

AAWCC Board Meeting
Embassy Suites
January 29, 2010
10 am – 3 pm

Board members in attendance included: Cherie Maas-Anderson, Karen Sorenson, Carol Schaafsma, Victoria Flagg, Becky Washington, Karin Magnuson, Dawn McNannay, Holly Nelson, Kate Chester, Donna Zmolek, and Sue Caldera. Mary Kramer joined by phone for a portion of the meeting.

BYLAWS

The Bylaws need to be revised to reflect the changes that were made at the Fall Conference. Karen will send Donna the source file, and Karin will send Donna the changes.

MINUTES

Cherie moved to approve the minutes of the November 20, 2009 meeting. Carol seconded.

Motion passed unanimously.

FINANCE

Cherie gave the financial report. The balance from the checking and the money market accounts total \$41,483.84.

The board agreed that a credit card is needed. Currently we can only move \$500 a month from PayPal to our account.

Karen moved to keep Cherie's name on all financial records for the organization and add Sue's name. Victoria seconded.

Motion passed unanimously.

COMMUNICATION UPDATE

Kate reviewed past communications over the holidays. She and Karen have done some brainstorming about how to incorporate communications with the website. A reminder should be put in all communications to the members to check the website. She worked with Karin to draft a New Year's letter to members and then worked with Dawn to get it out on January 25. She is writing a press release on new officers and award winners for trade and local publications. The more we can get our name out there, the more we are on the radar. Kate's intention is to "package us so we shine!" Donna will provide a list of president's assistant's e-mail addresses to Kate.

Ideas for the newsletter included possibly something shorter and more frequent than the current newsletter and spotlighting a particular college or person.

WEBSITE

We are receiving good feedback from members regarding Mildred Bulpitt's speech on the web.

Karen asked if we wanted to get an e-mail marketing software program called Constant Contact. Karin uses it in her department, and it is a great tool. Karen will look into the cost.

MEMBERSHIP UPDATE

Dawn updated the board on the membership numbers. AAWCC Oregon gained 31 new members from the Fall Conference for a total of 569 members. Dawn will look at distribution of members between the colleges, which will help to know where to give an OILD scholarship or present to a local chapter.

SUMMER CONFERENCE

Mary joined by phone at 11:45 pm.

The board discussed the possibility of having a technology theme for the conference which would include technology you can use on the job and the concept of leadership and technology.

Holly has a partnership with Oregon Gardens through her department and will call Mary and see if there is something she can do.

Attendees will be asked to bring digital cameras to take pictures in the garden as part of the technology theme. The website and e-mail could be used to generate enthusiasm. If we don't have access to the gardens as part of the accommodations, we may be able to work that into the price of the conference.

One idea for the theme title was: "Digital Divas: Using Technology to Cultivate/Grow Your Leadership."

Dividing the day into three or four workshops worked really well last year. The feedback indicated that it was an improvement over previous conferences. Sessions could include 1) social networking, 2) technology and career development, Skyping, 3) applications, such as teleconferences, webinars, etc., and 4) photos.

We want to ensure that people with technological skills are interested in attending as well as people who are not as skilled in that area. Since most attendees will likely not have their computers in front of them at the conference, we will need to have handouts for them to leave with.

Carol advised Mary to consider these ideas that as she starts exploring the theme, realizing that she may come up with better ones, such as Google applications.

RETREAT

The board retreat was scheduled for April 30 – May 2. Carol will look into a house in Neskowin, where the last retreat was held.

PHOTOS

Victoria and Karen provided an update on the Flickr account. The cost is \$25 per year. On the AAWCC website, there is a link from the events to the pictures taken at the event. The

board discussed creating a Powerpoint template to show OILD pictures instead of the poster boards at the OILD/NILD reception at the Fall conference. Becky is scanning the picture boards to have them electronically.

FALL CONFERENCE 2009

Expenses and revenues from Fall conference are still coming in, but the initial feeling is that we lost a little bit on the Fall Conference due to low attendance.

The board reviewed the evaluations and looked at ratings and comments. Overall, evaluations were positive. On the “How Did You Hear About the Conference” question, Dawn will add the answer: “the website.” Comments on the evaluation included “have tissues on the table or nearby for those of us who are moved to tears by such great presenters.” ☺

There has been request to list the meals on the website. The board agreed that we can add that for future conferences.

FALL CONFERENCE 2010

Linn Benton Chapter would be willing to be program committee. After the conference theme is established, we should set workshop tracks and timelines. The chapter would design the call for proposals, get the okay from the board, solicit breakout session presenters, review them, select them, and decide what to offer and at what time during the conference, arrange for a/v equipment, and get workshop summaries from presenters. Becky would be willing to meet with them to show them how she has done it in the past. Karen reminded the board that we have a form for soliciting workshop presenters. Carol will ensure that Becky and Holly get the name of the person from the chapter to connect with.

Cherie will do the program brochure again.

Theme ideas for the conference included:

Package Us So We Shine

Position yourself for Opportunities

Opportunities: Luck and Preparation

Efficiency

We May Have to Give up a Lot, but Not our Passion

Inspiring our Students, Inspiring Ourselves

Opening the Door When Opportunity Knocks

Enthusiasm

Bring Back the Passion

Igniting Passion for New Opportunities

Recognizing Opportunity When it Stares You in the Face

Seeking Opportunity/Finding Passion

Reigniting Your Passion

The board decided on: ***Opportunity Is Knocking—Will You Open The Door?***

One possible idea for Friday afternoon was to have a poetry reading.

Ideas for possible keynote speakers included:

AAWCC President Cynthia Bioteau -- Dawn will check with her and let Holly know

Jackie Winters – Holly will check with her

Mary Spilde

Patty Scott

Joanne Truesdell

Cheryl Roberts

The first woman to sail across the Pacific

Arnette Ward

A panel of women instead of a speaker

The board decided to ask members for ideas on keynote speakers, workshop presenters or topics, music, and entertainment. Something could be put on the website for answers. For breakout sessions, instead of asking for proposals, members will be asked to tell us about people they think would make good workshop presenters. Donna, Karen, Karin, and Dawn will work to get a survey out to members.

The board discussed having some sort of souvenir like the hand sanitizer that was given out at the OCCA conference.

OILD

The dates of OILD are June 21 – 24. Becky will attend this year. Letters to college presidents asking for support of OILD will go out in February. Board members should be thinking about participation from their colleges and should let Jan Woodcock know if they know of any administrators that would make good presenters. We will try to schedule a board meeting at Oregon Gardens that coincides with OILD.

OTHER

Oregon board members who attend the American Association of Community College conference in Seattle this April will organize a time to meet the national AAWCC board members.

The board toured the Embassy Suites facilities to become familiar with the hotel before the Fall Conference.

NEXT MEETING

The next meeting of the AAWCC Board will be held at the board retreat, April 30 – May 2. Exact times and location TBA.