



**AAWCC Board Meeting
Portland Community College
Sylvania Campus
College Center Building, Fir Room**



April 19, 2013

Attendance: *Melissa Aaberg (Webmaster), Cherie Maas-Anderson (Co-President), Julie Kopet (President-Elect), Donna Lewelling (VP Summer Conference), Carol McKiel (VP of Membership/Registrar), Deb Nicholls (VP of Records), Jan Woodcock (Co-President), and Donna Zmolek (VP of Communications)*

Absent: *Michele Cruse (Special Projects), Lynn Irvin (VP of Fall Conference), Karin Magnuson (Past President), and JoAnne Zahn (VP of Finance)*

CALL TO ORDER

Cherie called the meeting to order at 10:30 a.m.

CAMPUS UPDATES

Board members were briefed on campus activities and chapter development.

AGENDA CHANGES

None made.

DISCUSSION ITEMS

- **Approval of Retreat Minutes, January 25-27, 2013**

Discussion occurred to amend the "Fall Conference" section of the minutes changing "was selected" to "was discussed." Cherie's motion to *approve the minutes, as amended*, was seconded by Julie Kopet. *Upon call for the vote, the motion passed unanimously.*

- **Financial Report**

Copies of the budget were distributed at the meeting. Cherie briefed the Board on the credit card processing noting that PayPal charges \$6/transaction for Fall Conference. Therefore, the price of Fall Conference was raised to cover the increase in processing fees. The fee varies depending on the cost of the transaction. We will remain with PayPal for this year, but will discuss at future meetings. Discussion occurred on non-profit discounts and researching alternatives for credit card processing. Cherie, Melissa, Deb and JoAnne to research alternatives and report back with a possible recommendation at the next meeting. To cover loss in Fall Conference profits, a transfer was made between accounts (savings to checking), resulting in the savings account balance dropping to approximately \$8,000. The CD comes due in August and it is projected to make only \$1.63. She recommended taking \$10,000 of it and putting it in the money market savings account at higher interest, depending on the outcome of Summer Conference. Donna L. inquired as to the budget for Summer Conference. Cherie will confirm and send information to her. Cherie reiterated the need for a debit card for purchasing convenience.

- **Newsletter**

Currently under construction! Donna Z. solicited campus chapter news. She will add information on Summer and Fall Conferences, a Call for Proposals for workshops, staff connections, and highlights of PCC's model chapter award. Cherie is attending the AACC Convention in San Francisco later this month to

accept the PCC award! Discussion transpired on placing a counter on the newsletter to see how many viewings occur. Melissa will work with Donna on this. Donna's goal is a May 1st dissemination of the newsletter. It was noted that Campus Contacts have been updated and posted on the Webpage.

- **Website**

Photo and bio needed for Donna L. Summer and Fall Conferences are up and live. Registrations now go straight into Google docs. Melissa reorganized the links on the site. Registrants receive an immediate confirmation once their registration is submitted. It was noted that OILD information and awards need updated and that more information on Summer Conference speakers was needed.

- **Summer Conference (July 18, 2013)**

Carol demonstrated how the Summer Conference registrations auto-populate into a document for tracking registrations, payments, etc. Discussion occurred on registration checks and payment confirmations.

Donna L. mentioned that she met with Lynn recently to gather information. The following is the 'tentative' schedule for this summer's event:

8:30- 9:15	Breakfast and Networking
9:15- 9:30	Welcome, Introductions and Announcements
9:30-11:00	" <i>Oh How My Garden Grows</i> " (Serena St. Claire from Rogue on balancing home, work and college – an interactive personal planning session) <ul style="list-style-type: none">▪ She may do it for free, but we may have to comp her room.
11:00-11:10	Break
11:10-12:00	" <i>Caring and Feeding Your Garden</i> " (Donna L. could tweak her presentation on getting connecting with statewide work around Student Success or plug in an alternate activity.)
12:00-12:15	" <i>What's Growing in Your Garden?</i> " (Campus Updates) <ul style="list-style-type: none">▪ Maybe just five – Board members to find them!
12:15- 2:00	Lunch and Scavenger Hunt <ul style="list-style-type: none">▪ Participants are entered into a special grand prize drawing.
2:00- 3:30	" <i>Initiative Fatigue: How to Charge Your Batteries While You Work</i> " <ul style="list-style-type: none">▪ Donna L. interviewing Cara Lee at PCC next week. Not sure that Cara will do it for free, but will ask.▪ If Cara doesn't work out, Donna L. will contact the group out of Corvallis that does meditation and stress management to see if they would be willing to do it for free if we comp their lunches.▪ Carol mentioned "Wendy" as a potential speaker.▪ Donna L. inquired on the budget.
3:30- 3:45	" <i>Planting Seeds</i> " (Membership)
3:45- 4:00	Closing and Door Prizes

- **Fall Conference (November 7-8, 2013)**

"Reboot and Rediscover Your Potential... Finding Yourself Through Your Work"

Discussion occurred on the second half of the title "finding yourself through your work." The Board modified the title: *"Reboot, Refresh, and Restore: Igniting Your Potential."*

- Speakers –
 - Gwendolyn Trice (\$???)
 - Dr. Allatia Harris (we'll pay for her flight and lodging)
 - Dr. Melody Rose (should be for free)
- Breakout Sessions
- Other

Request for proposals will be sent out in the near future. Melissa to check if Summer and Fall Conference registrations can be separated out in PayPal by transaction. A block of hotel rooms are booked, but Lynn and Cherie still need to sign the contracts. Concern was expressed regarding the refreshments portion of the contract. Discussed occurred on alternate locations. It was noted that keeping the event in the Portland

area results in higher attendance due to the number of people from the area schools. Finding a facility large enough to accommodate the group is difficult. For future years, Cherie may check into another location on I-205.

Entertainment – Julie talked to the LBCC choir director last year and he was willing to provide ‘uplifting music’ for just the price of the buses (\$200). Julie will visit with Lynn and then contact can be made to reconfirm the dates, etc. with him.

- **OILD**

Jan provided an update on speakers. More information will be sent out as it becomes available. The Board is asked to attend from 3 p.m. through dinner on Tuesday, June 25 to meet the conference participants.

- **Next Meetings**

- June 25, 3 p.m. at OILD through dinner
- July 17 at noon at Oregon Gardens (quick meeting and help Donna L. set up for conference)
 - May have a group dinner
- July 18 (attend Summer Conference)
- September 11 or 13, 10 a.m. – 3 p.m., tbd
- November 6, noon @ Fall Conference location

- **Replacement Event**

Discussion occurred on a ‘third’ event surrounding different women’s health issues each year. Potential events:

- Alzheimer’s, October 13 (Eugene)
- Heart and Stroke Walk, May 18
- ALS Walk, September 29
- Other:
 - Foam Fest – 5K
 - Tough Mudders
 - Rock N Roll Camp for Girls

It was discussed that links to various events could be placed on the Website for members that want to pursue participation in any given activity.

- **CCWD Update**

Donna L. briefed the Board on the changes within CCWD with Cam’s departure as she’s accepted the President’s position at Blue Mountain Community College, the HECC (Higher Education Coordinating Commission), DOPE (Department of Post-secondary Education), and OEIB (Oregon Education Investment Board).

- **AAWCC Items**

Discussion occurred on various items that could be sold at events or given away:

- T-shirts
- Vests
- Polos
- Fleece
- Hoodies
- Water Bottle
- Flashdrives
- Mini Flashlights
- Stress balls

Carol to check with a company in Eugene on clothing options. Items could be incorporated into conference registrations and samples could be on display at events and orders taken.

- **Officers/Positions**

Some positions are elected; others appointed. Board members were encouraged to brainstorm other women to get involved. We want to modify positions to fit people's skills sets! Julie to send out position information.

ADJOURNMENT

The meeting was adjourned at 3 p.m.