

Cascadia ASTD CH 8029 Meeting Minutes



For Meeting of August 15, 2006

Location: OETC

Present: Kathleen Bergquist, Michelle Clinch, Liza Greene, Dion Kerr, Aaron Munter, Kelly Orehovec, Susan Parsons, Sheila Kemp
Call In: Theme Grenz, Theresa Skarsten
Absent: Sheryl Alstrin, Seniye Groff, Susan Zabriskie
Minutes Prepared by: Kelly Orehovec
Guests: Susan Shogren, Rob Porter

Meeting called to order by Aaron Munter at 6:10pm.

Item	Discussion	Follow Up/Action
Minutes	None	Minutes and agenda approved as is and approved unanimously.
Past President	<p>Board Structure By-Laws</p> <ul style="list-style-type: none"> • Need to go to membership for approval • Page one is unchanged • Page two—meat and potatoes of edits in membership of area; we are adding VP Finance, adding CLO and COO, COO is not elected and is supervised by the President • COO—non voting • CLO detailed • We will put these with the election ballot in about month and a half; we will include the map 	<p>Include the map of the new Board structure when we put them out to the membership</p> <p>Include the updates in more than one place—website included in the next midmonth email</p> <p>Motion to submit Board changes to the membership approved unanimously</p>
Treasurer Report	<p>Current Finances</p> <ul style="list-style-type: none"> • Payment to convention center was due this month • Net income last month should be changed to negative (-12,806) • Membership numbers are up <p>Scholarship to the Board Proposal</p> <ul style="list-style-type: none"> • Described as “preferred” so that we can have a broader set of applicants for enrollment at Oregon or SW Washington • How do you decide between applicants if you eliminate “need”? Asking for need will significantly add to the complexity. Our desire is to get to the student’s intent and we do that with the standard OSAC essay questions which will give us a sense of where they are coming from without asking financial questions • We could add an application which would add complexity • Would like to see as an expectation that the awardee would become a chapter member and attend at least one event—help with our visibility • We have latitude in our selection process; OSAC will help us get the applicants, then we can send them communication • Do we want to include a GPA requirement? We can include it in our selection • Do we want to encourage them to participate in the student committee? yes • Do we want to have a student committee involved in the scholarship process? May be a conflict of interest; the Board representative should be on the committee • Endowment moneys will come from?? Have not defined yet. We may grow in something in perpetuity • How do we need to pay the \$100? OSAC simply needs an agreement and then they will invoice us 	<p>Finance Report approved as amended and approved unanimously.</p> <p>Motion to initiate a \$1000 scholarship with OSAC and spend \$100 over budget to operate the scholarship made and approved unanimously</p>
President Elect	<ul style="list-style-type: none"> • Thanks for your time meeting with Theme re next year’s Board • Midmonth—put out a call for GIGs, Marketing, Secretary • Congrats to Susan’s team on July’s event! 	

Business Manager	<ul style="list-style-type: none"> • Handing off tasks to administrative person • Steve is working on administrative person job description • Changes to complimentary volunteer spots at programs • Consistent evaluative process—do not have to have volunteers type up comments but maybe using Survey monkey or something like it instead 	Motion made to adopt proposed changes to the complimentary volunteer spots at programs in the Policies and Procedures Manual and approved unanimously
Professional Development	<ul style="list-style-type: none"> • Maintenance mode • Pat Lake working with marketing committee • Pat Case is working with her committee on a lessons learned document 	
Business manager	<ul style="list-style-type: none"> • September event. Looking for materials and printing sponsor—let Susan or Kathleen know • 100 pages, 100 copies 	
Membership	<ul style="list-style-type: none"> • Podcasts—next one is Lolita and Thomas • Interviewing Jim Smith to push his program • Going towards National Speakers—Allison 	
SIG	<ul style="list-style-type: none"> • working on locations • speakers are lined up • creating environments within moodle for SIGA 	
Marketing	<ul style="list-style-type: none"> • Working on various events • Sending out postcards and email #3 for the podcasts • Meeting with Conference folks • September 14, 6pm at Via Training—marketing committee part 2 growth and objectives—please attend so that you can • 2 new committee members—10 active, 15 on the roster 	
Programs	<ul style="list-style-type: none"> • Jim Smith event is coming along well • Toolkit for programs in process 	
GIG	<ul style="list-style-type: none"> • GIG in Redmond • October—Kelly has been working with on a Connect the Dots 	
Secretary	<ul style="list-style-type: none"> • RSVP for September 9th Board event • YES—Liza (2), Michelle (no), Kathleen (1), Sheila (1), Aaron (2), Dion (1), Susan P (1), Theme (4), Teresa (0), Kelly (0) 	
Other updates	<ul style="list-style-type: none"> • Still looking for computer person to help with coding; could be 6-8 hours a month 	
Adjourn	Adjourned 7:10 PM	

Next meeting:, September 19 , 2006- 6pm-8pm

LOCATION:

HSBC
12447 SW 69th St
Tigard, OR 97223