



# Board of Directors Meeting Minutes

<b>Date and Time</b>	Tuesday, December 13, 2011
<b>Address</b>	Blitz 99W 10935 SW 68 <sup>th</sup> Parkway Tigard, OR 97225
<b>Board Attending</b>	Grant Axtell, President Suzanne Bader, Past President Kathleen Elliott, Director of Board Operations Kathleen Bergquist, Executive Director
<b>Board Absent</b>	Pam Moore, President Elect
<b>Guests</b>	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 and Pam
6:25 PM	Budget Discussion	Motion	Kathleen E
6:55 PM	Finalize 2012 Goals	Motion	Grant
7:15 PM	SIGs and GIGs	Discussion	All
7:30 PM	Membership and Networking Meetings	Discussion	All
7:45 PM	CLT Meeting Plan	Discussion	All
8:00 PM	Adjourn		

### Welcome & Agenda Review

The meeting was called to order by the President at 6:03 pm.

### Review/Approve Minutes

Motion: Approve minutes from last meeting (Kathleen B, with second from Kathleen E)

Discussion: None

Motion passed; on abstention from Suzanne

### Financial Report

No money has been moved as of yet, from the sweep account. Our money is tight, it is not comfortable, but we have some money to operate with.

Motion: Approve financial report (Suzanne, with a second from Grant)

Discussion: None

Motion passed unanimously.

### Membership/Program Updates

Kathleen B reports our renewals and retention of membership is up. We have met National CORE requirements – yeah!

25 participants at our last program with Jeanie . . .

For Series, we will have elearning in March, Fundamentals in April, Managing Programs in May and Presentation Skills in June, all to repeat again each trimester.

Programs have four of them set already, and a possible two or three for the rest of the year.

Networking – one person has come forward and interested in taking this on.

SIGs – currently are having monthly meetings

GIGs – Salem has dropped, SW Washington still is limping along.

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Conference – it is a go in Portland. Having difficulty in being able to have a great conference here in Portland, like Salem, with our budget looks like the Governor or Double Tree will be our location.  
Our new pricing structure for programs will roll out in January 2012.

Pam is working on our HRCI programs.

Grant asked that at least one Board Member be present at each event ASTD Cascadia hosts. The Board member should thank those for attending, talk about upcoming events, talk about volunteer opportunities, etc. This should help with our transparency of the Board.

Next membership meeting is scheduled for March.

### **Budget Discussion**

Roll out of the Event Budget form. This is a form to be filled out at the beginning of planning an event. This form will be used by the Director of Board Operations to review what expenses are being laid out, and that no bills get paid erroneously. Kathleen E will talk with all committee chairs to give them a heads up of the change, and to have a personal discussion with them to make sure they are on board with the change.

Review of 2012 budget, we have a ~\$8000.00 short fall. There are some things that we have been putting off, which we can continue, but they are in the budget still, and we have budgeted to send the leadership to ALC too.

Motion: Approve 2012 budget (Suzanne, with a second from Grant)

Discussion: None

Motion passed unanimously

### **2012 Goals**

Goals 1, 4 and 5 are either done or in progress. (Creation of Executive Director position, low cost learning events and increase networking events)

Motion: To approve the 2012 goals per outlined by Grant (Kathleen E, with a second from Kathleen B)

Discussion: None

Motion passed unanimously.

### **CTL – Chapter Leadership Team**

Next meeting the Chapter Committee members are invited to the Board meeting. We are looking to have a presentation from Joel on the volunteer process. Kathleen E will talk about the Event Budget Form. Grant will talk about the membership and plans for the year. The committee chairs will share what they are doing, and if needed what others can do to assist. Grant would like to tackle one goal per meeting. Suzanne asked if all committee members should be invited to the CTL meeting; it was discussed and the agreement is no, but they are welcome to come, we are not sending an invite to all members, just the chairs.

### **Other Notes:**

Kathleen B is out of the office till 1/3/12.

CPLP membership would like their own LinkedIn group, also would like more information on our programs and what qualifies for their re-certification.

Future meetings we will schedule for SOS – Sharing our Success to make submissions to National.

Adjourn 7:56pm