



CASCADIA CHAPTER BOARD MEETING MINUTES



CH 8029

Date/Time	May 18, 2010
Location	Standard
Board Attending	Melinda, Kelly, Pam, Kathleen, Grant, Suzanne
Remote	
Guests	Lillian Tsai, Toni Plato
Board Absent	Vikki, Michele, Holly
Documents	

Action Items		
Person	Item	Due Date
Michele	Send membership strategy info to group	June 1
Pam/Kathleen	Find alternate meeting space for retreat	ASAP
All	Prepare a 5 minute summary of your areas' accomplishments so far this year	Prior to June 12

Notes:

- Previous meeting minutes voted and approved
- Financial report voted and approved
- Program Speaker Policy voted and approved – Grant abstained
- Toni Plato joined us to talk about how the PSU Continuing Education group supports ASTD. ASTD is used as an enhancement and support mechanism for students. Students are generally adult professionals between 30 and 40 years old. ASTD is a good match for them. PSU offers university credit for ASTD Series courses. Toni is working with us

to synchronize the Series courses with PSU terms so that students can take advantage of the credits. Toni is hoping to expand CPLP options at PSU. Toni explained that ASTD is marketed through PSU catalogs (online and paper), email blasts, and postcards, etc. She is hoping to expand to blogging and social media. Toni will continue to sponsor E-Learning, and hopefully one program per year. If we want to use PSU space for programs, the more advance notice, the better since space is limited.

- Marketing Update: Grant and Kathleen have been working on cleaning up documents and gaining branding consistency across our communication materials. Grant would like to see marketing being done 3-4 months ahead of events. Grant and his team are working on building processes for how information flows and who owns certain functions. Currently, content will be developed by the Marketing Directors on the various teams, and posting will be done by Grant. Grant is using this as a way to get acquainted with how things work.
- Suzanne’s team had a very positive meeting with the Learning Directors’ Forum group. They are excited to be part of the program strategy.
- We reviewed general agenda items for the retreat on June 12th. We decided to find an alternate meeting space since the Rose Parade is the same day and downtown will be partially blocked off. We will not have a regular Board meeting in June.

Parking Lot:

Next Meeting	
Date/Time	June 12, 9am to 2pm
Location	Architectural Heritage Center, 701 SE Grand Ave
Notes	