



Cascadia Chapter Board Meeting Minutes



CH 8029

General Info

Date/Time	April 19, 2011
Location	Stephanie Sarver's home
Board Attending	Suzanne Bader, Kathleen Elliott, Stephanie Sarver, Ron Marley, Grant Axtell
Guests	Kathleen Bergquist, Joel Sinclair
Board Absent	Melinda Laubscher

Action Items		
Person	Item	Due Date
Suzanne Bader, Stephanie Sarver, Ron Marley	Identify structure for 6-7 person Board.	May 17 Board meeting.

Notes:

1. Welcome / Check-in

Call to order at 6:20PM. The Board welcomed Joel Sinclair; he provided an explanation of his background and his interest in adult learning.

2. Agenda Review

The agenda was reviewed and no changes were identified.

3. March Board Meeting Minutes

Kathleen Elliott motioned and Grant Axtell seconded the motion to approve the minutes. The motion carried without discussion.

4. Financial Report

Kathleen Elliott reported that expenditures are in line with the budget. Grant Axtell moved, and Kathleen Elliott seconded the motion to approve the financial statements. The motion carried without discussion.

5. Board Member Reports/Goal Check-in

Grant Axtell, Kathleen Elliott, and Ron Marley had no new matters to report that were beyond the scope of their regular duties. Stephanie Sarver reported that she checked into the G5 Leadership site but has not yet participated in a session. Suzanne Bader did not provide an additional update.

6. Business manager report

Kathleen Bergquist reported that she and Kathleen Elliott have been reviewing tax forms. Taxes will be filed with Oregon by May 15. The CT12 will be filed with the Department of Justice. The Conference planning is progressing; the conference website is now live and email marketing will start Thursday. Keynote speakers have been recruited. Workshop speakers will be selected by the middle of May. The program will be finalized by the end of May. One sponsor and two paid exhibitors are confirmed. Kathleen will recruit some volunteers to help her with recruiting more sponsors and paid exhibitors. The membership meeting is scheduled for May 5 at the Lucky Labrador.

7. Introduction of Joel Sinclair, Director of Volunteers

Joel reported on his activities in organizing volunteer activities. He and his team are developing a volunteer interest form. He proposed that volunteer incentives be created, possibly based on hours volunteered. Grant suggested that the topic of incentives be tabled and added to the agenda for a future meeting. Joel is also working on a new process for bringing volunteers into the organization.

8. Membership meeting overview

The membership meeting will be May 5 6:00 to 8:00. The entry fee is two items of non-perishable food or \$5.00 for donation to the Oregon Food Bank. The event will include a speed networking event; each Board member will lead a table, around which participants will rotate. After the speed networking, a short “state of the chapter” presentation will occur. Suzanne thanked Kathleen for her work on organizing this event.

9. Review Alternative Board Structure Model

Grant Axtell provided an overview of the new proposed Board model, which relies on fewer layers of organization: the board will oversee committees responsible for undertaking responsibilities now distributed among the many associate vice presidents. Succession planning would result from working on committees, which would be a grooming ground for new directors. This model moves away from Vice President titles, to directors and committee chairs. Task forces can be created as needed to work on specific issues rather than create standing committees. The proposed Board would be comprised of five directors rather than the current nine.

Grant, Suzanne Bader, and Kathleen Bergquist summarized comments gathered in discussion with the past president and past Board members. These included:

- Many liked the committee structure that would allow for more input to the Board without being on the Board
- Concern that responsibilities would be too great for the ED
- Favored the idea of combining Finance and Secretary roles.
- Favored idea of serving on committees in smaller roles.
- President-Elect will be groomed for Presidency.
- With regard to changing to a smaller Board, favored focus on building volunteer engagement.
- Concerns that with only five directors, all will have to be extremely high-functioning to manage the responsibilities.

- It was suggested that this would be a good strategic planning topic. Who do we want to be? How much do we want to reach out?
- Bob Lewis considered that the Board should ask what people at the committee level need.

The Board discussed the various benefits of the proposed Board structure. The only way this can work is by having strong committees. Ron was concerned about the Director of Learning position carried a lot of responsibility and work. Stephanie expressed concern about the concentration of power in 5-person board; Suzanne was concerned that the work load would be too great for a 5-person board. The group concurred that the committee structure is preferable to the current approach, and that combining Finance and Secretarial functions was reasonable.

Grant requested a straw poll regarding the proposed structure. Two board members supported the board structure as proposed (Grant and Kathleen E); three Board members opposed a 5-person board, preferring a larger board of 7 directors (Suzanne, Ron, Stephanie).

Grant communicated urgency in making a decision, indicating that he wanted to see the elections moved up to June.

It was decided that Suzanne, Ron, and Stephanie will discuss an alternative structure to the 5-person Board proposed by Grant. They will bring their proposal to the next Board meeting.

10. New Business

No new business.

11. Wrap Up / Next Meeting

Not addressed (a motion was made to adjourn before this could be addressed).

12. Adjourn

Grant Axtell moved and Kathleen Elliott seconded the motion to adjourn the meeting. The motion carried without discussion. The meeting adjourned at 8:20PM.