

Cascadia ASTD CH 8029 Meeting Minutes



For Meeting of July 19, 2005

Location: OETC

Present: Aaron Munter, Sheryl Alstrin, Seniye Groff, Kathleen Bergquist, Sheila Kemp, Michelle Sepanski, Larry Ferguson, Liza Greene, Theme Grenz (phone), Theresa Skarsten (webcam), Lisa Edwards (webcam), Nancy Seebert (webcam)

Absent: Mark Christensen

Guest: Dion Kerr, Rick Fowler

Minutes Prepared by: Michelle Sepanski

Meeting called to order by Aaron Munter at 6:15 PM.

Item	Discussion	Follow Up/Action
Minutes	<ul style="list-style-type: none"> ▪ June minutes reviewed. 	<ul style="list-style-type: none"> ▪ Minutes approved as submitted.
President's Report	<ul style="list-style-type: none"> ▪ Administrative Services Evolution <ul style="list-style-type: none"> - Discussed at the President's Circle. Very excited about our growth & progress. Great discussion about other things we could do / how we could raise the bard by adding administrative help. Voiced concerns over Katherine leaving & had great questions about our history. Support idea. - Surveyed other chapters. - Could divide into two positions, which would allow us to save money by paying someone less for administrative duties. - Need to carefully contemplate title & think out how our membership would interpret. - Need to analyze how we would use this to our advantage & create a multi-year plan. - Chapter is consistently growing & is projected to keep growing (student membership). Hasn't been a big boom & is more stable than in past booms. - Infrastructure is important because affects savings, etc. - Need to make sure decision is not made because of hour overages but because of strategic plan. 	<ul style="list-style-type: none"> ▪ If you will be web camming a board meeting, please notify the Secretary 1 week in advance. ▪ Please review your board role and answer the questions listed in Larry's email (i.e. what work could you be doing if something was taken off your plate, how would you be able to increase personal touch, etc.). ▪ Aaron, Liza, Larry & Theme will put together plan to present to the board.

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Treasurer Report	<ul style="list-style-type: none"> ▪ Events over \$20,000; Total revenue 38,000 – Due to increased revenue & decreased expenses. ▪ Current membership 420; year ago 387. ▪ Internal Audit <ul style="list-style-type: none"> - Bi-annual financial review - 2004 Financial Review Report was provided to & reviewed with the attending board members. - Overall the financial status of Cascadia Chapter is very sound. The processes, procedures, and controls are in place and diligently being followed. Care is taken to ensure that records are complete, accurate and accessible. - Booking practices of the Business Manager are fully compliant with all requirements. In addition, the off-site back up of all electronic records & the retention of hard copy documents exceeds the minimum requirements. - The committee's suggestions include reviewing our current & projected accounting system (cash vs. accrual); test & evaluate the current Business Interruption Plan and Disaster Recovery Plan in a simulation; and to establish an Internal Review Orientation that would take place in alternate years that an Internal Financial Review is not occurring. 	<ul style="list-style-type: none"> ▪ Treasurer's Report approved as submitted by Kathleen & Liza. ▪ Motion to adopt report carried unanimously.
Resources Page	<ul style="list-style-type: none"> ▪ Discussed overall goal, which is to serve our membership especially when it comes to local resources. ▪ Need to keep information fresh. ▪ Might be a way to answer the common questions members ask Kathleen. ▪ Committee meeting Wednesday, July 27th. 	<ul style="list-style-type: none"> ▪ Send Sheila any suggestions by Tuesday, July 26th. ▪ Sheila to bring committee's project plan to the board. ▪ Sheila to check the data from the past survey and create a new member survey to determine members needs.
Conference Update	<ul style="list-style-type: none"> ▪ All breakout presenters selected and confirmed. Matrix with names (not topics) emailed to board. ▪ Partnering with Sheryl's committee for the (to be named) company awards and have a panel as one of the breakout sessions in the performance improvement category. ▪ Marketing in progress. ▪ Developing volunteer plan. ▪ 3 registrants. 	
Stolovitch Evaluation Findings & Report of Future Plans	<ul style="list-style-type: none"> ▪ 90/120 responded. ▪ When asked why they attended: 50% develop themselves; 30% topic (performance based training); 12% credibility of speaker/familiarity with his books ▪ When asked how they found out about the event: 60% Email; 15% web site; 25% other ways ▪ Regarding relevance & usefulness – 60 responded. Themes included specific models/tools, current project, new ideas/beliefs. ▪ Only 3 out of 125 responded negatively – content too basic, too full. Event was a hit. ▪ Future considerations: programs to meet beginning, intermediate and advanced learners; sponsorship value & respecting learners; how to market events so not attracting over or under 	<ul style="list-style-type: none"> ▪ In the future, will present analysis for the entire year. ▪ Sub-committee working on revising the current evaluations so they can pull out the valuable information.

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	<ul style="list-style-type: none"> qualified people; how & what is relevant & useful. ▪ No surprises, except quite a few of non-members at event. 	
Events Update	<ul style="list-style-type: none"> ▪ Building team & benchmarks to move forward strategically. ▪ September planning session being scheduled. ▪ July 21, 2005: The Big Boom!...Or Is It?: Baby Boomers' Next Moves and How to Plan for Them by Laurie Lemieux at United Way. Reg: 8am; Program: 8:30-10am ▪ Aug 23, 2005 Get Perspective On Your Surveys: You Will Never See Surveys the Same Way Again! By Brad Fishel at World Trade Center. Reg: 3pm; Program 3:30-5pm. ▪ 3rd week of September – eLearning sample. 	<ul style="list-style-type: none"> ▪ Still in need of surveys for August event. 360/audits might work. Lisa & Theme to talk about one he might have.
Strategic Goals	<ul style="list-style-type: none"> ▪ Volunteers - Volunteer letter completed. ▪ GIGS - New committee starting to meet. Hoping it will speed process up. - People contacting her to do presentations. - Putting together marketing materials & updating/adding to the contact list. - More than ever, events being planned in Bend (Drake/Warnock – September & McCray – October) 	<ul style="list-style-type: none"> ▪ Turn in volunteer usage information to Seniye. ▪ Michelle to help with December volunteer event.
Board Members Update	<ul style="list-style-type: none"> ▪ President - Plan on attending ALC. ▪ President Elect - Working on succession planning. Call for board members over the next 4 weeks. - More details to come on Impact Awards. ▪ VP Conference - Board members will be solicited for help with conference. 	<ul style="list-style-type: none"> ▪
Adjourn	<ul style="list-style-type: none"> ▪ Adjourned 8:00 PM 	

Next meeting: August 16, 2005 @ Via Training