

**Cascadia ASTD CH 8029  
Meeting Minutes**



**For Meeting of March 21, 2006**

**Location:** OETC

**Present:** Sheryl Alstrin, Kathleen Bergquist, Michelle Clinch, Theme Grenz, Dion Kerr, Aaron Munter, Susan Parsons, Theresa Skarsten, Susan Zabriskie

**Call In:** Sheila Kemp

**Absent:** Kelly Orehovec, Liza Greene, Seniye Groff

**Guest(s):** Valerie Pease, Ed Fuller

**Minutes Prepared by:** Michelle Clinch

Meeting called to order by Sheryl Alstrin at 6:05 pm.

Item	Discussion	Follow up - Action
Minutes	None	<ul style="list-style-type: none"> <li>• Minutes and agenda approved as is and approved unanimously.</li> </ul>
Team Successes	<ul style="list-style-type: none"> <li>• Aaron – First podcast show is done</li> <li>• Dion – Pursuing 2 people to become members and assist on committee</li> <li>• Ed / Susan P – Dan Vetter workshop was great – engaging and relevant</li> <li>• Kathleen / Susan Z – 7 new conference committee volunteers</li> <li>• Michelle / Theme – Student Club kickoff was huge success</li> <li>• Sheila – Working on new curriculum; Aaron taught committee more on Moodle</li> <li>• Sheryl – Jen Keller is assisting with big program in May</li> <li>• Theresa – Meeting with Jackie Lemux about starting a Salem GIG</li> <li>• Theme – NWALC running smoothly</li> <li>• Valerie – Volunteer committee met for first time; preparing for chapter program on 4/13</li> </ul>	
Treasurer Report	<ul style="list-style-type: none"> <li>• Oregon Convention Center deposit included on this month's report.</li> <li>• Under budget by \$6,381.</li> </ul>	<ul style="list-style-type: none"> <li>• The Treasurer's report was adopted unanimously.</li> </ul>

Professional Development Update	<ul style="list-style-type: none"> <li>• Sheila sent out an outline of the curriculum for the new Training Manager series.</li> <li>• Sessions include moving from training to managing; linking training to organization performance; project management and action planning; developing and managing your staff.</li> <li>• All sections are tied to ASTD competency model.</li> <li>• Concern that not everyone will be interested in last session. Ideas to resolve: <ul style="list-style-type: none"> <li>- Possibly create 3 &amp; 4 session packages.</li> <li>- Create breakouts (i.e. developing and managing vendor relationships, working with SME's)</li> <li>- Use different case studies and add an additional facilitator</li> <li>- Possibly add a question on the registration form/ needs assessment</li> </ul> </li> <li>• Possibly add teamwork to curriculum</li> <li>• Sheila plans to do an open call to membership for instructors. Will model after the conference and use the RFP process.</li> </ul>	<ul style="list-style-type: none"> <li>• Provide feedback to Sheila on the Training Manager series by 3/31/06.</li> <li>• Sheryl to update and standardize the RFP and will circulate to those who book speakers by 3/31/06.</li> </ul>
Marketing Update	<ul style="list-style-type: none"> <li>• Developed several questions they would like to know about former members. Are also thinking about meeting with some of the former members. Decided to use questions to improve next year's non-renewal survey. <i>(Update: Liza confirmed that the questions presented where to be used for existing members for the membership survey)</i></li> <li>• Committee's goal is to actively pursue more sponsorships and increase revenue. <ul style="list-style-type: none"> <li>- Sponsorship guidelines were created in the past.</li> <li>- Currently have 2-3 paid/in-kind sponsors for programs.</li> <li>- Want marketing and conference committee to work together to formalize.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Michelle to ask open-ended question about member benefits in member survey. Will use to market sponsorships to corporations, quote(s) on the web site, etc.</li> </ul>
Conference Update	<ul style="list-style-type: none"> <li>• Oregon Convention Center is booked for March 6-7, 2007.</li> <li>• Parking lot just below rooms.</li> <li>• Close to max line.</li> <li>• Might go to 5 tracks.</li> <li>• Next meeting April 5<sup>th</sup>.</li> <li>• Web will be up the 1<sup>st</sup> week of April.</li> </ul>	<ul style="list-style-type: none"> <li>• Kathleen to post conference dates to web site ASAP.</li> </ul>

Events Update	<ul style="list-style-type: none"> <li>• 2006 calendar: <ul style="list-style-type: none"> <li>- April 13<sup>th</sup> Leadership in the New Age of Meaning</li> <li>- May 23<sup>rd</sup> Catherine Mattiske workshop</li> <li>- June TBD Connect the Dots networking session</li> <li>- July TBD Intercultural speaker on diversity</li> <li>- August 8<sup>th</sup> Basic flip-charting for the artistically challenged trainer</li> <li>- September 22<sup>nd</sup> Day-long workshop on diversity</li> <li>- October TBD Connect the Dots networking session</li> <li>- November TBD</li> <li>- December TBD</li> </ul> </li> <li>• Event &amp; marketing team working together on Mattiske workshop. Will be at Ambridge Conference Center, 300 NE Multnomah, which has over 200 parking spots and is near the max. This is the same workshop she is doing at ICE! Will split the gate. She is bringing all the participant materials. The early bird, member rate will be approximately \$115. The board agreed to move forward on the event. Goal will be to get 100 registrations.</li> </ul>	<ul style="list-style-type: none"> <li>• Ambridge Conference Center is a great location for other board members to consider using for other events. Has various size rooms and they offer an attractive, all-inclusive package.</li> </ul>
Technology Update	<ul style="list-style-type: none"> <li>• Aaron played a portion of our chapter's first podcast.</li> <li>• Will promote to members, students at PSU and OSU, SIG members, chapter affiliates and other chapter leaders.</li> <li>• Will work with Susan to promote at programs.</li> <li>• Using to market upcoming programs.</li> </ul>	
Volunteer Update	<ul style="list-style-type: none"> <li>• Committee trying to increase attendance at volunteer event.</li> <li>• Trying to find a location that would be incentive to attend (winery, Pittock Mansion, etc.)</li> <li>• Planning for September.</li> <li>• Developed volunteer screening document and volunteer application.</li> </ul>	<ul style="list-style-type: none"> <li>• Committee will avoid planning the volunteer event on the same week as the program event. Susan will have date in a couple of weeks.</li> <li>• Feedback on volunteer screening document and volunteer application due to Seniye by 3/31/06.</li> </ul>
Miscellaneous Board Members Update	<p>Kathleen Berquist</p> <ul style="list-style-type: none"> <li>• Steve Slover will be interning for the chapter with the plan to create an administrative position.</li> </ul>	<ul style="list-style-type: none"> <li>• If not receiving moodle messages, please check email address to make sure it is correct.</li> <li>• At next meeting, Aaron &amp; Sheila will teach us Moodle "How To's" &amp; we'll discuss where to place files.</li> <li>• Make sure to call NW ALC leaders.</li> </ul>
Adjourn	<ul style="list-style-type: none"> <li>• Adjourned 7:59 pm</li> </ul>	

**Next meeting: April 18, 2006- 6pm-8pm**  
**LOCATION: VIA Training, 1620 SW Taylor St, Suite 200, Portland**