



## AAWCC Board Meeting Tigard, OR



**November 6 and 8, 2013**

### **November 6, 2013**

**Attendance:** Melissa Aaberg (Webmaster), Lynn Irvin (VP of Fall Conference), Julie Kopet (President-Elect), Donna Lewelling (VP of Summer Conference), Cherie Maas-Anderson (Co-President), Karin Magnuson (Past-President), Carol McKiel (VP of Membership/Registrar), Deb Nicholls (VP of Records), Jan Woodcock (Co-President), Joanne Zahn (VP of Finance), Donna Zmolek (VP of Communications)

### **CALL TO ORDER**

Cherie called the meeting to order at noon and members began assembling name tags, meeting packets, and making other conference preparations.

### **DISCUSSION ITEMS**

**Summer Conference** – Discussion occurred on several locations and possibly dovetailing it with the President's meeting. Donna L to research potential locations. The location may remain at the Oregon Garden's and the warehouse or an additional space be used to allow for more room as the attendee feedback reflected that the meeting space was too small. Other items mentioned were:

- Capping the number of registrations
- Increasing the cost
- Holding lunch in the barn then tour gardens
- Early Bird price before a certain date; then add \$20 after that date

**Fall Conference** – Cherie will greet the keynote speakers and Lynn has gifts for each of them. The Donnas will introduce Nancy Golden; Cherie - Allatia Harris; Lynn – Gwen Trice; Karin – Linn-Benton music ensemble; and Julie - awards. Rita will be coordinating the Silent Auction and Erika Coker will help her.

A computer can be set-up for PayPal use for auction item purchases. The AAWCC history wall hanging will be displayed at the archive table. Special cards will be provided to those requesting vegetarian option at the time of check-in/registration.

Next year's location may change due to rising costs, etc. However, finding a location to accommodate our needs may be difficult.

**By-Laws** – Will be reviewed in January to make sure they are being followed, noting any changes that are needed.

**Ballot** – President-Elect (Carol McKiel), VP of Communications (Donna Z), VP of Membership (Sydney Eustrom, At-Large Registrar (Heather White).

The Board will discuss At-Large Special Projects positions in January to determine need.

Discussion occurred on the webmaster and OILD positions. It was noted that both were too specialized and should be appointed positions. Jan has served as the OILD liaison and will remain on the Board as an ex-officio.

The following positions were appointed last November and will be up for election next year:

- VP of Records (Deb)
- VP of Summer Conference (Donna L)

Karin Magnuson is officially leaving the Board, but will remain as a President Emeritus!

**Business Meeting** – A short meeting will be held after the fall conference on November 8, 2013 to debrief and conduct needed business.

**Financial Report** – JoAnne distributed copies of the report at the meeting. As of November 5, 2013 the accounts are as follows:

- Checking       \$14,821.05
- Money Market \$43,582.72
- Savings         \$ 8,279.56

It was noted that \$26,000 was budgeted for fall conference and that \$22,212 had already been paid to the hotel. Discussion occurred on expenses still needing to be paid (internet access, etc.). Our goal is to breakeven. Unfortunately, fall conference doesn't make money like OILD due to the cost of speakers with fall conference.

More details to come at a later date as JoAnne is working on a new system with Key Bank. However, the debit card has made things much easier.

Attendees staying in the hotel have breakfast included. Therefore, they should dine separately from the commuters who will be eating continental breakfast in the ballroom.

**Theme:** Proceed and Be Bold!

## **RECESS**

The Board recessed for a “meet and greet” with early arriving attendees.

## **November 8, 2013**

**Attendance:** Melissa Aaberg (Webmaster), Lynn Irvin (VP of Fall Conference), Julie Kopet (President-Elect), Donna Lewelling (VP of Summer Conference), Cherie Maas-Anderson (Co-President), Karin Magnuson (Past-President), Carol McKiel (VP of Membership/Registrar), Deb Nicholls (VP of Records), Heather White (At-Large Registrar), Jan Woodcock (Co-President), Joanne Zahn (VP of Finance)

**Absent:** Sydney Eustrom (VP of Membership), Donna Zmolek (VP of Communications)

## RECONVENED

Julie reconvened the Board for a business meeting at 1:50 p.m.

## DISCUSSION ITEMS

**Election Results** – Carol McKiel, LBCC (President-Elect); Donna Zmolek, LCC (VP of Communications); Sydney Eustrom, MHCC (VP of Membership); Heather White, MHCC (At-Large Registrar)

**Minutes** - Discussion occurred and modifications were made to the September 20, 2013 minutes.

Carol McKiel's motion to *approve the minutes dated September 20, 2013, as amended*, was seconded by Julie Kopet. Upon call for the vote, the *motion passed* unanimously.

**Board Retreat** - The retreat will be held in Lincoln City again. Dates discussed were January 31-February 2 (F-Su). Need to review photo archives again as the work conducted during last year's retreat didn't save properly so clean-up is necessary.

## Fall Conference

- **Evaluations** - Discussion occurred on the feedback received from the evaluations. Overall it was a great conference! Moving location was mentioned, but finding a location that can accommodate the size of the conference can prove difficult. One complaint on the candy in the breakout rooms and it was provided by the hotel!
- **Awards** – Excellence: Some campuses pick these from the attendees; others do not. Des Jardin: No submissions were received this year. Board needs to work with Campus Contacts well in advance on these.
- **Speaker Feedback** - It was noted that feedback needs to be sent to the workshop facilitators and speakers.
- **Possible speakers for next year** – Sheryl Sandberg (Lean In); Martha Kanter (US Dept. of Education). Board members were encouraged to check with other individuals that attend state and national conferences to vet potential speakers.
- **Entertainment** – Jessica Howard could do a rap message on the second day or at the end of the conference; Janis Stanfield; Rita May Springer; Debbie Wooten
- **Registration** – Discussion occurred on increasing the fee and possibly capping the number of registrants.
- **Silent Auction** - Board will contribute to make a basket next year for the auction.
- **Dates for next year** – Summer Conference: July 17, 2014 with a Board meeting at noon on July 16, 2014; Fall Conference: November 6-7, 2014

**T-Shirts and Other Items** – Links could be placed on the website allowing people to order prior to the event and we can have them ready for pick-up at the event.

**Open Position** – It was noted that one more position was still vacant – At-Large Special Project. The following individuals were mentioned for possible appointment and Julie plans to call and vet Melissa.

- Melissa Pirie, Clackamas
- Elizabeth Perry, Mt. Hood

**Summer Conference** – Donna L to research Salem Conference Center and Oregon Gardens. If Oregon Gardens, lunch in the barn and breakfast in the ballroom.

**Emeritus and New Members** – Karin will be left on the listserv. Heather ([heather.white@mhcc.edu](mailto:heather.white@mhcc.edu)) and Sydney ([Sydney.eustrom@mhcc.edu](mailto:Sydney.eustrom@mhcc.edu)) will be added. Heather will also need login and passwords for Google Drive connection ([heather.cara.white@gmail.com](mailto:heather.cara.white@gmail.com)).

**New Banners** – It was noted that they are missing the “s.” Julie to check if it can be fixed easily.

**Financial Report** – JoAnne to finalize and bring to the Retreat in January.

**Newsletter** – Copies of the Fall 2013 newsletter were distributed.

## **ADJOURNMENT**

The meeting was adjourned at 3:00 p.m.

## **NEXT MEETING**

January Retreat in Lincoln City