



Cascadia Chapter Board Meeting Minutes



CH 8029

General Info

Date/Time	June 21, 2011
Location	Melinda Laubscher's home
Board Attending	Kathleen Elliott, Suzanne Bader, Stephanie Sarver, Melinda Laubscher, Ron Marley
Board Absent	Grant Axtell
Guests	Joel Sinclair, Kathleen Bergquist,

Action Items		
Person	Item	Due Date
Kathleen Bergquist	Post CPLP documents to Huddle Propose President's breakfast at Conference to the Conference committee	Before next Board meeting
Suzanne Bader	Check with Grant regarding presentation on board member conference roles at the July meeting	Before next Board meeting

Notes:

1. Welcome / Check-in

The meeting was called to order at 6:14 PM.

2. Agenda Review

The agenda was reviewed; no changes were made.

3. May Board Meeting Minutes

Kathleen Elliott moved to approve the May 2011 minutes with the amendment recommended by Grant Axtell during a Huddle discussion. Stephanie Sarver seconded the motion. The motion carried with Ron Marley abstaining.

4. Financial Report

Kathleen Elliott reviewed the financial report. Ron Marley moved Melinda Laubscher seconded the motion to approve the report. The motion carried unanimously without discussion.

5. Board Member Reports/Goal Check-in

- Ron Marley reported that an eLearning SIG meeting will occur in July and additional eLearning SIGs are scheduled for the rest of the year.

- Stephanie Sarver had nothing to report.
- Kathleen Elliott reported that the internal financial review committee will meet next week. Ron Marley will represent the Board at the meeting.
- Melinda Laubscher reported that she has recruited Steve Mandel to conduct a virtual presentation skills workshop.
- Suzanne Bader reported that she will be attending the eLearning Series. Suzanne suggested that the Board consider organizing a Past President's event. This item was moved to new business.

6. Business manager report

Kathleen Bergquist commended the work of Joel Sinclair in his efforts to build a volunteer database, a new volunteer opportunity page, and tools for tracking volunteer hours. A new "volunteer" e-mail address has been created and a link has been added to the web site. Joel called attention to the form he has distributed to volunteers to capture volunteer needs and efforts. The form has been posted to the website. Kathleen also reported that concurrent speakers have been selected for the Conference and all Conference speakers have been selected. The social media survey will remain open for a few more days. Kathleen proposed two dates for additional member events in July and September. Decision: Kathleen Elliott moved to cancel membership meetings in July and hold only on September 14. Melinda Laubscher seconded the motion. The motion passed unanimously.

7. Mid-Year Goal Review (excluding Programs) (discussion)

Progress has been strong although the Board has been missing members. The information is summarized on the Huddle site. Highlights include:

- Suzanne Bader – strategic planning process has been tabled and morphed into becoming a more welcoming organization.
- Grant's posted update: the Board had no comments
- Melinda is willing to facilitate a past presidents meeting. Suggestion – hold this meeting at the Conference, perhaps as a breakfast meeting. (Discuss in New Business)
- Ron Marley: SIGs and GIGs are ongoing in Vancouver and Lane County; Salem meetings have been quiet.
- VP of Programs: series are going well, new curriculum is under development; managing learning and development will be continuously revised; support for CPLP candidates: The CPLP team (Kathleen B, Toni Plato, Susan Van de Water, Dan Vetter) met last fall to develop an action plan for acknowledging and supporting CPLPs. Several of the action items had been accomplished. Additional items were requested to be approved by the board (such as sending out a survey). Suzanne asked that the action plan and other documents be posted on Huddle for further comment by the board.
- National Membership: 30% of members must be members of National ASTD at any time throughout the membership year.
- The review of pricing structure will be moved to the Agenda for July.
- The volunteer management program is doing very well.

- VP of Marketing: Kathleen Bergquist has been keeping this going in the absence of a marketing director and has made progress this year with an updated newsletter and review of social media options.

8. Becoming a More Welcoming Organization (discussion)

- Suzanne reviewed the process undertaken to-date.
- Survey of volunteers: Discussion was wide-ranging. Suzanne noted that efforts had been made to identify an intern from OSU to develop and manage a survey about the chapter becoming a more welcoming organization. Kathleen indicated she'd received an email from Donna Drake and would follow up. Various surveys have been undertaken in past years, though some members perceive that the surveys don't drive clear actions. Discussion considered that a survey at this time may not necessarily be needed inasmuch as some of the issues that necessitated a survey last fall (e.g., volunteer engagement), have been recently addressed through Joel Sinclair's efforts to galvanize and organize volunteer management. Would a survey at this time be directed at addressing a specific problem or would it be part of a continuous improvement process?
- Kathleen Elliott suggested that the board explore the possibility of holding more open discussions rather than focus on a survey.
- Kathleen Bergquist noted that this exercise has been a good catalyst for making some great changes to the organization.
- It was suggested that this discussion continue in July.
- Joel noted that the biggest issue has been a desire among members to volunteer, but no process for bringing them into volunteer activities. Hopefully that will be resolved with the new volunteer process.

9. New Business

- Kathleen Bergquist reported that the revised bylaws were submitted to a vote of the general membership on June 6, 2011. Documentation included a summary of the basic changes. Voting closed on June 20, 2011. The revised bylaws were approved unanimously by the members who voted on the revised bylaws.
- Past President's event: It was suggested that a breakfast event be organized at the Conference. Kathleen Bergquist will follow-up on this.

10. Wrap Up / Next Meeting

- July 19 – next meeting at Melinda Laubscher's home.

11. Adjourn

The meeting adjourned at 8:00PM. Suzanne Bader motioned to adjourn the meeting; Ron Marley seconded the motion. The motion carried with Melinda Laubscher abstaining.