



Board of Directors Meeting Minutes

Date and Time	Tuesday, November 1, 2011
Address	Raccoon Lodge 7424 Southwest Beaverton Hillsdale Highway Portland, OR 97225
Board Attending	Grant Axtell, President Pam Moore, President Elect (by phone) Kathleen Elliott, Director of Board Operations Kathleen Bergquist, Executive Director
Board Absent	Suzanne Bader, Past President
Guests	None

Original Agenda

Time	Item	Action	Lead
6:00 PM	Welcome & Agenda Review		Grant
6:05 PM	Review/Approve Minutes	Motion	Kathleen E
6:10 PM	Financial Report	Motion	Kathleen E
6:15 PM	Membership/Program Updates	Discussion	Kathleen B
6:25 PM	Conference Review <ul style="list-style-type: none"> • Regional Conference • ALC 	Discussion	All
6:55 PM	Executive Director Position	Motion	Grant
7:10 PM	2012 Goals	Discussion	Grant
7:40 PM	2012 Budget Process	Discussion	Kathleen E
7:50 PM	2012 Meeting Dates and Calendar	Discussion	All
8:00 PM	Adjourn		

Welcome & Agenda Review

The meeting was called to order by the President at 6:03 pm. Because Pam Moore was remote and wouldn't be able to attend the entire meeting, the agenda was revised to move the Executive Director Position discussion to the first order of business.

Executive Director Position

Grant motioned to change the Business Manager position to an Executive Director position and that the position should also be a Board position effective immediately. Kathleen B would occupy this new position. Kathleen E seconded the motion. The motion passed without discussion.

Kathleen E then moved that the Executive Director position also be a voting position on the board effective immediately. Grant seconded the motion. The motion passed without discussion.

The Board reviewed the position description provided by new Executive Director who suggested that the responsibility and authority would need to more clearly defined in the position description. After a brief discussion, the Board agreed that the leading sentence in the "summary" paragraph be adjusted to read: The Executive Director position is a board position and is authorized to make decisions in alignment with the chapter and board vision, strategic plan and goals, this includes by not limited to: Kathleen B

Review/Approve Minutes

Kathleen B moved and Grant seconded the motion to approve the minutes. The minutes were approved without discussion.

Financial Report

Kathleen E reported we took a hit on the conference but that was expected and was not as bad as before the conference. Kathleen B suggested that the number of monthly financial reports distributed to the board prior to the meeting be reduced. Grant moved, and Kathleen B seconded, that the board should only receive three financial reports each month: the snapshot report, the balance sheet and the budget to actual reports. The motion passed without discussion.

Membership/Program Updates

Kathleen B reported that current membership is 455 members. The current renewal rate is about 36%, which is normal for this time of the year. We need to have 30% of those members also be national members too.

Regional Conference Review

Open discussion and review of the conference by all members present. The responses from the participants have been very positive so far and most consider the conference to have been a good experience.

ALC Review

Open discussion with Grant and Kathleen E filling Kathleen B in on the highlights of ALC. All agreed the ALC was a good thing for the leadership of our organization, highlighting the networking and getting to know other leaders as well as having multiple people from Cascadia to cover more than one topic during each session.

Grant shared his list of ideas from ALC. He will forward this list to Pam and Kathleen E so they can add their ideas. With one ALC list of ideas, we can then best determine how these ideas can be incorporated with our chapter. One topic that kept coming back to the ALC attendees was that, in spite of being a large chapter, we don't seem to have the same proportion of active members or members at meetings that some of the smaller chapters seem to have. This raises the question of why and how can we serve out members better to have them participate more in programs and meetings?

Kathleen B will prepare a plan for increasing the number of members who are also national members. At the very least, we need to prove to national that we are putting forth a good effort in getting our quota for their requirements of increased dual national/chapter membership.

Kathleen E indicated that chapters can collect national membership dues for national. By doing this, we'd be able to maximize the CHIPS contribution and keep track of who the national members are. Kathleen B will verify with national and get the details.

2012 Goals

Grant reported we need to fill the position of Chair, Learning Events Committee. Joel already has this as a critical need and will work with Kathleen B to get an email out to members about this need.

Grant would like to see in the coming year: a membership structure for different membership levels, increased revenue, low cost learning opportunities, and find partnerships with various organizations, sponsors and CLOs.

Kathleen B would like to see in the coming year: monthly learning opportunities, webinars, HRCI credit offerings, an updated website and increased marketing.

Grant will update his proposed goals and we'll review at next month's meeting.

2012 Budget Process

The two Kathleenes will connect and review the budget, get the budget set up to match the restructuring of the board and committees, and then they will meet with the committee members to review and insert their budget dollars.

2012 Meeting Dates and Calendar

The group got out their manual and electronic calendars and verified the monthly meetings, programs, membership meetings, board meeting to have with committee chairs, etc. Kathleen B will take the adjustments and publish to the website. The board meetings will continue on 3rd Tuesday of the month, except for the months of April and May, which have been moved to the following day, Wednesday.

Adjourn

Meeting adjourned at 7:53PM.