



**Cascadia Chapter
Board Meeting Minutes
April 15, 2008**

Location	Providence Academy
Board Members Present	Julie Bulrice (remote), Theme Grenz, Sean Harry, Pat Lake, Kelly Orehovec, Vikki Rennick, Shari Ward, Liza Greene, Kathleen Bergquist, Rob Porter, Nancy Seebert, Christine Martell, Angela Watson, Pat Lake
Board Members Absent	Lenny Borer, Colleen Olsen
Guests	Dion Kerr
Minutes Prepared by	Nancy Seebert

Item	Discussion	Handout	Follow-up/Action
Call to Order	By Liza Greene, President at 6:02pm		
Minutes	Approved March board meeting minutes as written		Approved unanimously
Introduction of Guests	Dion Kerr- Director of Technology		Welcome to Dion! Nice to see you!
President's report Liza	<ul style="list-style-type: none"> <input type="checkbox"/> Starting success planning <input type="checkbox"/> Received feedback from member re: senior forum storytelling- best presentation in a very long time 		
Finance Report– Sean and Kathleen	<ul style="list-style-type: none"> <input type="checkbox"/> All were sent program specific reports <input type="checkbox"/> Officers insurance needed renewing; this will hold harmless for directors and board- had to bind for 3 years ~\$1400/year which was a good deal 		Approved
Web re-design Kathleen and Dion	<ul style="list-style-type: none"> <input type="checkbox"/> Technology divided into multiple stages: <ul style="list-style-type: none"> o website=building business case for membership- will have booth at OR State Training summit May 08 o rolled out HTML monthly email- o Dion will work on Web 2.0 next month- o Used past surveys, other resources and developed basic web design- - new company will take about 100 hours for all set up ~\$10,000- o Home page= colorful, movement of slideshows o Short video with current president o 2nd page with drop downs o 2 secondary pages with text to explain about chapter and focus areas and get involved, etc. o want to minimize number of links but provide good information; o will have members only o under get involved- will have focus areas o Will be more accessible re: text size; open for readers scanners- o concerns- database integration – o PLAN- Kathleen will meet with each VP for content; Open Source software for all modules. Much discussion on design. <p>Web 2.0 next phase for 2009- taking all happenings (sigs, blogs, etc) and putting parameters around it to bring up to speed branding, controls, etc. Timeline Q4</p>	<p>mockup of stand (trade show) to demonstrate business case</p> <p>word document distributed with design</p>	

**Succession Planning-
Liza and Kelly**

- Discussion:
 - How would succession planning help the board? -
 - Decreased learning curve- increased efficiency of work; continuity; helps complete longer term strategic initiatives; helps to set reasonable entry points (better positions to have when new;) better balance in styles and competencies, etc.- hope is to be more thoughtful and increase retention and improve board development....
 - Board- Gallery walk:
 1. What does the current succession plan/process look like?
 - Things happen; Scramble; Who knows who; Ad hoc; Haphazard; Just in time; Not informed; Unorganized; Hurry up and fill; Lack of clarity; How team formed?; Closed not transparent; Lack of clear process to bring on directors; Who are these people?; Members vote for unopposed; Little long range planning; Reactive; Arm twisting; One step short of coercion
 2. What should the succession plan/process look like? What are we missing?
 - Clear expectations; Director or VP role prior to; Identify skills; Specific job descriptions; Have experience; Member for at least a year.; Document responsibilities; Balance skills; Recruit from directors; A way for member to have input for leaders; Call for volunteers- recruit- clarity on web to members; Selection by team of people; Proactive Create a development plan based on competencies\development plan; Identify dev. Areas for vol and align to positions and volunteers; Focus on big picture- focus on strategic initiatives; Open clear

	<p>process and easily available on web as to how to become a leader -(creating a system with clear documentation and transparent to members); identify skills and IDP); more transparent; more thoughtful communication plan- standard interview ; questions;</p>		<p>Kelly and Liza will map a process with these.</p> <p>REQUEST- If you are not continuing position, talk to Kelly so plan can be made- professional development</p>
Roundtable	<p>Rob-</p> <ul style="list-style-type: none"> ▪ Sigs- consultant sig – small solid showing ▪ Elearning sig- using avatars (electronic narrators to guide thru course) <p>Theme-</p> <ul style="list-style-type: none"> ▪ State of OR training summit- May 7-8; ▪ Submitted 5 documents for SOS 4 approved; ▪ Presidents circle this Thursday; <p>Angela-</p> <ul style="list-style-type: none"> ▪ catch up on member calls- ▪ letter to national members who are not local with free 6 month membership- letter that explains growth- wiifm; ▪ demographic survey of members; ▪ membership calls: will send email to board with attachments- members to call- scripting- follow up email after phone call. ▪ 60 new members since beginning of year- <p>Kathleen-</p> <ul style="list-style-type: none"> ▪ redid database for number of years in training: over 50% in T&D over 10 years. <p>Liza-</p> <ul style="list-style-type: none"> ▪ goals; <p>Kelly-</p> <ul style="list-style-type: none"> ▪ Working on midyear retreat ; will research more to replace May meeting- may be in evening <p>Sean-</p> <ul style="list-style-type: none"> ▪ Requesting directions for public transit with other directions on agendas; <p>Pat</p> <ul style="list-style-type: none"> ▪ -FOT next week 30 paid registrants – will close registration and have waiting list; will have Eugene people to audit (people who may present in Eugene) ▪ Kudos to Colleen for marketing flyer; working on elarning basics in June (Ronnie Viles); Glen Fahs will no longer be instructor of record for PSU piece ▪ Theme will do needs assessment piece. <p>Vikki-</p> <ul style="list-style-type: none"> ▪ May 15- Michael Grinder- 11 people registered- low enrollment-suggestion to change link from home page from "Portland program" to name and topic <p>Julie-</p> <ul style="list-style-type: none"> ▪ get marketing materials to Kathleen as early as possible before programs etc. 		<p>Nancy will send spreadsheet to all for completion (goals)</p>
Adjourn	<ul style="list-style-type: none"> • 8:07pm 		