



**Cascadia Chapter
Board Meeting Minutes
Date: November 14, 2006**

Location	George Fox University, Portland Center, Portland, Oregon
Board Members Present	Christine Martell, Jessica Morrison, Rob Porter, Pat Lake, Kim Dunn, Susan Zabriskie, Julie Bulrice, Lenny Borer, Sheryl Alstrin, Kelly Orehovec, Dion Kerr, Liza Greene, Kathleen Berquist, Nancy Seebert
Board Members Remote	None
Board Members Absent	Theme Grenz, Seniye Groff
Guests	Sean Harry
Minutes Prepared by	Nancy Seebert

Item	Discussion	Handout	Follow Up/Action
Call to Order	By Liza Greene, President-Elect, at 6:07pm		
Minutes	Approved as written		Approved unanimously
President's Report: President-Elect Liza Greene (in absence of President)	<ul style="list-style-type: none"> ▪ Thank you to Christine Martell for facilitating the retreat while wearing several hats (VP, facilitator) ▪ 3 buckets from retreat all fit in a tree: <ul style="list-style-type: none"> ○ Roots (structure/infrastructure/foundation;) ○ Trunk=awareness; and generational (history of chapter 60 years) ○ Branches=link to members who are the leaves - diversity = soil; communication=water ▪ Theme ideas: <ul style="list-style-type: none"> ○ May partner with Friends of Trees (Sheryl Alstrin has friend with connections to the organization) ○ As the leaves fall they create partnerships - 6 major branches on tree each represents the programmatic areas ○ Many ways to interpret and communicate ▪ Discussion on how to develop graphic...Exec team suggested maple tree which is indigenous to Northwest; Native American tied to it as well (diversity); leaves are diverse ▪ Retreat debrief: Christine working on data analysis 		<p>*Board members to talk with volunteers and committee members and bring ideas to next board meeting</p> <p>* Sheryl will obtain more info on Friends of Trees</p> <p>* Theme will flush out all the bullet points from the exec team meeting and report back to board</p> <p>*Exec team will brainstorm graphic and present at next board meeting</p>
Treasurer's Report: Dion Kerr	<ul style="list-style-type: none"> ▪ 562 members as of financial report ▪ Have more revenue and more members joining this month. ▪ Correction- Net income should read negative \$2,887. In negative (because we are in renewal process). This is a bookkeeping issue not revenue issue. Will be positive in Dec. when all renewals recorded ▪ Renewed CD's (for operating and special projects reserve) at higher interest rate. Current rate at 4.4%. Can roll into higher rate if needed. Can take funds out if needed with no penalty. Approved online. 		Motion to approve finance report with correction approved unanimously

Item	Discussion	Handout	Follow Up/Action
Student Rate Policy: Kathleen Bergquist, COO	<ul style="list-style-type: none"> ▪ We need to establish an official policy. ▪ Suggestion: any VP with program responsibility has authority to establish a separate program rate for students who are members of the Cascadia Chapter (does not include students who are not members or student clubs who are run by the colleges). ▪ 14 student members current. ▪ Discussion about definition of “student”, whether to also include students who are not members yet as incentive, etc. ▪ Board members also requested guidelines as to when to use and how. ▪ Discussion and some differences of opinions about policy. <p>Also discussed procedure for bringing policy or procedure change to board meeting.</p>		<p>*Decision to table this policy for the future, policy will be developed and sent to board before meeting in January</p>
Board Meeting Locations: Nancy Seebert, Sec.	<ul style="list-style-type: none"> ▪ Nancy handed out table for requested locations based on criteria of: wireless, hard wire, speaker phone, etc. and asked members to complete and return by end of meeting ▪ Handed out food preference list for any dietary or medical food needs with request to return by end of meeting 		<p>Nancy will use to set dates, locations and food for future meetings</p>
Chapter and Operations Overview: Sheryl Altrin, Past President, and Kathleen Bergquist, COO	<ul style="list-style-type: none"> ▪ Sheryl led game with 3 teams of board members to answer and learn more about locations of information <ul style="list-style-type: none"> ○ Board intranet- go to Website→about→Board of Directors →board only→ has info on all board positions and minutes, budget, policies and procedures, etc. ○ Reviewed section for all board members-updated and available ▪ Chapter overview (stand alone, tax-exempt, non-profit) ▪ All information, legal data and documentation is on-line for public view if needed ▪ Info on National ASTD (board members required to be national members). ▪ The chapter has written agreements with many other professional organizations. We can attend their functions for member rates and visa versa. ▪ Individual board members are insured. If proof of insurance needed, it is available on the board intranet ▪ Approved and budgeted expenses are reimbursement using the reimbursement form (available on board intranet) ▪ Clarification of contractor information (Business Manager is a contractor, not an employee) ▪ Chapter history - started in 1947 with hi tech only <ul style="list-style-type: none"> ○ We are at highest number of members in history ▪ Julie requested summary tool for Roberts Rules of Order 	<p>* Board Orientation document</p> <p>*Packets for all with business cards, thank you cards, etc.</p>	<p>* All members go to board site and review.</p> <p>*All requested to go to National site and subscribe to Chapter leaders email list</p> <p>*All requested to read P&P, especially on “programs”</p> <p>*Sheryl will create tool for meeting processes</p>

Budget Process: Dion Kerr, VP of Finance, and Sean Harry, Finance Committee Member	<ul style="list-style-type: none"> ▪ Budget “buddy” (from Finance committee) has been assigned to each program board member. Additional resources are executive team. ▪ Because board organization is changed from previous years, sometimes can't just compare to last year. ▪ Suggestion is to manage by objectives; Use orientation document. ▪ Can review last years' budget (on intranet) ▪ Follow time line on handout. <p>Next step: Contact buddy. Also consult with CLO or COO.</p>	Budget and planning orientation document for each person	*12/4 budgets due. *12/11 overall chapter budget to be distributed *12/12 budgets to be approved. *Excel files will be sent to board in next few days
Vol. Planning: Kelly Orehovec, VP HR	<ul style="list-style-type: none"> ▪ Will be a Volunteer Fair on January 18. Purpose is for members and potential members to learn about volunteer opportunities. 		Kelly will send email with more specifics later this week.
Adjourn	<ul style="list-style-type: none"> ▪ Adjourned at 8pm 		

NEXT BOARD MEETING

December 12, 2006

**Providence Academy
 Providence Parkrose Medical Plaza
 3510 NE 122nd Avenue suite 200
 Portland, OR 97209**