



Cascadia Chapter Board Meeting Minutes March 20, 2007

Location	Providence Academy, 3510 NE 122 nd Avenue Portland Oregon 97230
Board Members Present	Theme Grenz, Pat Lake, Julie Bulrice, Rob Porter, Dion Kerr, Susan Zabriskie, Christine Martell, Jessica Morrison, , Sheryl Alstrin, Kelly Orehovec, Kim Dunn
Board Members Remote	Nancy Seebert
Board Members Absent	Liza Greene, Seniye Goff, Lenny Borer, Kathleen Bergquist
Guests	None
Minutes Prepared by	Nancy Seebert

Item	Discussion	Handout	Followup/Action
Call to Order	By Theme Grenz, President, at 6:16 pm		
Minutes	Approved as written		Approved unanimously
President's Report – Theme Grenz	<ul style="list-style-type: none"> ▪ Conference huge success; vendors very happy; speakers top notch; ▪ Mid year retreat- May 19- 4 hours- content TBD. will be time to review past 6 months and plan for next 6 months 		
Financial Report – Dion Kerr	<ul style="list-style-type: none"> ▪ Spent lots of money lat month- primarily for conference... ▪ All Conference expenses not fully resolved ▪ Cash balance is \$78,000. All revenue and expenses not accounted. ▪ Current membership 497. Last year 429 at this time- almost 20% increase in 1 year. Will be biggest year yet. ▪ Re: Current cash balance- more programs will be occurring due to conference. Will be big source of revenue. 		Financial report approved unanimously.
Sheryl- job aide	<ul style="list-style-type: none"> ▪ Created a Tool to help with understanding and use of more Roberts' rules or Order ▪ Contains photo of original notebook- ▪ Customized for Cascadia. Laminated. ▪ Reviewed highlights. ▪ Objective=to be more consistent with meeting management. 	Job aid on Cascadia Rules of Order	All board members to review and become more acquainted with material
Conference report – Susan Zabriskie	<ul style="list-style-type: none"> ▪ PPT presentation - 194 paid attendees- 48 comp'd- ▪ 70 total speakers, vendors, etc. 312 attendees total. 23 paid exhibitors- - f ▪ Susan provided current overview of financial status of conference via PPT presentation. \$19,000 in food; equipment more- 20, 900-total expenses ▪ . Committee to meet April 2 for debrief- ▪ Quick opportunities for improvement: use technology for leverage— ▪ So far- net profit \$5000 ▪ lots of people who were new. Need to keep them engaged. ▪ Next month Lori Malone will be at board meeting to report on evals. ▪ Good professional feel at location. ▪ Need to reevaluate pricing of conference. 	PPT presentation on conference status	

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SIG Needs- Rob-	<ul style="list-style-type: none"> ▪ Thursday 1st transitions SIG- 22 registered- ▪ April 10-training managers SIG- have speakers-locations... ▪ NEED- speakers- created a forecasted schedule-ok for next 2 months. Want to have schedule for year-for both SIGS. ▪ Brought Girl Scout Cookies to entice recommendations from board- need key people- Directors, CFO CEO CIO etc. Panels- HR directors; (transitions); this is how you advance.... no support group now for training directors ▪ Goals: bring people with common interests in place to build community. ▪ Bring people into association who have not been at ASTD functions before; provide value to existing customers ▪ Plan to use Oregonian business events; will think about how to use Board members at meetings 		<p>Rob will send topic calendar and bullet points for recruiting speakers to Nancy who will send to board</p> <p>Others- send names to Rob</p>
Christine Diversity	<ul style="list-style-type: none"> ▪ Took answers from group from last month and put all into one. (Internal, external, organizational dimensions) looked at Cascadia ASTD- ▪ Debrief: realize how much do not know re: Diversity 		Christine to email Nancy with documents to send out with minutes.
Board Roundtable – Various Board Members	<ul style="list-style-type: none"> ▪ Jessica will create template for VP's to complete with information re: any event so she knows how and what to market. ▪ Julie has "mild concern" that there are not enough volunteers. Otherwise "honored and awed" at all ▪ Sheryl- Presidents' circle meeting April- ▪ 60th anniversary party in October- Kelly, Kathleen and Sheryl meeting ▪ Want to have something to give back to the community.... related to anniversary ▪ Kim- Rita Bailey in May and Donna Stringer in June. Conf. call with Rita's assistant next Monday ▪ Christine- lots of outreach- conferences-bring new blood- etc. ▪ Pat-elearning strategies program- sees Pat's report- 27th meeting is for elearning. 3 programs coming up – spending time on that. Conf call with San Diego-share with San Diego on Fundamentals, etc that are created. ▪ Dion- Sue Shogren back assisting- ▪ Theme- membership meeting- tomorrow night. With member Orientation- ▪ Theme helping HRACO in Central Oregon- GIG . Marketed as ASTD. Lenny, Lauren Potter-Torres in Bend and Theme ▪ Kelly- volunteers frustrating. / Difficult to get. 		All will work to assist in getting volunteers
Adjourn			7:50 pm

NEXT BOARD MEETING

Tuesday April 17, 2007
6 – 8 pm
David Evans and Associates
Downtown Portland