



Cascadia Chapter Board Meeting Minutes



CH 8029

General Info

Date/Time	January 18, 2011
Location	14801 Kruse Oaks Blvd. Stanford's Restaurant Lake Oswego, OR 97035
Board Attending	Suzanne Bader, Ron Marley, Stephanie Sarver, Kathleen Elliott, Grant Axtell
Guests	Sheryl Alstrin, Past President and Co-leader of the Strategic Planning initiative; Kathleen Bergquist
Board Absent	Melinda Laubscher, Kathi Kroop

Action Items		
Person	Item	Due Date
No actions were identified		

Notes:

1. Welcome / Check-in

Suzanne Bader called the meeting to order at 6:15 PM.

2. Agenda Review

The agenda was reviewed and no changes were called for.

3. December Board Meeting Minutes

Grant moved to approve and Kathleen Elliot seconded the motion to approve the minutes as submitted. The motion was approved without discussion with Ron Marley abstaining.

4. Financial Report

Kathleen Elliott presented the financial statements through January 13, 2011. Current charges were discussed, as were the processes for approving and documenting expenses. The Board affirmed that program Vice Presidents be informed of the processes by which charges are approved before entering into agreements with vendors.

Grant Axtell moved and Ron Marley seconded the motion to approve the financial report as submitted. The motion passed unanimously.

5. Board Member Reports

The following Board members had no new information to report: Ron Marley, Stephanie Sarver, and Kathleen Elliott.

Grant Axtell reported for Kathi Kroop and Programs, with Kathleen Bergquist providing additional information. March and April program planning is in progress. The March speaker will be discussing professional certifications. Susan Van de Water will be working to schedule a Fundamentals of Training program in the Salem area.

Grant Axtell reported that planning for the 2011 conference is making progress; the theme and tagline have been selected.

Kathleen Bergquist had nothing to report.

Suzanne Bader reported on the strategic planning process, which is underway. She met with a volunteer management consultant, Marie Rust to consider strategies for recruiting more volunteers. Ann Baumgardt has volunteered to help with volunteer initiatives as well.

6. Proposal to Revise Pricing for SIGs/GIGs

Ron Marley presented the proposal, which seeks to align policy with actual practice. The group discussed the history of this proposal. Last year it was proposed that SIGs start charging for their meetings. There tended to be confusion at how meetings were managed and how prices were determined with the result that no attendees were charged for these events (either members or non-members). As a result of Board discussion in December, it was decided to remove all potential SIG/GIG revenues from the 2011 budget.

In the past year, each SIG and GIG have used resources for events (marketing materials, Chapter supplies, business manager time, etc.) but were not generating any revenue. Kathleen noted that the majority of GIGs and SIGs are attended by non-members. SIGs and GIGs are valuable but have not been a useful tool for generating new memberships.

Grant Axtell moved to accept the proposal, Kathleen Elliott seconded the motion, passed unanimously.

7. Becoming a more welcoming organization

Suzanne Bader opened with an overview of the issue: How are we a welcoming organization? How can we build on our existing strengths? What strategies can be adopted to integrate new members, recruit volunteers, and enhance board working relationships.

The following current efforts are underway:

- A. Suzanne and Kathleen B. are sending targeted e-mails to former board members, CPLP-certified leaders, and 3+ year members to call attention to volunteer opportunities. The web site has been updated to reflect current volunteer opportunities. Targeted e-mails will start next week.

- B. Revamping the volunteer management process. Ideally, the VP of Member Services would provide a single point of entry to the chapter. Recruitment efforts are still underway to identify that person.
- C. Evaluate the work that goes with each Board member and AVPs; do a task and process analysis to determine whether all functions can be appropriately served by one person. (This will happen in conjunction with the strategic planning process.)
- D. New member calls. Historically the Chapter called new members. This practice has not occurred since May of 2010. The new member calls can be an opportunity to both welcome and screen members for their interest in volunteering. Four Board members have agreed to make calls. A script and call list has been assembled to assist board members to make calls (ideally during the day). Materials will be distributed to board members next week. Board members are encouraged to call Grant, Suzanne, or Kathleen with questions.

8. New Business

No new business was introduced.

9. Wrap Up / Next Meeting

The following was considered for the next meeting:

- Location of the February meeting (whether to hold in an office or restaurant meeting room).
- Continue conversation on welcoming environment.
- Planning for the Membership meeting.

10. Adjourn

Grant Axtell moved and Ron seconded the motion to adjourn. The motion carried unanimously without discussion. The meeting adjourned at 7:58PM.