

**AAWCC Board Meeting
July 27, 2007
Hood River**

Board members in attendance: Jackie Bryson, Victoria Flagg, Julie Huckestein, Julie Kremers, Cherie Maas, Carol Schaafsma, Becky Washington, Susan Wolff, Jan Woodcock, Donna Zmolek. Absent: Margaret Bradford.

The meeting was called to order at 9:32 am.

Approval of Minutes

The minutes from the April 26, 2007, meeting were approved.

BOARD REPORTS, UPDATES

Finance

Cherie reported account balances.

Membership

The board agreed that when someone fills out the membership form online, a notice should go to Shannan to get the new member name on the e-mail list. Also, the membership form online still shows a \$15 fee to join, but there is no fee to join the state chapter. Shannan will work with Angela to get notification of a completed form and to update the document.

Communications

We'll look for the Fall newsletter deadline from Margaret.

Web

The board was reminded to send communications to both Angela and Margaret, especially when the communication is intended for web viewers. To maintain a web presence, we need to announce upcoming events in a timely fashion and post reports and pictures from current events.

Archiving

Jackie is collecting photos from all events to file and store. She suggested that we get some pictures on the website of the summer conference, perhaps with the caption "Good Times in the Hood."

President Elect

Carol asked the board to think about their positions. Some tasks have changed, and some have been added. Board members were asked to review the bylaws and position duties and bring any questions to the next meeting.

President

Jan reiterated that the bylaws should be reviewed, and asked that the three presidents take a deeper look. Regarding the fall conference matrix, she wondered if the tasks should be split more next year.

Past President

Julie reported that Dawn DeWolf is still trying to recruit national members to AAWCC.

OILD

OILD made a profit of \$2,174. There were 23 participants. The presenters were great. The board agreed to try to send out a skeleton agenda to participants prior to the event in the future. Ten volunteers were acquired at OILD for the Fall conference. Several people also volunteered to do OILD follow up, such as the poster, an article for the newsletter, the history, and an e-mail list. We need to create a refund policy and put it on the brochure. Next year's institute will be held at the end of June.

Summer Conference

Susan will review the evaluations, and Cherie will type them up. Susan will get the budget actuals to Cherie. Comments about the conference included that the format and location were good. Requests were made to extend the lunch to 1 hour and 30 minutes for walks if Hood River is the location again next year. It was also felt that the afternoon needed a break and more interaction. Susan asked board members to keep an eye out for concepts and themes for next summer's conference. We sold \$50 in pins and \$70 in bags. Susan will give a report of expenses and profits at the next meeting. She'll update the book list and send it out to members.

Fall Conference

The budget for the Fall Conference was increased to \$32,000.

Becky has been drumming up proposals; she distributed proposal information at the summer conference. There will be 17 breakout sessions; the board agreed to keep the program template the same as last year. Susan will get Becky the e-mail list from the conference. Each board member agreed to encourage at least one other person to submit a proposal.

Becky shared the four proposals she had received so far. Ideas for getting other proposals included looking at the Oregon State website, inquiring from the OSU cohort of community college leadership program, OCCA, inviting legislators, and others. The presenters will be offered a \$25 stipend. Breakout topics to consider are diversity and legislature. A meeting is scheduled with the committee reviewing the proposals for August 9. Becky inquired about attendees receiving CEUs. Meg McGill at Chemeketa has the historical information about the feasibility of offering CEUs for the conference and breakout sessions. Becky will contact her.

Shannan will coordinate the volunteers for the conference. Jackie can help. They need a list of volunteer areas. Angela is getting the same audio visual volunteer as last year.

The board reviewed the fall conference planning matrix. Julie H will update it to identify areas of responsibility and e-mail it out to the board

Be sure to get all conference information to Julie K. She will get information to Margaret for the program. She'll find out what date Margaret needs that by, and also the program cover. She'll talk to the graphic artist at her college about doing the cover.

Jane Kirkpatrick is confirmed as a conference speaker. Her fee is \$800 plus the hotel room. She would like to have an opportunity to sign books in the lobby. Julie K will see if she will offer a breakout session on writing. Other possible speakers include Gert Boyle, Brooke Gondara, Barbara Roberts, and Margaret Carter. We could also contact Portland Speakers Bureau for ideas. We should all be thinking about female presidents in the state for next year's speaker.

Julie K will bring sample menus to the September meeting.

Victoria stated that she is still able to take pictures at the conference, especially with the help of others. She'll be sure there is a laptop.

We are ready to advertise the conference on the website. Julie K will talk to Angela about getting the registration information on the web by September 1.

Donna will look at the OPC schedule and see if the group is meeting at the Sheraton or a nearby location. If the presidents are staying at the Sheraton, they will most likely need AAWCC to book a room and order breakfast.

The board discussed options for Thursday night entertainment at the conference. Entertainment will be open from 5 – 9 pm. We'll open the OILD/NILD reception to everyone and begin Bunko at 7 pm. OILD information will be available. We need to order less expensive hors d'oeuvres than last year, more wine, less beer, and move the event to a bigger room. There will be no decorations.

Because of the associated duties, Julie K, Victoria, Becky, and Cherie may want to get together as a fall conference subcommittee.

OTHER

Race for the Cure

The event happens September 23. Julie H will organize a team. She will e-mail members and let them know how to sign up.

Board Positions

Vacant board positions this year include membership, archivist, communications, and president elect. Board members were asked to consider women in community colleges who may have the skills needed for one of these positions.

Other Announcements

Cherie was asked to bring copies of financial reports to each meeting. Donna was asked to bring copies of the previous meeting notes to each meeting, and Jan was asked to bring copies of the agenda to each meeting.

The meeting was adjourned at 4 p.m.

Next meeting: September 28, 12 pm – 6 pm, Umpqua Community College

Task List

Shannan

- Work with Angela to get notification of a completed form and to update the document.

Susan

- Give a report of summer conference expenses and profits at the next meeting.
- Update the book list from summer conference and send it out to members.
- Get Becky the e-mail list from the conference.

Julie K

- Get conference information to Margaret for the program.
- Find out what date Margaret needs that by, and also the program cover.
- Talk to the graphic artist at her college about doing the cover.
- See if Jane Kirkpatrick will offer a breakout session on writing.
- Bring sample menus to the September meeting.
- Talk to Angela about getting the registration information on the web by September 1.

Julie H

- Update the fall conference planning matrix to identify areas of responsibility and e-mail it out to the board.
- Organize a Race for the Cure team. E-mail members and let them know how to sign up.

Jan

- Bring copies of the agenda to each meeting.

Donna

- Check with OCCA to see if OPC is meeting at the Sheraton or a nearby location.
- Ask OCCA to submit a proposal for breakout session.
- Bring copies of the previous meeting notes to each meeting.

Cherie

- Cherie was asked to bring copies of financial reports to each meeting.

Becky

- Becky will contact Meg McGill re CEUs.

All Board Members

- Encourage at least one other person to submit a proposal.
- Review the bylaws and position duties and bring any questions to the next meeting.
- Consider possibilities for vacant board positions.