

AAWCC Oregon  
Board Meeting Minutes  
Oregon Gardens  
July 23, 2010

Board members present: Dawn McNannay, Karin Magnuson, Mary Kramer, Carol Schaafsma, Donna Zmolek, Holly Nelson, Sue Caldera, Cherie Maas-Anderson, Karen Sorenson, Kate Chester, Becky Washington, Victoria Flagg. Amethyst O'Brien from Google attended part of the meeting.

**MILDRED AND JANE UPDATE**

Although Mildred is basically okay, it's gotten to the point where she can't travel right now. We have OILD pins and a card to send to them.

**MINUTES**

The minutes from the June 22, 2010, meeting were approved.

"National AAWCC" will be an agenda item for a future meeting or a board retreat.

**BUDGET REPORT**

Sue has not been able to get added to the bank account. The minutes need to reflect the changes to the bank account.

Karin Magnuson and Sue Caldera will be added to the Oregon Chapter of AAWCC bank account number 37025821335211. Carol Schaafsma will be removed from the same account. Cherie Maas-Anderson will stay on the account.

No debit card is needed at this time.

The total of accounts including the money market account is \$39,675.93.

Cherie distributed a proposed operating budget for Oregon AAWCC for the 2010-11 year of \$51,600. Carol moved to add carryover of \$39,675.93 as a line item to the income and contingency as a line item to expenditures to balance the budget, and that the board approve a revised operating budget with changes to income and expenditures. Cherie seconded.

**Motion passed unanimously**

Cherie will send out the revised operating budget to the board for approval.

Cherie will close out the account for 2009-10 so that she can get the report to national by August 15, 2010.

The board discussed possibly adding more money to scholarships to include lodging and other expenses, not just the registration fee. We could offer a higher scholarship to

colleges that are further distances from the events. We'll add this item to the agenda for our next meeting.

Becky moved that the board pay for two national AAWCC memberships. Carol seconded. The board will pay national memberships for Cherie Maas-Anderson and Kate Chester.

**Motion passed unanimously.**

### **DEBRIEF SUMMER CONFERENCE**

We really hit the mark this year with our summer conference. The content was useful, valuable, and fun, and there was a good mix of technology and creativity, especially with the inclusion of the photography session. The location was perfect; the gardens were beautiful. Attendees had an excellent time and gained some applicable knowledge they can use in their jobs and personal lives.

It seems that summer conference has shifted in the last few years. We took it away from Portland to move around the state and try to get 20 or 30 attendees, and have just one speaker. However, once we moved to Hood River, attendance has grown and the conference has become quite successful. So we now have a conference that makes some profit. The board discussed reducing the price of the fall conference and balancing it out with the summer conference. They also discussed having the conference close to Portland for a couple of years then moving it south, knowing that it is going to be smaller. There was also some discussion of moving it central Oregon and working with Central Oregon Community College. We have received invitations from Inn at the Seventh Mountain and Sunriver to hold it at their lodges. Other locations considered were on the coast. Efforts will be made to draw more faculty to the conference.

An electronic evaluation will go out to attendees. Karen will work on it and send it to the board for approval with variations of the following questions.

- What did you like best?
- What was your favorite part of the day?
- What other topics would support your professional development?
- What would you tell your colleagues about this conference?
- What comments do you have about the location?

Kate will send a recap, photos, and a save the date for Race for the Cure and the Fall Conference.

### **FALL CONFERENCE**

The Fall Conference will be held November 18 & 19, 2010, at Embassy Suites in Tigard.

Margaret Carter declined our invitation to speak at the conference, which leaves Joana Bordes and Marian Edelman still possibilities.

Cynthia Bioteau from AAWCC has been confirmed for Friday morning.

Another idea instead of a speaker was to have a panel of Oregon Community College presidents that Mary Spilde and Jan Woodcock or John Sygielski could possibly moderate. Holly will contact Joanne Truesdell, Patty Scott, Linda Gerber, Cheryl Roberts and the new president at Treasure Valley Community College, Dana Young.

### Sessions

Karin updated the board on sessions confirmed at this point. We need to let the LBCC people know that attendees prefer active sessions so they can incorporate those. Kate Dins will do a session, and Dawn DeWolf will do one on national. We should try to bring the Google folks back for a session. Becky could do a session on labor market analysis and information. Cam or someone from CCWD could do a session on legislative update. Another good session would be how to grow your local chapter and best practices for local chapters. There was also discussion of having Marie MacIntire, office coach, provide a session, and another possibility is lean office practices. We should try to get the woman who was going to do the public speaking session last year but had to cancel, and there should also be a couple of wellness sessions.

The board discussed reducing the breakout sessions on Thursday morning to 1 hour and 15 minutes to allow more time for the panel of presidents. Karin and Carol will talk to the LBCC folks putting together the sessions to give them the layout of the program and our suggestions for sessions.

### Silent Auction

Rita Blasedell, who works in Julie Huckestein's office at Chemeketa, offered to do the silent auction. Holly will contact her to confirm.

### Website

Holly will get the hotel web link to Karen. The registration form from last year will be updated and put on the web to go live by September 15. Board members will encourage attendance at the campus contact breakfast. The goal is to get representation from every college. Something should be said on the registration form and on the website that breakfast will be different. People who stay at the conference get breakfast free. AAWCC Oregon will pick up the cost for those who are not staying at the hotel. Holly will talk to the hotel and find out the best way to provide breakfast to everyone. We also need to heavily advertise the new venue.

### Thursday Night Entertainment

Becky will put together a scavenger hunt for Washington Square. Holly's friend's daughter at the cosmetics counter at Nordstrom's might be able to help with prizes for participants. The conference could begin on Friday morning by awarding team prizes.

Karin's quintet will play at the OILD/NILD reception.

Registration ends November 1.

The board went through the fall planning matrix.

#### Awards

The board considered adding an award for local chapters. The award could be a donation to the chapter.

#### **Board Nominations for 2010-11 positions**

Cherie will call board members whose positions are up to see if people are interested in staying on the board.

#### **OILD Report**

There was a very good group of participants this year. The final budget has not been completed, but it looks like costs were covered and there was some profit. Jan had commented to Carol how beneficial it was to have the board attend.

#### **Race for the Cure Update**

Victoria updated the board on Race for the Cure which will be held on September 19. Board members were reminded to encourage people to sign up.

#### **Retreat**

Possible dates for a board retreat are January 28 - 30.

**The next meeting will be held October 15, 10 am – 3 pm in the Salem area.**