

Cascadia ASTD CH 8029

Meeting Minutes

For Meeting of November 23, 2004

Location: Girl Scouts

Present: Aaron Munter, Sheryl Alstrin, Larry Ferguson, Michelle Sepanski, Liza Greene, Lisa Edwards, John Inman (by phone), Seniye Groff, Mark Christensen, Theme Grenz, Nancy Seebert, Kathleen Bergquist

Guests: Katherine Stevens, Bob Connell

Absent: Theresa Skarsten

Minutes Prepared by: Michelle Sepanski

Meeting called to order by Aaron Munter at 6:20 PM.

Item	Discussion	Follow Up/Action
Minutes	<ul style="list-style-type: none"> ▪ October minutes reviewed 	<ul style="list-style-type: none"> ▪ Minutes approved as submitted.
President's Report	<ul style="list-style-type: none"> ▪ Announced candidates Liza Greene for VP Finance & Mark Christensen for VP Marketing. ▪ Need to create a schedule for the web site Board messages ▪ New board members need to complete paperwork. ▪ Conference was great! Received lots of positive feedback. Nancy provided summaries of the conference evaluations. Overall, great marks! ▪ Aaron will email Board goal sheets. 	<ul style="list-style-type: none"> ▪ Both Liza and Mark were unanimously approved by the board and appointed. ▪ Let Kathleen know which months you'd be able to write your board message. She'll compile and publish it. ▪ New board members need to fill out, sign and return all paperwork to Kathleen ASAP. ▪ Aaron to send out goal sheets.
SIGs/GIGs Policy	<ul style="list-style-type: none"> ▪ Handouts with specifics. ▪ Sigs <ul style="list-style-type: none"> - Free - Short-term but can be long-term - Need stronger reporting - Meet 9 times per year - Must have 10 or more members - Goal - 50% of attendees Chapter members - Will require start & end dates - Approved by VP Interest Groups. ▪ Gigs <ul style="list-style-type: none"> - Name change - Change format - Have regular monthly programs like Portland / Yearly schedule of events - Promote membership - Web page for each one - Needs stronger ties to the board - Clarify volunteers roles – Position Descriptions ▪ Create a Director position in Bend & Eugene ▪ Finding good leaders critical 	<ul style="list-style-type: none"> ▪ Review handouts and send suggestions to Katherine by 12/6/04. Katherine will edit. ▪ Katherine to put together how-to kits for Sig/Gig leaders. ▪ Aaron to invite Sig leaders to one board meeting. ▪ Next steps: Finalize details, define positions, get feedback, & bring back information to Jan. Board meeting.
Treasurer Report	<ul style="list-style-type: none"> ▪ Net Income is inflated because conference revenue is included but not the expenses. 	<ul style="list-style-type: none"> ▪ Treasurer's Report approved as submitted by Kathleen.

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Budget Process Preview	<ul style="list-style-type: none"> ▪ Identify expenses and revenues based on individual goals. ▪ Review current budget & adapt. ▪ Check goal sheets to make sure not duplicating efforts. ▪ Plan will be finalized & adopted by 12/31/04. 	<ul style="list-style-type: none"> ▪ Liza will email about 2005 budget. ▪ Send budget to Liza by 12/8/04. Copy Liza on emails to Aaron and vice versa. ▪ Liza to create FAQ sheet to document what is working.
New Member Assignments	<ul style="list-style-type: none"> ▪ New Chapter members assigned to Board members. ▪ Not all board members received assignments this month. This is to allow new BMs time to get comfortable with other Board processes, etc. 	<ul style="list-style-type: none"> ▪ Theme will email board members their assignments, along with a one-sheet explaining the responsibilities.
Dates / Locations for 2005 Board Meetings	<ul style="list-style-type: none"> ▪ Meetings will be held on third Tuesday of every month. Locations will include OETC, Providence, Safeco & Girl Scouts. One meeting to be held in central Oregon & one in Albany. ▪ If can't attend board meeting, email Michelle and :cc Aaron. Try to send volunteer to attend. 	<ul style="list-style-type: none"> ▪ Michelle will create 2005 Board calendar & publish. ▪ Sheryl & Aaron researching virtual board meetings.
Board Members Update	<ul style="list-style-type: none"> ▪ President Elect <ul style="list-style-type: none"> - Announced working with OSU who is creating a double degree program. Undergrad student with another major can do an additional 32 hours and receive a second degree in adult education. - Margaret Jennings is new lead for Senior Initiative. Will have 4 events. 20 attendees for 11/30 event. ▪ VP Conference <ul style="list-style-type: none"> - More conference reports coming. Lots of positive feedback. Work was well worth it! ▪ VP Events <ul style="list-style-type: none"> - Working with Seattle Chapter. Will collaborate with them to bring in big name speakers. First one in Seattle, second one at conference. - Modeling event schedule after T&D Schedule. - Have December event and working on January event. ▪ VP Membership <ul style="list-style-type: none"> - Working with Mark. ▪ VP Volunteers <ul style="list-style-type: none"> - Thank you cards done. Each get 50 envelopes, 40 cards & stamps. - No response on volunteer survey. ▪ Business Manager <ul style="list-style-type: none"> - Will be gone last 2-3 weeks of December. ▪ VP Marketing <ul style="list-style-type: none"> - Excited to learn and get started. ▪ Past President <ul style="list-style-type: none"> - Dinner on 12/2/04 to honor retiring board members. Thanks to Sheryl for negotiating. - Bowled over by execution and quality of speakers at conference. Kudos to Aaron and conference committee. 	<ul style="list-style-type: none"> ▪ If you have event topic suggestions, contact Lisa. ▪ Seniye to get Thank You cards to Sig/Gig leaders. ▪ Let Larry know if you will be attending dinner on 12/2/04.
Adjourn	<ul style="list-style-type: none"> ▪ Adjourned 8:00 pm 	

Next meeting: December 21, 2004 6-8 pm at Safeco - 4101 SW Kruse Way, Lake Oswego 97035