now. Group includes Meriam Lange, Susan Bailey & Dan Vetter. ▪ Met with Chair of ODN, Susan Goldstein. ▪ Mission is to promote the growth and learning of organizations within Portland Metro communities by providing quality pro bono services for eligible organizations. (Local non-profit's unable to afford consulting services.) ▪ Objectives to design quality OD interventions and training activities to promote the success of organizations that otherwise could not access these services; increase community awareness of the benefits of organizational effectiveness services and elevate the OD & T&D professions within the local community; provide training and practical consulting experience for current members of ODN & ASTD; build connections with other community service organizations. ▪ Goal is one project in June and 1 in fall; would increase in 2006 by 3x. ▪ Would require volunteers to be members and would charge \$20 application fee to participate. ▪ Teams would be led by senior consultant (10-20 yrs) who would guide and mentor volunteers. ▪ Projects would last 2-4 months. ▪ What they need: endorsement, help with volunteer recruitment; help collecting fees/bookkeeper ▪ Benefits: Goodwill ambassador; PR; aligned with learning, networking and serving members ▪ Any profit/losses would be split between ASTD & ODN. ▪ Clients have to fill out application & are met with in-person before approval of project. ▪ Marketing to non-profits: web sites, ASTD/ODN members, word of mouth, presentations, CNRG ▪ DOE/Commercial liability – If approved, would need constant feedback/review and selection criteria would have to be reviewed & approved by the board. 	<ul style="list-style-type: none"> ▪ Dan & Sheryl to talk in 2 weeks. ▪ Dan to notify us of who would have the rights to the finished product(s). ▪ Entire CCP Business plan will be put on the intranet.
Treasurer Report	<ul style="list-style-type: none"> ▪ 336 members (330 last year). ▪ Current revenue is ahead of budget. Due to profit from professional development, and low event/marketing expenses. ▪ Strategic Financial Committee met. Members include Rick Fowler, Dion Kerr, Bob Connell, Kathleen & Liza. Goals to 	<ul style="list-style-type: none"> ▪ Treasurer's Report approved as submitted by Kathleen & Liza. ▪ Liza to talk to Margaret Jennings. ▪ Liza to present Internal audit

Item	Discussion	Follow Up/Action
	<ul style="list-style-type: none"> ▪ include internal audit, securing a new insurance agent & creating quarterly financial tips course. 	<ul style="list-style-type: none"> ▪ materials at April board meeting.
Changes to the Board	<ul style="list-style-type: none"> ▪ Announced John Inman's resignation from the board. ▪ Announced Theresa Skarsten's interest in the VP of Interest Groups board opening. 	<ul style="list-style-type: none"> ▪ The board unanimously approved John Inman's resignation. ▪ The board unanimously approved Theresa Skarsten's resignation from VP Professional Development. ▪ Theresa was unanimously approved by the board for the VP of Interest Groups board position and appointed.
April Board Meeting - Logistics	<ul style="list-style-type: none"> ▪ Board meeting from 2:30-4:30 PM at Mid-Oregon Credit Union. ▪ Board members who can attend the full-day: Theme, Theresa, Kathleen, Mark, Larry, Aaron ▪ Board members who can not attend: Sheryl ▪ Board members who might be able to attend: Liza (whole day), Lisa (whole day), Michelle (board) 	<ul style="list-style-type: none"> ▪ Michelle to find out from Seniye & Nancy if they will be able to attend and to coordinate carpool.
Conference Update	<ul style="list-style-type: none"> ▪ Doug Dale & Chris Cartwright working on keynoters. ▪ Tracks are set. ▪ Web site is complete and will upload when keynoters are confirmed. ▪ Bookstore is lined up. ▪ Mark working on sponsor list. Goal is 40-50 exhibitors. ▪ Plans to have massage and a coffee bar. 	
Events Update	<ul style="list-style-type: none"> ▪ 10 people on event committee. ▪ Susan Parsons will be the Director of Events. ▪ See narrative report for details on upcoming events. ▪ Harold Stolovitch does not do revenue sharing because they don't have any control over marketing. He has agreed to a reduced rate of \$4,000 per day. <ul style="list-style-type: none"> - Looking into the possibility of holding the event at Montgomery Park. - To breakeven, would need 75 people. Members cost would be \$115/\$135; non-members would be \$150/\$170. - Will try to cover costs with sponsorship by April 30th. - Marketing will promote that this is not introductory material. Sell blocks of 10; key members at ½ price; "can't go to ICE, come to this!" 	<ul style="list-style-type: none"> ▪ Each board member to contact 5 people about the Trevor Cartwright event. ▪ Sheryl & Mark to create structure to communicate to affiliates about programs & conference. ▪ Lisa to invite Susan Parsons to an upcoming board meeting. ▪ Board unanimously approved that Lisa move forward on the Harold Stolovitch event if there is a reasonable cancellation clause and event prices are increased. ▪ Lisa to determine if it is possible to revenue share on book sales.
Strategic Goals	<ul style="list-style-type: none"> ▪ GIGS – 3/23 meeting; Pulled together a great committee with good connections ▪ Volunteers – Updates to the web site are completed; drafting letter to volunteer's managers; researching non-profit appreciation efforts ▪ Technology – The board listserv has been moved from OETC to our ISP 	

Item	Discussion	Follow Up/Action
Board Members Update	<ul style="list-style-type: none"> ▪ President Elect <ul style="list-style-type: none"> - Senior initiative had 25 people on 3/16 and have other events planned. - Working on Business Manager position description. - Working on idea for Best Awards. ▪ VP Membership <ul style="list-style-type: none"> - 10 volunteers helping to set up new member orientation - 1st orientation will be on 5/10 or 5/18 - Meeting with OSU students and Don Prikel about their masters projects ▪ VP Marketing <ul style="list-style-type: none"> - Continuing to learn - Focus on sponsorship and promoting programs 	<ul style="list-style-type: none"> ▪ Contact Sheryl if you have ideas about how to do the BEST Awards on a local level or know someone who has been involved in the process.
Adjourn	<ul style="list-style-type: none"> ▪ Adjourned 7:54 PM 	

Next meeting: April 19, 2005; Mid-Oregon Credit Union – 1386 NE Cushing Dr., Bend