



Cascadia Chapter Board Meeting Minutes December 11, 2007

Location	Providence Academy		
Board Members Present	Lenny Borer, Julie Bulrice, Theme Grenz, Sean Harry, Colleen Olsen (remote), Pat Lake (remote), Christine Martell, Kelly Orehovec, Vikki Rennick, Shari Ward		
Board Members Absent	Kathleen Bergquist, Liza Greene, Rob Porter, Nancy Seebert		
Guests	Kory Murphy and Rekah Strong		
Minutes Prepared by	Shari Ward		
Item	Discussion	Handout	Followup/Action
Call to Order	By Kelly Orehovec, President-Elect at:6:05 pm		
Minutes	Approved September board meeting minutes		Approved unanimously
Meeting Logistics	Traffic was a nightmare for many if not all attendees and it was suggested that we find something more central to all.		Lenny to investigate locations that are more central.
Financial Items – Sean	<p>Following items were voted on previously and needed to be approved for entry into the minutes:</p> <ul style="list-style-type: none"> ▪ Bank Account signatures ▪ Free lifetime membership for board Presidents ▪ Credit card use policy 		Approved unanimously
Internal Financial Review – Sean	<p>Financial Committee met and reviewed the financial records and found two types of errors:</p> <ul style="list-style-type: none"> ▪ Chapter doesn't restrict who can change chapter's merchant accounts – committee suggests identifying those who can make changes ▪ Minor inaccuracy in bookkeeping regarding of interest – committee has rectified 		Internal Audit suggestions approved unanimously
Introduction of guests and Board Announcements	<ul style="list-style-type: none"> ▪ Christine introduced Kory Murphy and Rekah Strong, integral members of the Diversity/Inclusion committee. ▪ Kelly introduced Vikki Rennick, new VP of Programs. Kim has decided to step down. ▪ Julie shared that Kathleen will meet with Vikki this week for her board orientation and Julie will update her on the January program. ▪ Kelly announced that Susan has also decided to step down due as her business is booming! She wrote a letter to the board that Kelly has if anyone wants to see it. Need to recruit a strong leader for new VP of membership. 		New VP of Programs approved unanimously
Financial Report – Sean	<ul style="list-style-type: none"> ▪ Revenue this year is approximately \$50K lower than expected. ▪ Expenses this year about \$49K lower than expected so far (about \$3K still to be paid). ▪ We are running in the red about \$438 at this moment. ▪ We are carefully considering this when preparing our budgets. ▪ Ended last year with \$12K surplus that went into sweep account – Theme reminded us that we have cash available as a non-profit to use in lean times – must be aware of 	Financial Report prepared 11/29/07	Approved unanimously

	trend and consider but not panic.		
Budget Process – Sean	<ul style="list-style-type: none"> ▪ Hasn't received worksheets for Membership, SIG, and Programs yet. ▪ Committee will meet and work on budgets and then meet with the e-team. ▪ So far, everyone's budgets came down from previous year and included good strategic commentary that will be helpful to committee. 		Needs remaining budgets by first week of January.
President's Report – Kelly	<ul style="list-style-type: none"> ▪ Transition Plan – Liza is keeping in the loop through home email (included in Board List group). Plans to return to board work in January. ▪ Baby and Momma are doing great! ▪ E-team update: working on retreat follow-up, continuing conversations started at retreat, goal setting, and program strategy. 		
Retreat Follow-up – Kelly	<p>Kelly described work at retreat to give our guests and new board member background.</p> <ul style="list-style-type: none"> ▪ Shared DiSC profiles to enhance communication and understanding. ▪ Christine shared her profile is high D. ▪ Each VP worked with e-team buddy to begin crafting one SMART goal for the first 6 months of 2008. ▪ Board typically has a half-day mid-year retreat to check progress. <p>Kelly then shared info from the last Diversity/Inclusion team meeting where the group suggests the following "four things we do" as goals for our organization:</p> <ol style="list-style-type: none"> 1. Professional Development 2. Networking 3. Giving Back 4. Business Development – getting clients and getting jobs <p>Kory shared that these four things are selling points that would drive him and other T&D professionals to join the chapter.</p> <p>Kelly shared that work tonight is the first step in aligning our committee goals to one of the "Four Things." She led an exercise where all VPs wrote their individual goals and posted them under one or more of the "Four Things" that we feel they best support.</p> <p>Theme read off the lists and asked if anyone would change if they had to choose just one bucket. Possible shifts but not many.</p> <p>Julie raised point the goals are "what we do" and that competencies are the "how we do it." Several suggestions for the "how" were added to the charts.</p>		<p>Vikki will work with Lenny to take DiSC profile.</p> <p>Once have Vikki's profile, will compile all into one document for reference.</p> <p>Prepare short definition statements for each of the "Four Things" to establish context.</p> <p>Have remaining VPs align their goals with the "Four Things."</p> <p>Compile goals lists into one document and decide how to reflect on the website.</p> <p>Craft a message to our members about our value proposition and what we offer/do – will provide guidance for volunteers and a package to use as a recruiting tool.</p>
Membership Surveys – Kelly	<p>Tabled to next meeting as many VPs were absent but short discussion of:</p> <ul style="list-style-type: none"> ▪ Have our past surveys uncovered any new information for us? ▪ Who and how are we asking? 		Establish sub-committee to manage the survey process – Julie added to her goals.

	<ul style="list-style-type: none"> ▪ Some VPs are crafting questions for their areas for multiple surveys. ▪ Make sure we explain the benefits to the members of responding to the surveys. 		
Round table – All	<ul style="list-style-type: none"> ▪ Vikki – asked by Christine how we can support her – she is being updated this week on the January program and will advise us of what she needs once has a chance to digest. ▪ Julie – solicited ideas for speakers and volunteers. ▪ Christine discussed BlogCascadia analytics, which can also be obtained for the website if desired. 	Google Analytics BlogCascadia Content by Title Report for 9/1 through 12/5/07	
Adjourn	7:50 pm		

Next board meeting scheduled for January – location TBD.