

Cascadia ASTD CH 8029 Meeting Minutes



For Meeting of April 18, 2006

Location: Via Training

Present: Sheryl Alstrin, Kathleen Bergquist, Michelle Clinch, Liza Greene, Theme Grenz, Seniye Groff, Dion Kerr, Aaron Munter, Kelly Orehovec, Susan Parsons,

Call In: none

Absent: Sheila Kemp, Theresa Skarsten, Susan Zabriskie

Guest(s): none

Minutes Prepared by: Kelly Orehovec

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

Item	Discussion	Follow up - Action
Minutes	None	Minutes and agenda approved as is and approved unanimously.
Treasurer Report	<ul style="list-style-type: none"> • Expenses from last year have cleared • Things spent in 05 were taken out of the 06 budget <ul style="list-style-type: none"> ○ We will do more budget forecasting for the 07 budget ○ We will do a supplemental budget in June 06 	The Treasurer's report was adopted unanimously.
President's update	<ul style="list-style-type: none"> • We are at the half way mark—we are making progress on our goals! • Senior initiative is doing something next month • Business interruption simulation <ul style="list-style-type: none"> ○ Went to Kathleen's home office to take over for a few hours ○ Checked email, answered member requests ○ The secretary will be the backup for business processes • We are a chapter in growth mode—we will start talking about what Board positions make sense for us considering our strategic goals • Scholarship—our 3 year obligation to PSU is ended; we get to be creative with what we do with the money <ul style="list-style-type: none"> ○ Cash scholarship to one person coupled with conference registration and student membership ○ Kicker—50% of the excess budget at the end of the year goes to the scholarship ○ Runner up could get conference registration ○ Student members are eligible to apply ○ Scholarship should be housed with VP Membership for now ○ Could award at the conference next spring coupled with the Impact Award ○ Use needs-based essay questions—tap into Theme's wife 	<p>Kathleen to send Michelle contact for returning member that Sheryl spoke with during the business simulation</p> <p>VP Finance to look at what some options are for growing our scholarship money</p> <p>President to coordinate with Michelle to work on scholarships</p>

President Elect	<ul style="list-style-type: none"> • Diversity survey is posted on survey monkey • We will have a Board discussion June/July after the diversity survey results are returned • NWALC <ul style="list-style-type: none"> ○ 26 people are registered; 8 out of state ○ trying to get National marketing support ○ \$ reimbursement for food from National ○ Thanks marketing team and Board for spreading the word • Theme is going to ICE 	<ul style="list-style-type: none"> • Theme to create talking points and send to us to use when we send the diversity survey • Theme to send Board diversity survey link • Lolita to send the current contact list to the Board • When you email people the survey link, let Lolita know who you contact • Theme to ask Maureen if we can debrief with her immediately after NWALC
Marketing Update	<ul style="list-style-type: none"> • Marketing is working as a consultant for the other Board areas • Liza presented the marketing plan and the marketing timeline that are tools they will use to market events <ul style="list-style-type: none"> ○ Using them for Mattiske event and NWALC ○ Tools are changing as we learn more; i.e. we added a “business manager” column to the marketing plan • Board should contact the marketing committee if they need their help • Liza attended the conference committee meeting last month and they will use the marketing tools 	
Conference Update	<ul style="list-style-type: none"> • Feedback was positive about the theme 	
Professional Development	<ul style="list-style-type: none"> • Fundamentals of Training Bend—7 paid, 2 more maybes • Majority people are from outside the Bend area • We will break even with 9 • E-learning is done and set up—Sheila is meeting with e-learning instructors to talk about teaching about moodle • Next Fundamentals in Portland is in October 	
Events Update	<ul style="list-style-type: none"> • Events committee need one or two marketing savvy people—long term goal • Mattiske already has 20 people registered • Liza and Susan P put together marketing materials—timeline and communication plan for the Mattiske event • October volunteer recognition event • Pease event had 20—intimate setting 	
Membership Update	<ul style="list-style-type: none"> • 11 student members—most are OSU, 3-4 are PSU • Working on getting more marketing at PSU • Taking a holistic approach to the member survey which will be posted early May • Orientation will be rescheduled early June—we will have the date next week 	

Technology Update	<ul style="list-style-type: none"> Podcadia #3 comes out Friday, April 21 May 5th podcadia will be Mattiske Chicago is the second chapter to launch pod casts; theirs is primarily marketing Working on technology strategic plan Working on remediation problem—having problems sending out mass emails Searching for Director of Technology 	<ul style="list-style-type: none"> Aaron to talk to all VPs about their technology needs—he will attend committee meetings Aaron working with Kathleen on remediation problem Aaron to send Director of Technology position description to Board
Volunteer Update	<ul style="list-style-type: none"> Volunteer applications should be funneled through one person Have volunteer applications at events October event will recognize volunteers, highlight volunteers of the month and what each committee has done 	
Miscellaneous Board Interest Groups Update	<p>Kathleen Berquist</p> <ul style="list-style-type: none"> Kelly in Bend designed a simple to the point survey for Bend—she will lead the charge in Bend so that Teresa can focus on the Salem area May 3—state trainers conference in Salem 	
Adjourn	<ul style="list-style-type: none"> Adjourned 7:59 pm 	

Next meeting: May 16, 2006- 6pm-8pm

LOCATION: Providence Parkrose Medical Plaza
3510 NE 122nd Avenue, Suite 200
Portland, OR 97230