

Cascadia ASTD CH 8029 Meeting Minutes



For Meeting of June 21, 2005

Location: Providence Parkrose Medical Plaza

Present: Sheryl Alstrin, Seniye Groff, Kathleen Bergquist, Sheila Kemp, Michelle Sepanski, Lisa Edwards, Larry Ferguson, Mark Christensen, Liza Greene, Nancy Seebert

Absent: Aaron Munter, Theme Grenz, Theresa Skarsten

Minutes Prepared by: Michelle Sepanski

Meeting called to order by Sheryl Alstrin at 6:10 PM.

Item	Discussion	Follow Up/Action
Minutes	<ul style="list-style-type: none"> ▪ May minutes reviewed. 	<ul style="list-style-type: none"> ▪ Minutes approved as submitted.
Treasurer Report	<ul style="list-style-type: none"> ▪ Increased CD revenue (2.47% versus 1.74%). ▪ Membership is 412; was 380 last year. ▪ Final Stolovich numbers are not in but will meet or beat Thiagi visit. ▪ Internal audit was performed on 6/7. Entire checklist was completed. Will meet again 6/24 to create a report that they will explain at the July board meeting. 	<ul style="list-style-type: none"> ▪ Treasurer's Report approved as submitted by Kathleen & Liza.
Revised Membership Budget	<ul style="list-style-type: none"> ▪ Increasing food from \$500 to \$1200 due to more orientations being scheduled. ▪ Increased costs due to mailing paper invitations. ▪ May not be effected by changes due to income increase of membership numbers being up. 	<ul style="list-style-type: none"> ▪ Motion to revise the budget was approved.
Employer Letter	<ul style="list-style-type: none"> ▪ Make sure volunteer wants supervisor to receive letter. ▪ Once the letter is final, Board members to complete and send letters to their volunteers throughout the year. 	<ul style="list-style-type: none"> ▪ Send feedback of sample letter to Seniye by 7/2. ▪ Seniye to email out the letter to the board. ▪ Seniye to add name/signature of the board member the volunteer is/was working with.
Company Awards Program	<ul style="list-style-type: none"> ▪ Board member's & committee member's employers can still apply. ▪ 5-8 Chapters currently doing awards program; All charged entry fee. ▪ Denver has great model we can benchmark including application, rubric & Q&A section on our web site. ▪ May grow into Company of the Year. ▪ Company or employee has to be Cascadia Chapter member. ▪ Possibly hold at the conference's Thursday evening social. ▪ Possibly add small business category or department of 1; small business is 100 or less employees; 90% of Oregon companies have 20 or less employees. ▪ Goals are to raise the bar, share best practices, encourage local companies to apply for national recognition; raise awareness of T&D field; & increase membership. ▪ Will do PR for winners. ▪ Will acknowledge everyone who applies & possibly give feedback to those who applied. ▪ Marketing – get quotes from other Chapters. 	<ul style="list-style-type: none"> ▪ Feedback to Sheryl by 6/27. ▪ Sheryl & Nancy to work out the details of the Award winners being announced at the conference.

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Conference Update	<ul style="list-style-type: none"> ▪ Formalizing marketing plan. ▪ 30 or more RFP's have come in; Cort & Claire meeting June 24th to sort through them and choose. ▪ Working on sponsorships, exhibitors & registrations. ▪ Might need help from board to network & make calls. ▪ Goals: 250 attendance (last year 150), 20 exhibitors, 10 sponsors 	
Events Update	<ul style="list-style-type: none"> ▪ 7 people from 3 companies at Bend event; very supportive of Theresa & ASTD. ▪ 132 registered for Stolovich. ▪ Susan covering July event. ▪ August event will probably be at PGE. ▪ eLearning group has until July 15th to present plan for September event. If it falls through, might look at conference RFP's for speakers. 	<ul style="list-style-type: none"> ▪ Please attend July event if you can. ▪ Will send Stolovich evaluations in a few weeks. ▪ Send pre & post surveys to Lisa. Company name will be changed.
Strategic Goals	<ul style="list-style-type: none"> ▪ GIGS - Theresa has programs set up for August & September; Need to attach emails to mailing list. ▪ SIGS – Aaron recruited Rob Porter to be the Director of SIGS. 	<ul style="list-style-type: none"> ▪ Everyone check calendar and try to attend an eLearning SIG.
Board Members Update	<ul style="list-style-type: none"> ▪ Past President <ul style="list-style-type: none"> - President Circle will be July 7th; Will discuss chapter trends and training & human performance consulting, strategic goals, & Business Manager role. ▪ President Elect <ul style="list-style-type: none"> - Working on ALC proposals. - Senior Initiative this month will focus on social networking – 7/28 @ Kennedy School, 4 PM. ▪ VP Events <ul style="list-style-type: none"> - Moving June 30th to Kirkland. ▪ VP Marketing <ul style="list-style-type: none"> - Current focus is creating checklist & timeline for conference. ▪ VP Volunteers <ul style="list-style-type: none"> - On vacation 7/2-7/11. ▪ VP Professional Development <ul style="list-style-type: none"> - Fall Fundamentals is set. - Committee meeting next week will work on the Advanced series (interest, topics, attendance) and database. Will later start working on Moodle project. - Internship Possibilities – Discussed adding a student page to the web site, adding an internship section under job listings, email membership and let them know they can promote their internships through our web site. ▪ Business Manager <ul style="list-style-type: none"> - On vacation 7/1-7/10. 	<ul style="list-style-type: none"> ▪ Email ideas about internships to Liza. ▪ Michelle to email Liza and Kathleen information about other chapter's program.
Adjourn	<ul style="list-style-type: none"> ▪ Adjourned 7:45 PM 	

Next meeting: July 19, 2005 @ OETC