



CH 8029

CASCADIA CHAPTER BOARD MEETING MINUTES



Date/Time	March 16, 5:30 to 7:30pm
Location	Standard Insurance
Board Attending	All
Remote	
Guests	Grant, Kathy, Lillian
Board Absent	
Documents	Conference flyer, Conference prices, Conference Schedule, D&I Presentation, Finance Report

Action Items		
Person	Item	Due Date
Pam	Ask Brad Barton if he will assist Melinda with her intro on opening day of conference	Next meeting
All	What role will you play at the conference? Free registration = volunteer duties	ASAP, respond to Grant and Kathy
All	Bring up to 3 things that your team needs Board assistance on. Guidance, information, etc	Next meeting
Conf Committee	Can we get access to Brad and Thiagi's contacts?	Next meeting

Notes:

- **February minutes voted and approved.**
- **Finance report voted and approved.**
- **Conference Update – Grant and Kathy**
 - We have 5 registrations already
 - Announcements have begun going out to our mailing lists
 - We will have a pre-conference program on Oct 19th from 10am to 4pm
 - We found someone to donate our logo design and it should be done by next Friday

- Conference committee still needs volunteers for: Marketing Director, webmaster, and sponsor/exhibitor support
- Kathleen asked if we can get access to Brad and Thiagi's contact lists so we can get conference information to them. Committee will investigate
- **D&I Update**
 - Lillian recapped the D&I work to date
 - She is helping Michele with the Expo that will be happening in September with PHRMA
 - We agreed that the booth price at the expo will be \$50
 - Some concern was expressed about devoting Communications Team efforts to new projects before our basic focus areas are covered sufficiently.
 - The next step in the D&I plan is to finalize a mentoring plan for new Board members.
- **Finance Update**
 - We still have relatively low net income considering the amount of expenses we incur
 - Conference expenses will hit later in the year. Anticipate registration fees will cover most
 - Do any of our budget numbers need to be adjusted for reality?
 - Budget adjustments will need to be approved by the Board
 - Holly will post finance reports against budget every month
- **Goals – Membership**
 - The membership meeting in February went well. Participants were engaged and seemed to be having a good time.
 - Marla is compiling the survey results from the membership meeting and they will be published when complete
 - Michele wants to devote more attention to volunteer recruitment since we still have several positions to fill.
- **Goals – Program Strategy (Programs)**
 - One of the things that we still need to do is more clearly define the difference between our various programmatic offerings: programs, series, etc.
 - The Programs team is working on defining D&I criteria for programs. The problem is that D&I was not rated as a priority by most people.
 - We may need to do more and better communications about what diversity means, and how it is part of everything we do as an organization
 - There was some question about event placeholders on the calendar creating work for Kathleen in the form of inquiries. Kathleen does not see that as a problem and asked us not to worry about it.
 - The team is still exploring a pricing structure
 - There are opportunities for better methods

- The Programs team would like more direction from the Board in this area
- **Goals – Program Strategy (SIGs and GIGs)**
 - Vikki has almost wrapped up getting co-directors for the Salem GIG. She is working with two great people and will have more news soon.
 - We are trying to devote attention to engaging Salem more
 - The E-learning SIG is on a hiatus
 - We are hoping to have a consistent pricing structure by June. This would be a huge win for Vikki’s team and the organization since we have been trying to accomplish this for several years
 - The Transitions SIG has 4 events in the pipeline
- **Discussion – Program Strategy Goal**
 - Suzanne is the shepherd of the overall goal, but Vikki’s team does significant programmatic work that also supports the goal
 - How can the two groups work together to maintain consistency over types of programmatic offerings?
- **Goals – Marketing**
 - Karen deferred discussion of the marketing goal so that we could concentrate on other concerns
 - Reports will be on Huddle at the beginning of each month showing progress for the previous period
- **Discussion – Working together, meeting expectations, etc**
 - There was a lengthy airing of concerns and frustrations.
 - Suzanne does not feel that her team is getting the support and information that it needs from other functional areas.
 - Other members expressed related concerns or asked questions
 - The end result was a decision to devote April’s meeting to working on alleviating some of the most pressing issues.
 - Each member is to bring up to 3 key issues that need additional support from the Board so that our volunteer teams can operate more effectively

Parking Lot:

Next Meeting	
Date/Time	April 20 th , 5:30pm
Location	Standard Insurance
Notes	