

AAWCC State Board Meeting – January 28, 2012

Present: Karin Magnuson, Jan Woodcock, Cherie Maas-Anderson, Julie Kopet, Michele Cruse, Janet McIntyre, Carol McKeil, Barb Horn, Lynn Melow, Melissa Aaberg, Jenni Newby

Absent: Ali Mageehon

Topic	Outcome/Action
<p>Updates Dates for future meetings: April 13 – 10:00 – 3:00 at Linn-Benton June 26, first day of OILD July 18, day before the summer conference September 14, Portland</p> <p>Carol will work with Cheri to take stewardship of the OILD boards. Carol and Jan will get together to get data to create old OILD boards. Carol will contact OILD groups and get pictures to create boards for the missing years.</p> <p>Karin will work with a subcommittee to identify photos to keep on Flickr and caption the pictures we will keep</p> <p>Fall Conference Planning The fall conference theme will be How to Norm and Perform in the Storm: Professional, Technical, and Personal Strategies for Turbulent Times</p> <p>Workshop tracks will cover technical, professional and wellness skills.</p> <p>Suggestions were made for keynote speakers, including asking Donna Zmolek to ask Mary Spilde for help getting a national speaker, contacting Jill Bayden or Margaret Kanter.</p> <p>To-Do List for April Meeting Julie – work with Barb and Jenni on aligning for the fall conference date and venue; will work with Cherie on the possible location of Embassy Suites, and check on OPC meeting dates in order to coordinate with college presidents</p> <p>Janet – develop criteria for photo editing and shot list for future activities. Will work on procurement for fall conference keynote and work with Carol who will talk with Mary Spilde about national speakers.</p>	

Jenni – will work with date subcommittee (Karin, Cherrie and Barb). Will work with Karin and Cherrie to get breakout session topics and with Melissa to get dates on website.

Michele – will update the planning matrix and send to Melissa to get the matrix put in the quiet space. She will also work on the speaker and volunteer gifts and registration packets. She will work on the OILD reception for the fall conference.

Barb – will check her tasks on the matrix
Get the quotes – “What AAWCC membership means to me” from LBCC group to Melissa to be posted on the website home page

Lynn – will confirm details on summer conference, and set up the flyer for the save the date
Give to Melissa for website
Ask Rita to help with fall conference
Ask Julie H. to April meeting
Remind board members to get someone to host the tech tables at summer conference

Melissa – will update the OILD dates on website
Fix the listserv
Upload the special photo slide show on the quiet space – from Becky
Update the blog to have a professional development focus
Think ahead for regular contributions to blog with prof dev spin
Set up flicker for people to navigate easier
Update the pictures and bios of board members
Work with Jan and Karin to update flicker to caption photos
Condense the flickers with Janet’s photo guidelines
Get the photos and quotes from Barb on the website

Karin – will send Michele the original matrix
Send the board member bios from ballot and pictures to Melissa
Give Melissa all the president and pres-elect files to put on quiet space
Figure out a process for the flicker pictures
Talk with Melissa about using quiet space for editing documents
Think of possible workshops for fall conference

Cheri – will get Julie the disk of stuff
Finish finance report including fall 2011 conference expenses
Work with sub group on workshop topics for fall 2012 conference
Work with Barb on the hotel contract for fall 2012 conference

Jan – will get stuff for the agenda for April meeting
Review the website for things she's responsible for and dates
Send archiving material to Melissa

Carol – will work with Donna to work with Mary on possible nation speakers for fall conference
Work with Jan on getting photos for the missing years of the OILD boards
Get email for the OILD years from Lynn in order to ask for pictures
Remind Cheri to bring the boards to april meeting
Work with Lynn on save the date for summer conference
Send the flyer to campus contacts and membership lists