

Cascadia ASTD CH 8029 Meeting Minutes



For Meeting of December 13, 2005

Location: OETC

Present: Sheryl Alstrin, Kathleen Bergquist, Michelle Clinch, Liza Greene, Theme Grenz, Seniye Groff, Dion Kerr, Aaron Munter, Kelly, Orehovec, Susan Parsons and Susan Zabriskie

Absent: Sheila Kemp and Nancy Seebert

Guest(s): N/A

Minutes Prepared by: Kelly Orehovec

Meeting called to order by Sheryl Alstrin at 6:05 PM.

Item	Discussion	Follow Up/Action
Minutes	<ul style="list-style-type: none"> ▪ Motion made to adopt November meeting minutes ▪ Motion made to adopt December financial report ▪ Motion made to appoint Susan Zabriskie as VP of Conference as of December 13, 2005 ▪ Motion made to adopt 2006 budget 	<ul style="list-style-type: none"> ▪ November meeting minutes approved as submitted ▪ Financial report approved as submitted ▪ 2006 budget approved as submitted ▪ Motion to appoint Susan Zabriskie as VP of Conference approved
President's Report	<ul style="list-style-type: none"> ▪ Thanks for your efforts during the retreat—energy was high; we want to keep this positive energy going ▪ One pager distributed showing the 2006 Focus areas ▪ We conducted a one picture exercise similar to the one we did at the retreat 	<ul style="list-style-type: none"> ▪ Sheryl to post 2006 focus areas on moodle ▪ Sheryl to post picture from exercise on moodle ▪ Sheryl to post template for individual goals on the moodle ▪ Board to email Sheryl individual goals
Treasurer Report	<ul style="list-style-type: none"> ▪ Conference expenses are paid ▪ \$10, 454 net revenue for conference ▪ We had a pretty stellar year—our goal is a balanced budget ▪ Membership is at 536—the most it has ever been 	
Strategic Goals and Budget	<ul style="list-style-type: none"> ▪ Budget expanded in several areas—spending more in conference and programs, spending more with contractor as well as hiring a 10 hour per week administrative person ▪ Growth in professional development seems aggressive—based on training series should fill, running one more series, one series last year had low attendance, raising prices on series ▪ Added to marketing—conference promotions and interest groups ▪ Conference—lots of up-front conference revenue, little expenses; to determine conference budget, we went through the conference aging process ▪ Event budget—we want to achieve our goals and make the new committee members feel confident so the budget is not overly aggressive ▪ Professional development—teleconferencing costs are based on the moodle committee meeting online and the other committee needing to meet online occasionally 	

Board Members Update

VP Events

- Focused on mission, goal setting
- Had events committee meeting
- Jan Keller is the new Director of events
- Have some big programs coming up
- Would like to implement "Board host"; Board to participate at the events; have a 5 minute activity that the Board member leads so that members can get to know their Board members and vice versa; Board members will be highlighted at the event; please get a back-up in case you can not attend
- Board members attend events for free when they sign up; if there is a wait list, the Board member will be bumped or can pay for the event

VP Professional Development

- Budget is estimated higher than last year
- Will be offering more series
- In 2006, we will run 4 programs in Portland (Fundamentals of training twice, E-learning and Training management). We will run 2 programs in Bend
- Pat Lake is the Director of training series
- Pat Case is the Director of online learning
- Almost every Board member has signed onto the moodle
- At the January meeting, we will talk about the updates/revisions to the web page
- We will use the moodle calendar to track all ASTD meetings (Board, committee, events, etc)

Business Manager

- The volunteer of the month and your Board mid month email needs to be complete by the 10th
- When you have a mid-month email, the same month you are responsible for volunteer of the month

VP Conference

- Online surveys up through survey monkey
- We will get the participants' hard copy survey results back at the end of the month
- Had \$10,000-\$12,000 more in expenses than last year; this is due to website, program and equipment
- Susan Z. and Kathleen to meet in January
- Talking to locations for next conference and looking at dates
- The next conference will be in Spring of 2007; no conference in 2006
- Would like to look at the list of improvement ideas and work on getting sponsorships earlier; working with Liza on this
- Although the conference and programs make equal amounts of money at times, we build relationships with members, partnerships with vendors, increase memberships, retention at the conference
- Most conferences do not make money in the first couple years
- Liza will begin talking to small businesses who may want to get involved in the conference—increase diversity

VP Marketing

- Building on the committees and having liaisons between the committee and other Board areas; 10-12 people have expressed interest
- Learning about sponsorships; would like to bring on a Director of sponsorships
- January 11 6pm Via Training—next committee meeting-please come

	<p>VP Volunteers</p> <ul style="list-style-type: none"> ▪ Adding question about volunteer event to online survey in January ▪ Tell Seniye first week of the month who your volunteers are for the following month <p>VP Finance</p> <ul style="list-style-type: none"> ▪ See above <p>VP Membership</p> <ul style="list-style-type: none"> ▪ 35 people came to volunteer event ▪ Getting mugs out to people; Board members helping to distribute 	
Adjourn	<ul style="list-style-type: none"> ▪ Adjourned 7:48PM 	

Next meeting: January 17, 2006- 6pm-8pm

LOCATION: Safeco Insurance, 4101 SW Kruse Way, Lake Oswego, OR 97034