



Cascadia Chapter Board Meeting Minutes



CH 8029

General Info

Date/Time	March 15, 2011
Location	The Back Bar Raccoon Lodge 7424 SW Beaverton Hillsdale Hwy Portland, 97225
Board Attending	Suzanne Bader, Ron Marley, Stephanie Sarver, Kathleen Elliott, Grant Axtell
Guests	Kathleen Bergquist
Board Absent	Melinda Laubscher

Action Items		
Person	Item	Due Date
Board	Review G5 Leadership on-line tutorial	Before next board meeting
Kathleen Bergquist	Identify consultants to undertake member/volunteer survey	Before next board meeting
Kathleen Bergquist	Provide Board with existing org chart to develop new plans	ASAP
Board	Post to Huddle ideas for reshaping the organization of the board and chapter governance	March 29, 2011
Kathleen Bergquist	Provide Stephanie with updated version of the corrected financial report	ASAP

Notes:

1. Welcome / Check-in

The meeting was called to order at 5:58 PM.

2. Agenda Review

The agenda was reviewed and no changes were identified.

3. February Board Meeting Minutes

Kathleen Elliot moved and Grant Axtell seconded the motion to approve the minutes as submitted; the motion passed without discussion.

4. Financial Report

Ron observed that some calculations on the financial statement are not correct. Grant Axtell moved to approve the financial statement with corrections; Ron Marley seconded the motion. Stephanie Sarver opposed approving the statement until a corrected version is submitted. The motion passed. Suzanne asked that a corrected version be distributed to board members as soon as possible.

5. Board Member Reports/Goal Check-in

- Ron Marley reported no new activity on SIGs and GIGs. Grant, Ron and Kathleen Bergquist will meet to discuss the next action on the interest groups.
- Grant Axtell reported that he met with the leaders of the Learning Leaders Forum. They had concerns with the pricing structure. After discussion it was decided that they would set their own pricing as long as it followed a similar formula as pricing for other activities, with substantial differences between member/non-member pricing. They will also remain under the Programs umbrella. The Fundamentals of Training session for April is near capacity. Grant reported that they've been contacted by leaders at a firm called G5 Leadership, who sells an on-line e-learning product. He requested that all Board members look at their web site and consider whether the Chapter should sign up with them as a vendor for on-line learning courses. G5 Leadership offered free subscriptions to all board members for the year.
- Stephanie had nothing to report.
- Suzanne Bader reported that strategic planning is on hold as a formal process because current Board efforts are addressing strategic planning needs and outcomes will likely figure in such planning efforts. Joel Sinclair has been doing a lot of work around volunteer management. Suzanne is meeting next week with Southwest Washington Human Resources Association to discuss becoming a partner organization.

6. Business manager report

Kathleen Berqqquist reported that 15 people attended the Managing Learning Development Projects Series. She has been in conversation with the CLIMB Center at PCC, which would like to collaborate with ASTD on future activities. A number of programs are scheduled for the coming months. Kathleen is working social media strategic planning with a consultant and is considering new looks for the web site, Monday Mailer, and e-mails.

Bob Lewis is interested in working on membership issues if he has time. Kathleen reported that she would work with him to plan a membership meeting for members only which could include a no-host bar, food and an entry fee to support a charitable cause (like cans of food for the Oregon Food Bank). She also recommended including a short program on the state of the chapter. This function would be a command performance for the board. The event would provide a networking opportunity for members. Target date: late April.

7. Becoming a more welcoming organization

Suzanne Bader reported that we are current on all new member calls.

The group reviewed board suggestions on five topic areas: Data, volunteers, structure, fostering connections, and programs. The following was decided:

- Topic 1 Data: any member or board survey will be most useful if undertaken by an outside party without any internal biases.
- Topic 2 Volunteers: the board identified that we need to talk to current and past volunteers to determine what is working well and what isn't. It was suggested that we develop a new-member protocol to ensure consistent engagement with new members. It was also suggested that interested volunteers be referred immediately to the volunteer coordinator.
- Topic 3 Structure/organization. It was suggested that we undertake a needs analysis; determine what tasks are performed; organize the board to be aligned with needs rather than titles.
- Topic 4 Fostering emotional connections: Maintain a consistently friendly tone, be gracious hosts, say thank you, and develop better communications vehicles that promote the benefits of volunteering.
- Topic 5 Programs: The board concurred that programs are functioning well, but affirmed that we want to continue to provide programs responsive to member needs. The board concluded that immediate attention to programs could be put on hold as they are functioning well. The recruitment of a new VP Programs will be put on hold until the board reorganization process is completed.
- **Priorities and Actions**
 - Work on topics 2 and 4 is already underway with the assistance of Bob Lewis and Joel Sinclair. The greatest immediate need relates to topics 1 and 3; therefore it was decided that the Board will immediately focus on reorganization approaches, and after that gathering data from members and volunteers.
 - Discussion centered on process for how best to approach process of redefining governance organization. The immediate priority is to identify how to flatten and simplify the chapter organization, with the goal of increasing the efficiency of operations and making volunteering easier for newcomers.
 - ACTIONS: The board will post their ideas for reorganization to a Huddle discussion thread. Kathleen will research consultants to undertake volunteer survey and provide the organizational chart to the board.

8. New Business

No new business.

9. Wrap Up / Next Meeting

The next meeting is on April 19, 2011 at 6:00 PM at Stephanie Sarver's house. She will send directions prior to the next meeting. We will have no-host pizza (details to follow).

10. Adjourn

Ron Marley moved and Kathleen Elliott seconded the motion to adjourn. The meeting adjourned at 7:32 PM.