

Cascadia ASTD CH 8029

Meeting Minutes

December 16, 2003

Location: Regence

Present, Aaron Munter, Dan Vetter, Theme Grenz, Larry Ferguson, , Rob Russell, Sherri Austin, Katherine Stevens, John Inman, Nancy Seebert, Kathleen Bergquist

Absent: Mara Kershaw, Larry Briggs,

Minutes Prepared by: Nancy Seebert

Meeting called to order by Larry Ferguson at 6:07 pm

Agenda Item	Discussion	Follow Up/Action
Open Meeting (Larry F.)	<ul style="list-style-type: none"> ➤ Webinars on 12/18 and 1/8/04 from National ASTD may be of interest ➤ Theme brought up questions about Training Measurements and Level 1 data to see if there is a standard.; Nancy is meeting with her team and National on benchmarking, will check with them. ➤ Larry requested goals from all except: Theme, Nancy, Rob and Mara: think of "must do's" and "like to do's" ➤ Dan working on "State of the Chapter" ➤ December mid month report will be posted next Friday ➤ Larry would like to spotlight a board member each month on the web. "What one does, plans, etc. ➤ Need to find a volunteer to be Treasurer. Aaron functioning as VP Finance, Conference Chair and Treasurer. ➤ Nancy distributed calendars and directions for all 2004 board meetings. We will rotate sites among: Regence, Providence Parkrose, Safeco and CMD. 	<p>Each board member chose a month to be spotlighted. Information due by the 10th of the month – Larry will collate and distribute or send to Nancy for doing so.</p>
VP Finance (Aaron)	<ul style="list-style-type: none"> ➤ Aaron reviewed YTD and budgeted amounts. ➤ \$5000 from previous year. ➤ Membership and events costs are both up. ➤ Membership and Trends report requested by Katherine ➤ Reviewed CPA process review recommendations 	<ul style="list-style-type: none"> ➤ Kathleen will send to all board. ➤ Agreed unanimously to accept ➤ Nancy to check with National about length of time to maintain written records.
Programs (Sherri)	<ul style="list-style-type: none"> ➤ Updated programs calendar distributed for 1st quarter ➤ Request to place on web in secured "Board only" area for planning 	<ul style="list-style-type: none"> ➤ Aaron suggested this was possible
Budget (Aaron)	<ul style="list-style-type: none"> ➤ Income up due to increased membership and Oct. planned conference ➤ Total projected income=\$72,250 ➤ Expenses same 	<ul style="list-style-type: none"> ➤ Approved unanimously
Conference (Aaron)	<ul style="list-style-type: none"> ➤ Still short some Leads. ➤ Aaron will call Lead meeting in January. 	<ul style="list-style-type: none"> ➤ Theme, Dan and Larry will send names to Aaron

Business manager Contract Renewal (Larry F.)	<ul style="list-style-type: none"> ➤ Current Business Manager, Kathleen Bergquist was asked to remove herself from the discussion about renewing the contract with the Connor Group for business management services for 2004. 	<ul style="list-style-type: none"> ➤ Unanimous agreement to renew.
Presenter selection (Rob)	<ul style="list-style-type: none"> ➤ Discussed guidelines for selection of presenters ➤ Will do what is manageable and will serve the membership the best 	<ul style="list-style-type: none"> ➤ Rob will bring draft for proposed guidelines to Jan. 2004 meeting
Summary and Adjournment (Larry F.)	<ul style="list-style-type: none"> ➤ Katherine related that there will be 2 members spotlighted/month. ➤ Happy Holidays to all. 	

Virtual Agenda Items:

- Kathleen will send Trend and membership reports
- Aaron will send budget to all on line.

Next meeting is scheduled for January 20, 2004 at Providence Parkrose Medical Plaza, 3510 NE 122nd Avenue Suite 200, Portland. Dinner will be ordered by Kathleen.