



# Cascadia Chapter Board Meeting Minutes



**CH 8029**

## General Info

<b>Date/Time</b>	May 17, 2011
<b>Location</b>	Stephanie Sarver's home
<b>Board Attending</b>	Suzanne Bader, Kathleen Elliott, Melinda Laubscher, Grant Axtell, Stephanie Sarver; Ron Marley joined the meeting at 6:12.
<b>Guests</b>	Kathleen Bergquist, Kathi Kroop

Action Items		
Person	Item	Due Date
n/a	n/a	/na

### Notes:

#### 1. Welcome / Check-in

Call to order at 6:06PM

#### 2. Agenda Review

The agenda was reviewed; no changes were made.

#### 3. April Board Meeting Minutes

Kathleen Elliott motioned and Stephanie Sarver seconded the motion to approve the minutes. The minutes were approved with two abstentions: Grant Axtell and Melinda Laubscher.

#### 4. Financial Report

Kathleen Elliott reported that the taxes were just completed and are posted to the web site. She also reported that the chapter incurred no unusual expenses. Melinda Laubscher requested that the Board be provided with financial statements that compared activity on a rolling quarterly basis. Grant Axtell motioned to approve the financial report, Melinda seconded; the motion carried. Stephanie Sarver abstained.

#### 5. Board Member Reports/Goal Check-in

- Melinda Laubscher, Stephanie Sarver, and Ron Marley had no new information to report.

- Grant Axtell reported that he and Kathi Kroop continue planning for programs. Conference planning continues; breakout speaker selection will be completed by next week. Grant also reported that he is working on the nominating committee process.
- Kathleen Elliott (see Financial Report above). She reported that she visited Tom Hiron's class at PSU to provide information about ASTD Cascadia.
- Suzanne Bader reported that she has been talking to partner organizations, and met with Al Lee, President of Portland chapter of National Speaker's Association. She is also approaching human resource management chapters in Willamette Valley.

## **6. Business manager report**

Kathleen Bergquist reported that taxes are completed. Three volunteers are working to recruit potential conference exhibitors. Two exhibitors have been confirmed; a third has indicated an intention to commit. Kathleen is working on developing the volunteer database with Joel Sinclair; she is reviewing volunteer lists to ensure that all volunteers are captured in the database. She reported attending two social media seminars and is working with Bonnie McCombs about social media approaches; she also is meeting with other consultants and building her knowledge about social media and the issues surrounding the effective and intelligent use of social media. She reported that the membership meeting recruited three new members of which two agreed to volunteer. The event yielded \$67.00 in cash donations and a food box for the Oregon Food Bank. Two more membership events were discussed: one in September and another possibly in July.

## **7. Alternative Board Structure Discussion**

Kathi Kroop facilitated discussion. Ron Marley reported on the outcomes of a meeting with Suzanne Bader, Melinda Laubscher, Stephanie Sarver, and Ron, at which they could not reach consensus about a new Board structure. That group decided that a complete revamping of the Board structure should be deferred until questions were resolved. Questions included "Why are we doing this?" "What is the root cause of the problems related to volunteer engagement, and Board volunteerism. Discussion ensued in which this question was posed:

Kathi posed the question, "What interferes with the ability of the Board to fulfill its mission?" Responses were:

- A. Interpersonal questions related to behaviors that influence levels of interest on the Board (people don't want to be on the Board).
- B. Hierarchy of the Board has contributed to lack of interest.
- C. Perception that people have too much work to do.
- D. What is the work of the Board? Is the purpose of the board to do the work or have volunteers do the work?
- E. Can we do a fishbone diagram to identify the root cause of why people don't want to serve on the Board?

Kathi took a poll about whether current roles are doing what they expected:

- A. Suzanne is doing more than what she expected; Kathleen Elliott is doing less; Grant is doing more; Ron is not doing more; Stephanie is doing what she expected; Melinda is burned out on the load from her previous service. Conclusion: some directors have a reasonable workload; others feel they have way too much.

Kathi: Board is not providing strategic oversight and support of volunteers. This generated discussion that considered:

- A. What the Board should be doing is serve the leadership of volunteers.
  - B. Need to model development behaviors.
  - C. Need to do a deeper dive on what's working and what isn't. Look at mission, what volunteers have to say, look at past leadership.
    - a. Grant noted that he, Kathleen B., and Suzanne have already queried a select group of past Board members about their opinions on the Board.
    - b. Stephanie noted that this survey was not systematic and given that it was undertaken by directors, may be prone to bias. Kathleen B. noted that this process was initiated by Suzanne as a way to capture some basic data from those involved with the Chapter, who had sufficient history to provide educated responses.
  - D. Board discussion circled around the question of surveys, who should be queried, whether members should be queried or just past Board members and volunteers.
    - a. Question: what do you need that would make you want to volunteer?
    - b. Question: what do you need to do your job?
    - c. Within context of strategic planning, these are issues that seem to fit within a larger strategic planning process.
  - E. Why not structure the board to be aligned with the bylaws?
- Kathi Kroop suggested: If perceived duties are too great, then a need exists to restructure or redistribute work to ensure that certain Board members and the business manager are not overloaded and facing burnout. Suggestion: figure out what is the problem and what is the next step.
  - Grant suggested that we table this discussion and move on to determining if we can make any "band-aid" solutions to make it through the next 12 months.
  - Discussion determined that the Board could concur on the following changes:
    - Combining secretary and treasurer; eliminate AVPs and directors and move to a committee structure that designates a committee chair and committee description and work that needs to be done.
  - Regarding the role of a VP of Interest Groups: The Board reached no agreement about whether this position is needed.
  - Regarding the role of VP of Marketing: The Board reached no agreement about changing the current structure and concluded that there should be a marketing person on the Board.

### **Voted Actions**

- Grant Axtell moved that the Board approve the following: Combine the roles of secretary and treasurer in the role of VP of Operations; adopt a committee structure that eliminates AVP and director titles/positions and creates a statement of work starting in November. Grant Axtell moved and Kathleen Elliott seconded the motion to approve. Grant, Kathleen, Ron approved; Suzanne did not approve, and Melinda and Stephanie abstained. The motion carried.

- Grant Axtell moved that the titles and positions of AVP and Directors be eliminated effective November 2011, Melinda Laubscher seconded the motion. This was unanimous approved.
- Kathleen Elliott moved that committees be formed to be led by chairs with specific purposes and tasks associated with each committee. Melinda Laubscher seconded the motion, which passed unanimously.

### **8. Nominating Committee/2011 Elections**

Suzanne Bader is forming a Nominating Committee; Grant Axtell is leading the process. The Nominating Committee will offer recommendations for nominees to the Board.

### **9. New Business**

- A. Grant Axtell discussed the learning event scheduled for Thursday 5/19; he made the decision that since event revenue was low, Board members who wanted to attend would be asked to pay at a reduced rate. Grant called for clarification about existing policy relating to comping Board members. Thirty-four people are registered; the Board can attend if they pay \$30 to cover the cost of the books.
- B. Financial statements: Melinda requested more detailed financial statements that reflect historical trends. Grant suggested that Kathleen Bergquist generate a report for the review of the board that provides a comparison to the primary year.

### **10. Wrap Up / Next Meeting**

For the next meeting, mid-year budget review; review of progress toward strategic goals.

Next meeting at Melinda's house June 21.

### **11. Adjourn**

The meeting adjourned at 8:15PM.