

Cascadia ASTD CH 8029 Meeting Minutes



For Meeting of October 18, 2005

Location: VIA Training

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

Absent: Mark Christensen, Sheila Kemp

Guests: Susan Parsons, Rick Fowler, Dion Kerr, Patricia Lake

Minutes Prepared by: Michelle Clinch

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

Item	Discussion	Follow Up/Action
Minutes	<ul style="list-style-type: none"> ▪ September minutes reviewed. 	<ul style="list-style-type: none"> ▪ Minutes approved as submitted.
President's Report	<ul style="list-style-type: none"> ▪ ISP Migration <ul style="list-style-type: none"> - Kathleen presorting files (1600!) and Aaron performing assessment. - Will email board if and when they need help. ▪ Moodle <ul style="list-style-type: none"> - Aaron will install. - Goal is by the retreat on 11/19; January by the latest. ▪ New Member Benefits <ul style="list-style-type: none"> - Developed rock bottom prices for our members with Link Conference. - No reservations required. - Toll free auto conferencing – .06 per minute per participant - Web conferencing package - .13 per minute per participant 	<ul style="list-style-type: none"> ▪ Aaron will finalize Link Conference member benefits. Will try to secure 30-day free trial.
Treasurer Report	<ul style="list-style-type: none"> ▪ Total revenue \$69,183; Net income \$15,714 ▪ Up by 16 members compared to this time last year. ▪ Administration, Professional Development & Events have made more money than we planned for the entire year. 	<ul style="list-style-type: none"> ▪ Treasurer's Report approved as submitted by Kathleen & Liza.
2006 Budget	<ul style="list-style-type: none"> ▪ Developed detailed process so budget planning would be clear & specific. Wanted to start early enough to strategically think about the budget in relation to our goals for 2006. ▪ Created individualized packets for board members. ▪ Will review and approve the budget at the December board meeting. 	<ul style="list-style-type: none"> ▪ Before the retreat, have a 2005 review meeting with your current committee. Review questions on the last page and brainstorm before the retreat. ▪ Draft of budget due 12/7/05. ▪ Financial Committee to discuss whether the Financial Committee Advisor could advise their assigned board member(s) throughout the fiscal year.

Impact Awards Update	<ul style="list-style-type: none"> ▪ Did not receive the minimum number of applicants. ▪ No winner this year. ▪ Committee starting to plan for next year. ▪ Alternative plan for conference – Inviting PGE & Multicare, regional BEST Award winners, to conference. Also inviting Darlene Russ-Eft, national research award winner. Will announce them Thursday night. Friday will be a panel discussion that will include a discussion about how to be an award winner and what success looks like. ▪ Committee developing a matrix to share with applicants. ▪ Will have a booth at the expo where they will promote the Impact Awards for next year, including the schedule. Will also try to determine why training professionals did not apply this year. 	<ul style="list-style-type: none"> ▪ Sheryl calling applicants to notify them. Will also share the judge's comments so they can hone their application for next year. ▪ Sheryl & Kathleen to refund application fee to 4 applicants.
Professional Development	<ul style="list-style-type: none"> ▪ Fundamentals of Training <ul style="list-style-type: none"> - Averaged a 4.7. - Two-day format was enthusiastically endorsed. - 3 of the 4 sessions went very well. - Course Design missed the mark. Seemed to have repeated information from the morning session. - Overall sense was that participants felt the program was valuable and time well spent. - Aaron suggested having a pre and post instructor meeting like the one for the eLearning series to increase cohesiveness. - 22 registered for Bend series. Jennifer Webster teaching Course Design. All other instructors remaining the same. ▪ Pat Lake taking on the Director of Training Series. ▪ Sheila working with Aaron to implement moodle. ▪ Sheila and Pat working on redesigning the advanced series. 	
Conference Update	<ul style="list-style-type: none"> ▪ 150 registered participants, includes comps. Board and conference committee members are being comped. ▪ Melissa Shaw doing an amazing job! ▪ Organizing logistics and layout. ▪ Finalizing food. ▪ Program guide is awesome. ▪ Need board presence at the booth. 	<ul style="list-style-type: none"> ▪ Plan on attending Orientation, 11/9 from 6-8 PM at the DoubleTree. ▪ Michelle to send Kathleen information on 2 interested volunteers. ▪ If possible, sign up for a time slot at the booth.
Events Update	<ul style="list-style-type: none"> ▪ October & November- No events. ▪ December - Volunteer recognition event ▪ Susan is planning a planning meeting and is working on building her committee. She is ready to go!!! ▪ Lisa is President Elect for Seattle chapter. ▪ January event will be on EQ by Susan Parsons. Currently working on marketing copy. ▪ Have 6 new committee members, 4 from orientation event. 	<ul style="list-style-type: none"> ▪ Mark calendar for volunteer recognition event on 12/8. Plan on being there at 2 PM. More information to come.

Strategic Goals	<ul style="list-style-type: none"> ▪ GIGS <ul style="list-style-type: none"> - Fundamentals - Lots of new names. Coming from Portland, Ashland, Bonnie Lake, etc. 80-85% non-members. Represents about 20 different companies. - 2 interested members who are interested in doing a program next year. - Stacy Shaw and Kelly McCraw are helping. ▪ Volunteers <ul style="list-style-type: none"> - Getting ready for conference. - Featured volunteer – Steve Slover - Gift card winner – Pat Case - Using budget for December event. 	
Board Members Update	<ul style="list-style-type: none"> ▪ President Elect <ul style="list-style-type: none"> - Retreat will be Saturday, 11/19 in Beaverton. Plan for 9:30 AM-4:00 PM until further notice. Details to come. - November board meeting cancelled. Required business will be covered at the retreat. - 6 going to ALC. Presenting with Liza. Theme working with Jim Maddock on behind the scenes planning. - Will vote at the retreat to make Kelly Orehovec Secretary of the board. - VP Conference board position will run till the end of the year so that it is inline with the event. Currently speaking to 2 possible candidates, Steve Slover and Susan Zabriskie. ▪ Past President <ul style="list-style-type: none"> - This is it. It's been phenomenal! Chapter is oozing success and it's very exciting. Kudos to Aaron for a very well run year. Special thanks to Kathleen for everything she does to make us such a big success! ▪ VP Membership <ul style="list-style-type: none"> - Had second Student Committee meeting. Submitting constitution. Selected members for club roles. Students will present at the January board meeting. ▪ Business Manager <ul style="list-style-type: none"> - Extremely busy time. 	<ul style="list-style-type: none"> ▪ Plan on attending the retreat on Saturday, 11/19. ▪ Contact Sheryl with ideas for project ideas for Darlene Russ-Eft's research students.
Adjourn	<ul style="list-style-type: none"> ▪ Adjourned 7:30 PM 	

Next board meeting: 12/20/05 @ OETC (NO NOVEMBER MEETING)