

# Cascadia ASTD CH 8029

## Meeting Minutes

**For Meeting of 20 April 2004**

**Location:** Regence/Blue Cross

**Present:** Larry Ferguson; Aaron Munter; Mara Kershaw, Sheryl Alstrin, Larry Briggs, Kathleen Bergquist; Rob Russell; Katherine Stevens; Zeke Zeliff, Dan Vetter

**Absent:** Theme Grenz, Nancy Seebert, John Inman

**Minutes Prepared by:** Katherine Stevens

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

Agenda Item	Discussion	Follow Up/Action
<b>Minutes from March Meeting (Larry F.)</b>	<ul style="list-style-type: none"> <li>Approved as written</li> </ul>	Approved
<b>Conference Committee Report (Aaron)</b>	<ul style="list-style-type: none"> <li>There has been turnover on the committees.</li> <li>Will have a “save the date” announcement at the next Conference committee in 3 weeks.</li> </ul>	None
<b>Resources for Board Members (Aaron)</b>	<ul style="list-style-type: none"> <li>Aaron suggested the Board Source might be a possible resource for our board. It’s geared to organizations large and small. There is an annual membership fee, which includes a magazine. The information on their Web site (<a href="http://www.boardsource.org">www.boardsource.org</a>) is available without being a member.</li> </ul>	None
<b>President Report: Membership Survey (Larry F.)</b>	<ul style="list-style-type: none"> <li>Recommended creating a short, mid-year survey of the membership. Items to cover might include: how we are doing mid-year, ideas for upcoming programs, planting “seeds” to create awareness of upcoming programs.</li> <li>Survey would be sent in May.</li> </ul>	Mara, Theme, Larry F. and Aaron will work on.
<b>President Report: Succession Planning (Larry F.)</b>	<ul style="list-style-type: none"> <li>Succession Planning was discussed at the Past-President’s circle. Larry F. is thinking of inviting one of the past-president to come to the meeting, as a guest.</li> <li>The following timeline was recommended:               <ul style="list-style-type: none"> <li>May – Identify vacancies and needs</li> <li>June –Start soliciting new board members. 1<sup>st</sup> call to members to recruit candidates</li> <li>July – 2<sup>nd</sup> call to members.</li> <li>August – Present preliminary slate. Last call to members.</li> <li>September – Confirm slate.</li> <li>October – Vote.</li> <li>November – Take office.</li> </ul> </li> <li>Will encourage multiple people to apply for positions.</li> </ul>	Aaron will send the timeline to the board.
<b>Community Consulting Project (Larry F.)</b>	<ul style="list-style-type: none"> <li>Dan is taking the lead on the Community Consulting Project — taking over for Theme.</li> <li>At the Past-President’s circle, Ed Warnock also volunteered to help lead this. However, he’s not a member at this time. This effort needs to be lead by members, so he would need to rejoin.</li> <li>There is a concern about having non-members in leadership roles, making decisions for the chapter. What’s our liability? Are their actions covered under Oregon law?</li> </ul>	None
<b>Insurance (Kathleen)</b>	<ul style="list-style-type: none"> <li>We may need to move our insurance because of the lack of response from our insurance agent. Members who have tried to inquire about professional liability insurance have complained about non-responsiveness.</li> </ul>	Kathleen will come back with an insurance report next meeting.

Agenda Item	Discussion	Follow Up/Action
<b>VP President Elect Report: Automation of Web Site (Aaron)</b>	<ul style="list-style-type: none"> <li>▪ Automation of Web site functions is moving ahead. Data scheme is underway.</li> <li>▪ Aaron and Kathleen are working on a new home page layout—splitting the page 1/3-1/3-1/3 to give more room on the right for highlight of events, etc. Currently, some of the event descriptions are scrolling “below the fold.”</li> </ul>	None
<b>VP Membership Report (Mara)</b>	<ul style="list-style-type: none"> <li>▪ Membership orientation is May 13. It will probably be at Safeco. They will be using a new format for the orientation, as well as new PowerPoint. The orientation will include interactions and networking. Board members are encouraged to attend. Aaron, Larry, and Rob are planning to attend.</li> <li>▪ Send out a “promo” electronically to approximately 350 former chapter members inviting them to re-join. As a result, 4 people did rejoin. Now that the program is set up to do this, Kathleen said it could be easily done again in the future.</li> </ul>	None
<b>VP Programs Report (Sheryl)</b>	<ul style="list-style-type: none"> <li>▪ Need someone to help with registration for the May 18<sup>th</sup> program. Sheryl will not be there for this program.</li> <li>▪ June and July programs are open. Sheryl has some ideas for these.</li> <li>▪ Thiagi is set for August. It will be a 50/50 split with Thiagi. Sheryl is scouting possible locations for the meeting that will hold 100+ people. Two options are the Crown Plaza in Lake Oswego or PSU. The Crown Plaza, Lake Oswego room accommodates more people; the restaurant is closed during lunch, but the patio is open. There was a concern that having it at PSU might seem too much like last year’s program. Montgomery Park was also discussed as a possibility. The estimated charge is \$110 for members. Based on the estimates, including room costs, the chapter will make money with only 50 attendees.</li> <li>▪ Need a volunteer to print the handouts for Thiagi’s program. It will probably be 125 copies of a 125-page document. The company will be able to put its logo on the materials.</li> <li>▪ Larry F. will promote the May program and the conference at the PHRMA meetings.</li> </ul>	Sheryl will investigate location options for the Thiagi program, including visiting Montgomery Park.
<b>VP Professional Development Report (Rob)</b>	<ul style="list-style-type: none"> <li>▪ The Fundamentals course is going well with about 20 people at each session.</li> <li>▪ The Advance series ended. They got good feedback about the program. There was lighter attendance than Rob would have liked.</li> <li>▪ Book Discussion is not going that well. Had 3 people at the last meeting.</li> </ul>	None
<b>Board Report: Community Consulting (Dan)</b>	<ul style="list-style-type: none"> <li>▪ Have launched a project with the school that may launch a second project with Tough Love organization.</li> </ul>	None
<b>VP Volunteers Report (Larry B.)</b>	<ul style="list-style-type: none"> <li>▪ Next time, we need to give more notice about the volunteer program.</li> <li>▪ Continuing to recognize some volunteers through the “volunteer of the month”</li> <li>▪ Larry B. will send out a volunteer form in the next few days, asking board members to list people who have volunteered.</li> <li>▪ Suggested having the next volunteer event in June or August.</li> </ul>	Larry B. will send out volunteer form to board members — asking for list of people who have volunteered.

Agenda Item	Discussion	Follow Up/Action
<b>VP Technology Report: (Katherine)</b>	<ul style="list-style-type: none"> <li>▪ Theme and Katherine had met to discuss the idea of putting paid ads on the chapter Web site. Several chapters are doing this to raise money. The ads would have to be static (no animation) and related to the training and development field. The chapter used to have ads when there was printed newsletter. Is putting ads on the Web site equivalent. One option is to consider including this in the member survey to find out members' feelings about this.</li> <li>▪ Katherine explained that emails from the chapter might be subject to the new federal Can-Spam legislation that was passed in January 2004.</li> </ul>	Katherine will send the board information on Can-Spam.
<b>ALC (Larry F.)</b>	<ul style="list-style-type: none"> <li>▪ Announcement was sent from Jim M. ALC is October 15-17. The RFP form is out; the deadline for submission is May 21<sup>st</sup>. Larry volunteered to assist any board member who wanted to submit an idea.</li> </ul>	None
<b>VP Finance Report (Zeke and Kathleen)</b>	<ul style="list-style-type: none"> <li>▪ Reviewed the Finance Report, as of 13April, Budget vs. actual and P&amp;L. NOTE: Since the chapter is on a cash-basis, all revenues and expenses that have been incurred may not show.</li> <li>▪ Review the proposed Investment Policy. It was approved with two changes. In the column on Long-term access, the text is changed to "Can only be accessed for specific purposes as approved by the board." Under Reports and Reviews, the second sentence is changed to "At these reviews, VP Finance shall report any proposed transactions and any recent transactions for the ensuing quarter."</li> <li>▪ The Event Expenditure policy was approved with the two revisions. The approved policy listed is listed below, with the revisions highlighted: The ASTD-Cascadia Vice President of Programs or other Board appointed individual can commit up to \$750 of ASTD funds for a specific chapter event, based on the board-adopted budget. If the commitment of funds exceeds \$750 but is less than \$1500, the individual must secure the written (electronically or otherwise) approval of the President and Treasurer. If the commitment of funds exceeds \$1500, the individual must secure board majority approval (electronically or otherwise.)</li> </ul>	Zeke and Kathleen will come back to the board in a few months with specific suggestions for implementing the Investment policy.
<b>Adjourn</b>	<ul style="list-style-type: none"> <li>▪ Adjourned.</li> </ul>	

Next meeting is scheduled for Tuesday, May 18, 6:00 p.m. – 8:00 p.m. at Providence Parkrose Medical Plaza.