

# Cascadia ASTD CH 8029

## Meeting Minutes

For Meeting of October 19, 2004

Location: Safeco

**Present:** Theme Grenz; Sheryl Alstrin; Katherine Stevens; John Inman, Larry Ferguson, Rob Russell, Nancy Seebert, Kathleen Bergquist,

**Guests:** Liza Greene; Michelle Sepanski; Seniye Groff

**Absent:** Dan Vetter; Zeke Zeliff; Mara Kershaw; Aaron Munter

**Minutes Prepared by:** Nancy Seebert

Meeting called to order by Larry Ferguson at 6:05pm



Item	Discussion	Follow Up/Action
<b>Minutes</b>	<ul style="list-style-type: none"> <li>▪ September minutes reviewed</li> </ul>	<ul style="list-style-type: none"> <li>▪ Minutes approved as submitted</li> </ul>
<b>Introductions of Guests and Board</b>	<ul style="list-style-type: none"> <li>▪ Each board member introduced self and role</li> <li>▪ Guests: Seniye Groff- incoming VP Volunteers; Michelle Sepanski incoming VP Events; Lisa Greene- candidate for VP Marketing</li> </ul>	None
<b>President's Report (Larry F.)</b>	<ul style="list-style-type: none"> <li>▪ Zeke Zeliff has submitted his resignation as VP Finance effective 12/31/2004 or until a replacement is Board appointed</li> <li>▪ Larry and Aaron continue recruiting efforts</li> <li>▪ Aaron, Larry and Theme have interviewed candidates for VP Marketing: will meet to make decision</li> </ul>	<ul style="list-style-type: none"> <li>▪ candidates will be selected for marketing and possibly for Finance by 11/16</li> </ul>
<b>Gigs/Sigs proposals (John)</b>	<ul style="list-style-type: none"> <li>▪ Must look at value for members and region</li> <li>▪ Many programs oriented and attended by non-members</li> <li>▪ Active HR organizations in other areas competing with us</li> <li>▪ Concerns:               <ul style="list-style-type: none"> <li>▪ Regions view ASTD as Portland "centric"</li> <li>▪ Not utilizing local talent in regions</li> <li>▪ Suggest having regions accountable for their own programs with financial accountability with Portland</li> </ul> </li> <li>▪ John has had a discussion with Pam in Bend (Sun River Training Manager) regarding training venues; need for further coordination with Bend members to avoid conflicts.</li> <li>▪ Vision: take nominations based on set criteria for GIG leader then Board makes decision</li> <li>▪ Values of SIG's:               <ul style="list-style-type: none"> <li>▪ Allows easy and quick entry into ASTD</li> <li>▪ Allows chapter to be responsive to time based issues</li> <li>▪ Provides opening for people new to area</li> <li>▪ "just in time" for specialty learning</li> </ul> </li> <li>▪ -Lack of Board direction has created:               <ul style="list-style-type: none"> <li>▪ No affiliation with chapter (do not have to join)</li> <li>▪ Minimal oversight</li> <li>▪ No Clear Guidelines for topic or content-presentation</li> <li>▪ In past monies were given for incidentals</li> <li>▪ Little to no rules</li> </ul> </li> <li>▪ Further discussion:               <ul style="list-style-type: none"> <li>▪ Require membership to be in a SIG?</li> <li>▪ Analyze which SIG members are Cascadia members</li> </ul> </li> <li>▪ Summary:               <ul style="list-style-type: none"> <li>▪ Historically, Board relationship has been very loose.</li> <li>▪ We need to promote process to membership: possibly start one with time limits (4 sessions) then require membership</li> </ul> </li> </ul> <p>Need "instructor manual"</p>	<ul style="list-style-type: none"> <li>▪ John, Sheryl, and Katherine will meet to tease and create framework for proposal and bring to next board meeting</li> <li>▪ Kathleen will send current information created for SIG leaders to all members (current and incoming)</li> <li>▪ Nancy will contact Aaron to place agenda item on November board agenda</li> </ul>

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<b>Treasurer (Kathleen)</b>	<ul style="list-style-type: none"> <li>▪ Cash on hand \$62,000 on report; today \$61,180 due to bills paid since report issued.</li> <li>▪ New memberships and renewals coming in</li> <li>▪ We are typically down by about 100 during renewal season</li> </ul>	<ul style="list-style-type: none"> <li>▪ Treasurer's Report approved as submitted by Kathleen</li> </ul>
<b>Conference Committee (Michelle and Nancy)</b>	<ul style="list-style-type: none"> <li>▪ moving well</li> <li>▪ Over 100 confirmed registrations</li> <li>▪ Orientation for volunteers Nov. 4</li> <li>▪ Unclear as to "break even"</li> </ul>	<ul style="list-style-type: none"> <li>▪ Check with Aaron for "break even"</li> </ul>
<b>ALC- Nancy,Michelle , Sheryl)</b>	<ul style="list-style-type: none"> <li>▪ Excellent workshops</li> <li>▪ Learned how advanced and ahead Cascadia ASTD is!!!</li> <li>▪ Many chapters struggling</li> </ul>	
<b>Roundtable (all)</b>	<ul style="list-style-type: none"> <li>▪ <b>Events:</b> Thank you to Ronnie Viles and Katherine for October Clark Aldrich program. Max. capacity- closed to registrations early</li> <li>▪ Working with Lisa Edwards in transition for events and with Seniye for volunteer event; tapping into Students</li> <li>▪ <b>Volunteers-</b> Seniye is working with Kathleen to create Thank you cards ( to send to volunteers. She will also be benchmarking with other organizations on their volunteer "care and feeding".</li> <li>▪ <b>Programs-</b> FOT begins 10/20; advanced begins 1/05. Capacity 25. FOT next is 3/05- plans set; looking at elearning series for '05; may take elearn from FOT and will involve Judas from Nike for consultation</li> <li>▪ <b>Business Manager-</b> new live database for on line forms now re-written. Will be able to have automatic data entry and notification and member information will be automatic for customers. Increased member self service coming.</li> </ul>	
<b>Next meeting (all)</b>	<ul style="list-style-type: none"> <li>▪ Michelle volunteered Girl Scouts office</li> <li>▪ Nancy volunteered Providence</li> </ul>	<ul style="list-style-type: none"> <li>▪ Michelle will contact Nancy and Kathleen after discussing authorization with GS</li> </ul>
<b>Adjourn</b>		Adjourned 8:00 pm

Next meeting is scheduled for: November 16, 2004 6-8 pm at **Girl Scouts: 15171 S.W. Bangy Road Lake Oswego, OR 97035-0096**

Directions:

On I-5 South, take exit #292

Make a left on Kruse Way and get immediately into the right hand lane

Make a right on Bangy Road

On right hand side, just past Chevy's