

AAWCC Board Meeting  
September 14, 2012  
PCC Sylvania Campus  
10 am – 3 pm

Board members in attendance: Melissa Aaberg, Julie Kopet, Cherie Maas-Anderson, Jan Woodcock, and Donna Zmolek.

**A. Opening Items**

1. Approval and Review of Minutes

The minutes from the July 18, 2012, meeting were reviewed and approved.

2. Financial Report

Cherie gave the financial report.

Balance of accounts:

Checking	\$ 3,315.05
Money Market	\$12,275.20
CD	\$20,461.38

Cherie noted the changes in the membership dues to National AAWCC. In addition to the chapter dues, Oregon AAWCC will be paying \$10 for each active member, which makes them members of the national organization.

**D. Website**

Board members reviewed the AAWCC Oregon website, especially to be sure that information about fall conference is prominent.

The home page should mostly be information about the fall conference. Cherie will forward the logo to Melissa, who will put that on the site as well as pictures of the keynote speakers.

Conference at a Glance should be included on the home page.

The scholarship deadline for the conference will be changed to October 15.

The “Share your Stories” link shall feature one campus at a time.

The Race for the Cure link needs to come out.

Add a separate link to “History” on right side of the page, where the background on AAWCC will be listed first, followed by the history.

Delete "Blog."

Update "News" – to be done by VP of Communications.

Cherie is working on a new President's Letter to Membership.

A decision was made to reinstate the newsletter, which will be the task of the VP of Communications.

### **C. Update Bylaws**

The group reviewed the bylaws and approved all changes except those relating to the VP of Communications position. Changes for that position are as follows:

#### **Vice-President, Communications**

The Vice-President, Communications will:

1. **Serve as editor of the chapter newsletter. UNDELETE**
2. Work with the vice-president, membership, board and with the assistance of the members-at-large to coordinate the communication and marketing effort.
3. **Maintain and update the list of campus contacts. UNDELETE**
4. **Communicate with webmaster to keep information current. UNDELETE**

Julie moved to approve the bylaw changes as edited. Cherie seconded.

Motion passed unanimously.

### **D. Fall Conference**

#### Breakout Sessions

Board members discussed the breakout session proposals. Ten proposals have been received to date, with most being from Lane and Portland CCs. Other ideas for breakout sessions included:

Women legislators

Cam Preus

Elizabeth Brand Cox

Connie Green - Student success

Carol Schaafsma – running a meeting

Retirement

Another session on apps to follow up on the summer conference

Diversity

Lego session

Safety/School shootings – although this might be better for a keynote speech since it affects all college employees

Leadership panel with possible administrators Jessica Howard, Helen Garrett, Joanne Zahn, and Patty Scott

Wellness - Wendy Simmons, Lane's Wellness Coordinator  
Julie and Dawn – National AAWCC

Board members in attendance will check with possible presenters to see if they are willing to submit a proposal. Carol will send out another request for proposals, and we need to be sure these are getting out to the entire college campuses. Julie will connect with campus contacts regarding breakout sessions and award nominations.

#### Awards

Julie will get the word out that nominations are needed for the Excellence Awards.

#### Entertainment

Julie will call Beth at LBCC to see about booking the choir for closing entertainment.

#### Thursday night entertainment

Entertainment for Thursday night will include crafts, practicing apps, and possibly the character game that was played at OILD.

Keynote ideas for next year's conference included Gwen Price, Logger's Daughter, and Safety/School Shootings.

Dates for next year's fall conference will be November 7 & 8. The location is to be determined; Cherie suggested checking out Best Western since we can get a block of rooms for under \$100 each.

The fall conference evaluation form will include a question about changing the format for fall and summer conferences -- one day in fall and two days for summer conference.

#### **E. Board Member Positions**

The board discussed recruitment efforts for the following open board positions:

Annual Conference  
VP Finance  
VP Records  
Summer Conference  
Member at Large - Registrar

#### **F. Date for Summer Conference**

The date for next summer's conference was scheduled for July 18. The location will be determined. One suggestion was the Bonneville Resort and Spa. The fall conference evaluation form will include ideas for format and location for summer conference.