

Cascadia ASTD CH 8029 Meeting Minutes



For Meeting of May 17, 2005

Location:

Present: Aaron Munter, Seniye Groff, Theme Grenz, Kathleen Bergquist, Theresa Skarsten (by phone), Sheila Kemp, Sheryl Alstrin, Michelle Sepanski, Lisa Edwards

Guests: Susan Parsons

Absent: Larry Ferguson, Mark Christensen, Liza Greene, Nancy Seebert

Minutes Prepared by: Michelle Sepanski

Meeting called to order by Aaron Munter at 6:19 PM.

Item	Discussion	Follow Up/Action
Minutes	<ul style="list-style-type: none"> ▪ March minutes reviewed. 	<ul style="list-style-type: none"> ▪ Minutes approved as submitted.
President's Report	<ul style="list-style-type: none"> ▪ NW ALC - Close to locking down a location – Will be either at the Grotto or Billy Reid's. - Talking to Rita Bailey about being the speaker. - Current and prospective board members invited. Hoping for 5-10 per Chapter. - National ASTD paying for food and logistics. 	<ul style="list-style-type: none"> ▪ Theme & Lisa to try to get in touch with Glenn Stewart at Puget Sound Chapter. ▪ All board members should try to attend evening social on 8/19 and event on 8/20.
Treasurer Report	<ul style="list-style-type: none"> ▪ June program has 90 registered participants. ▪ Our two CDs matured and renewed at a higher interest rate (2.47% versus 1.74%). 	<ul style="list-style-type: none"> ▪ Treasurer's Report approved as submitted by Kathleen.
Technology Focus: CascadiaForum and Moodle	<ul style="list-style-type: none"> ▪ Need to either abandon or revamp tool, or find a new tool. ▪ Needs to be a tool that can perform eLearning functions. ▪ Need to develop a plan of how it will serve our membership. ▪ Moodle is free and flexible. Has discussion area, will email you when another message is posted (sticky), event calendar and other forum related items. Can do surveys and synchronous chat with the ability to download transcripts. ▪ Can set up groups with different access. ▪ Would talk to our current database and can sit on any server. ▪ Community tends to police itself. ▪ Uses for members would include chat and virtual SIGS. ▪ If allowing members to sit on our Moodle, we may need to charge a fee since there is a cost to us. ▪ Committee agreed switching to Moodle was a good idea. ▪ Will look at rolling it out in September with eLearning SIG event. 	<ul style="list-style-type: none"> ▪ Sheila and Sheryl to review the tool and develop a strategy. ▪ Marketing will need to develop a marketing plan for launch of new tool. ▪ Aaron, Kathleen and Pete will set up. ▪ Kathleen to put up a splash screen with a "coming soon" message.
Business Manager Position Description		<ul style="list-style-type: none"> ▪ All members to review and give comments to Sheryl. If you were not in attendance, contact Sheryl for a copy of the position description. ▪ Committee will create a strategy for determining what the position will look like in the future and a position description that would reflect those duties.

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		<ul style="list-style-type: none"> ▪ There will be a 15-20 minute brainstorming session at the next board meeting.
Student Membership Plan	<ul style="list-style-type: none"> ▪ Student benefits: membership \$45/year, 10% discount on Chapter sponsored events, possible course credit for certain Chapter events and membership card worth discounts at selected retailers. ▪ PSU/OSU primary audience. ▪ Phased approach. ▪ Need a marketing plan for PSU. ▪ Goal to increase benefits to younger members and tap into the student market. ▪ Can not call these "Chapters". ▪ Would not need any changes to the bylaws. 	<ul style="list-style-type: none"> ▪ All members to review and give comments to Theme. If you were not in attendance, contact Theme for a copy of the student membership plan. ▪ Board approved the plan unanimously. Student rates will start immediately.
Conference Update	<ul style="list-style-type: none"> ▪ Looking for RFP's – Will send out a reminder email. ▪ Working on exhibitors. ▪ No registration so far. ▪ Chris working on credit application. 	
Events Update	<ul style="list-style-type: none"> ▪ 20 people registered for May event. ▪ 90 people registered for June event. Susan Parsons working on June event. PDF parking map will be sent out with confirmation letters. 	<ul style="list-style-type: none"> ▪ Lisa to remind Rick about marketing copy for July event. ▪ Lisa & Sheryl to talk about the help Lisa needs with the September event.
Strategic Goals	<ul style="list-style-type: none"> ▪ Volunteers - Drawing winners get to choose from one of five gift card options. - Featured volunteer is up and running. - Next project will be creating a draft letter to volunteer's bosses. Will present at next meeting. 	
Board Members Update	<ul style="list-style-type: none"> ▪ President Elect - eLearning SIG had 28 people at their last meeting. Should have board presence at each meeting. - Senior Initiative event on software implementation had 5 attendees. - Working on Best Awards. Been having a hard time getting a hold of other Chapters. Will present plan at next meeting. ▪ VP Membership - Look at member orientation assignments and call/email Theme with any questions. First section is the overview (benefits, services, etc.) and second section is networking. Event at Safeco. Sent 700 postcards to promote! - Rob is looking at hosting the College of eLearning this summer. ▪ VP SIGS/GIGS - Developed relationship with Central Oregon Community College. Information will be printed in their catalog and will go out to 50,000! - Lisa teaching workshop in Bend next month. - Researching newspaper advertising. - People in community excited about ASTD! ▪ VP of Professional Development - Finalizing dates. Have all speakers. Will probably be October 6 & 7 in Portland and October 20 & 21 in Bend. - Committee meeting will be May 31st at American Family 	<ul style="list-style-type: none"> ▪ Review web site for eLearning SIG dates and let Sheryl know when you can attend. ▪ Aaron and Sheryl to review Director of SIG position description. ▪ Sheryl will contact Chris Cartwright and figure out how we can decrease the number of board members contacting him.

Item	Discussion	Follow Up/Action
	at 6 PM. Will carbon board.	
Adjourn	<ul style="list-style-type: none"> ▪ Adjourned 7:55 PM 	

Next meeting: June 21, 2005 @ Providence Parkrose Medical Plaza