



Cascadia Chapter Board Meeting Minutes



CH 8029

Date/Time	Tuesday – December 14, 2010 6-8pm
Location	1 Centerpointe Drive Suite 190 Lake Oswego, OR 97035
Board Attending	Suzanne Bader, Ron Marley, Kathleen Elliott, Kathi Kroop, Grant Axtell, Stephanie Sarver
Guests	Kathleen Bergquist
Board Absent	N/A

Action Items		
Person	Item	Due Date
Board – Suzanne/Kathleen/Stephanie	Add policy discussion of charging for SIGs and GIGs to next agenda	For January 2011 Board meeting agenda
All Directors	Review 2011 Goals on Huddle	In preparation for the January 2011 meeting
Board – Suzanne	Review Huddle discussion item on diversity and inclusion posted by Suzanne	Prior to January 17 Board meeting

Notes:

1. Call to Order. Meeting was called to order at 6:00PM. It was noted that Nicole Wooten submitted her resignation to the Board, owing to unanticipated changes in her work responsibilities.
2. Agenda Review/Revisions. The agenda was reviewed and no items were revised.
3. November Board Meeting Minutes

Suzanne noted a needed correction for the November minutes and requested that Ron Marley’s action to “Revise member services goals” to “Revise volunteer management succession planning goal.” A motion was made to approve the minutes as amended. It was seconded and approved without dissent.

4. Financial Report

Kathleen Elliott reported a profit of approximately \$18,000 as the chapter approaches year-end. She projects that expenses will be below budget for 2010. A motion was made to approve the financial report as submitted; the motion was seconded and the financial report was approved without discussion.

5. Board Member Reports

Kathi Kroop reported that January and February monthly programs are scheduled, and she is currently pursuing a speaker for the April 2011 program. The positions of Monthly Programs Associate Vice President and Director of Logistics are now vacant and suggestions are sought for nominees.

Grant Axtell, Kathleen Elliott, and Stephanie Sarver had nothing to report.

Kathleen Bergquist will be out during the second half of December, returning on January 3.

Ron Marley reported an inquiry regarding GIG events in Salem. Kathleen Bergquist noted that annual surveys typically indicate the interest in Salem GIG events is very low (typically 5 or 6 people). Ron will follow-up with Grant Axtell outside of the meeting to discuss the history of GIG events in Salem.

Suzanne Bader reported that the strategic planning committee consisting of Grant Axtell, Kathleen Bergquist, Susan Van de Water and herself met to commence the strategic planning process (Sheryl Alstrin was absent). They are seeking additional committee members, one experienced in ASTD Cascadia and the strategic planning process and another new Chapter member. Ralph Hall has tentatively agreed to join the group. Suzanne also reported that she has not identified anyone interested in assuming the role of VP of Member Services.

The Board was queried about the need for meeting minutes from the staff operations meeting held on the second Monday of the month. Topics generally include finalizing the board meeting agenda, operational issues, and other items as needed. No decisions are made at these meetings and they are open to anyone. Board members concurred that an oral report on activities would be sufficient.

7. Budget Discussion and Approval

The following Board members explained the budgets for their respective areas:

Interest Groups – Ron Marley. Discussion explored charges for non-members in SIGs and payment to speakers. It was determined that further exploration of the topic is indicated and should occur as part of the strategic planning process.

ACTION: Add a policy discussion regarding SIGs and GIGs charging fees to next Board agenda.

Programs: Kathi Kroop will work on sponsorships for dinners; Kathleen Bergquist will provide sponsorship templates to her.

Conference: Grant Axtell reported that the 2011 conference income includes income generated by a new independent consultants table in the Exhibitors Area. The budget

will be increased for the number of exhibitor booths and enhanced food. It was decided to seek a professional master of ceremonies to enable the Board to mingle more during the conference.

Member Services: Suzanne reported on the budget. Discussion centered on the distribution of anticipated renewals, new members, and students, with membership projected to remain stable. Volunteer expense will increase to allow for an enhanced recognition event. Four member events are planned for this year.

Marketing: Kathleen Bergquist explained expenses; current expenses will be slightly less than in 2010.

Operations: Kathleen Elliot. The budget proposes adding money for strategic planning and board development. Business manager hours were increased from 65 to 80 hours per month to more accurately reflect the number of hours Kathleen Bergquist works per month. Additional money is needed to update the current website. This would lay the foundation for a completely new website.

Budget Summary: The current budget as developed results in projected net revenue of \$280. The new program pricing structure should result in higher revenue. However, if revenue does not meet projections, expenses for board development and other items can be scaled back appropriately. The chapter's financial condition will remain strong if costs are managed as during 2010.

It was moved to approve the 2011 budget as adjusted; the motion was seconded and approved without discussion.

Kathleen Bergquist will post the new budget to Huddle this week.

8. Wrap Up and Next Meeting

Suzanne called attention to a new document posted to Huddle listing foundational information plus strategic goals for 2011. It is divided into positions, tasks, and major objectives by function for 2011.

ACTION: Suzanne requested that the Board review the goals document.

Other items:

- Directors should forward the names of possible volunteers for the 2011 conference to Grant.
- E-mails and Huddle: when posting new items to Huddle, the poster must actively notify recipients when a new document is posted for review or discussion.
- Recruitment for VP of Member Services and VP Marketing is needed. Notify Suzanne of possible candidates.
- The new projector is available for use at meetings. Use will require sign-outs with checklist for projector use and return. Groups who wish to reserve the projector should contact Kathleen Bergquist.

Agenda for next meeting on January 18 at 6:00PM

1. SIGS and GIGs policy discussion

2. Diversity and inclusion in the chapter (how to operationalize the values).
Suzanne will start a discussion on Huddle prior to the board meeting.

9. Adjourn: The meeting adjourned at 7:57 PM