

**AAWCC Board Meeting
September 28, 2007
Umpqua Community College**

Board members in attendance: Jackie Bryson, Victoria Flagg, Julie Huckestein, Julie Kremers, Shannan McGaha, Cherie Maas, Carol Schaafsma, Becky Washington, Jan Woodcock, Donna Zmolek. Absent: Susan Wolff.

The meeting was called to order at 11:30 am.

Approval of Minutes

The minutes from the April 26, 2007, meeting were approved with the following revisions:

Add: Shannan McGaha was absent from the July meeting.

Add: The board discussed the need to create a refund policy for OILD.

BOARD REPORTS, UPDATES

Finance

Cherie shared the financial status of AAWCC accounts as well as a breakdown of expenses from:

OILD
2006 Fall Conference
2006 Summer Conference

Cherie will provide an updated copy of the revised budgets at the November meeting.

The board discussed changing banks and the possibility of getting a better money market account.

Fall Conference

The board reviewed the fall conference planning matrix, identifying responsibilities and target dates. It was decided that the secretary will make revisions and maintain the original document.

There needs to be information about the conference on the website so people can start applying for professional development funds. Julie K will update the "Conference at a Glance" schedule and get it to Angela McMahon (webmaster) to post on the web.

The three keynote speakers will be: Jane Kirkpatrick (JK) - Thursday morning, Avel Gordly (AG) - Thursday afternoon, and Brooke Gondara (BG) - Friday

morning. Keynote hosts will be: Donna and Jan for JK, Julie H and Denise Peterson for AG, and Cherie for BG. Jan will introduce JK; Denise will introduce AG; Margaret will introduce BG. Audio visual needs for keynote speakers will be handled by Julie K. (Becky will take care of AV needs for breakout sessions.) It was suggested that they send out a form to identify AV needs and send it to keynoters and presenters.

Misty River was confirmed as the Friday entertainment.

The board decided to have a "Friday only" fee of \$100. No one day fee would be applied to Thursday, as the bulk of the conference happens that day. The retired discount applies only to the two-day conference fee. Julie K will change the registration form, update the conference information and get it to Margaret for the newsletter.

The deadline for scholarship applications is October 21. Victoria will work with Angela to correct the link to the scholarship form on the web.

The deadline for early registration is October 26. The deadline to reserve rooms at the Sheraton is October 21. Jan will send out conference information to members on October 2. Margaret will send the newsletter out on October 5. Julie K will send a reminder out to members mid-October. Shannan will send the membership list to Margaret and Jan.

Donna will find out if Oregon President's Council needs a meeting room and let Julie K know.

Becky shared the list of presenters and breakout sessions. The board agreed that there will be one \$25 stipend per session, even if it is a panel. There are a couple of slots left for breakout sessions. The board decided to schedule one of the presenters that got the best reviews from last year, whom Becky had recruited, and to have Jane Kirkpatrick do a session on writing. If using handouts, speakers will need to bring 25 – 30 copies. Becky will ask speakers to put their speeches and presentations on the web. Becky will get her program planning group together at 7:45 Thursday morning. If available, Margaret can put the speaker's website or contact information in the program.

The conference menu was decided.

The evaluation form was reviewed. A couple of questions were removed, but otherwise it looked good. From last year's feedback, Shannan determined that participants would like to see the name on the nametags made bigger and the logo smaller. Attendees would also like to see a list of participants.

Julie K will talk to the graphic artist at her college regarding the program cover. Margaret and Julie K will coordinate the details. Margaret needs all of the

information for the program by October 25. Margaret will get the AAWCC logo stickers to Victoria for the program packets.

For the President's reception Wednesday night, we need to order more wine and less food.

Thursday entertainment will be as follows: An open reception from 5 – 9 pm. Food will be available at 5 pm, and more added at 7 pm. There will be an OILD/NILD information theme, but the reception will be open to everyone. Games will start at 7 pm with a country theme. Shannan, Jackie and Margaret will be the subcommittee.

Cherie will contact bookstores to arrange for book sales at the conference. *In Other Words* has been used previously, but it may be time to use another vendor. Jane Kirkpatrick will sign her books from 11:30 – 12 on Thursday.

Conference packet materials were reviewed. Victoria is making arrangements to have 250 packets.

Victoria agreed to help with the photos; Cherie will back her up at the registration booth.

Victoria will get a list of OILD volunteers from Julie K.

Board Positions

Vacant board positions this year include membership, archivist, communications, and president elect. Some people have shown an interest in positions. Carol will pursue those interests in order to get the ballot ready. If it is an uncontested slate, the positions can be voted on all at once.

There was discussion regarding the Webmaster position. Angela is currently the AAWCC webmaster, but she does not attend board meetings as she does not work at a community college. Angela will be asked to attend a brief meeting with the new and old board members Friday after the conference to discuss this further.

It was agreed that Linda Gerber and Julie Huckestein will be asked to be on the board as ex-officio members. Jan will make the request, and she will also ask Nan Poppe if she is ready to step down as an ex-officio member or if she would like to remain in that position.

Bylaws

The board members had been asked to review the position duties listed in the bylaws. Margaret stated that if the VP of Communications is expected to create the conference program, that duty should be listed in the bylaws.

Donna clarified that the secretary will post minutes on the web that will not include account balances. Another set which includes balances will be sent out to the board. Donna will work with Angela to get the minutes current on the web.

The board agreed that there should be an electronic copy of position guidelines on the website under “governance” as a link from the board positions.

Jan clarified that the positions are for the calendar year, so those that get elected in November take office in January.

The meeting was adjourned at 4:30 p.m. The next meeting will be held on November 14 at the Portland Sheraton from 12 – 4 pm in the Oregon Suite, Fifth Floor.

Task List

Shannan

- Work with Angela to get notification of a completed form and to update the document.
- Send membership list to Margaret and Jan

Margaret

- Get AAWCC logo stickers to Victoria for program packets
- If available, put presenters’ website or contact information in the program
- Send out newsletter

Julie K

- Update the “Conference at a Glance” schedule and get it to Angela McMahon (webmaster) to post on the web.
- Change the registration form and update the conference information and get it to Margaret for the newsletter.
- Talk to graphic artist at her college regarding the program cover
- Send out a reminder about the conference to members in mid-October
- Handle AV needs for keynote speakers

Jan

- Talk to Julie H, Linda Gerber, and Nan Poppe about ex-officio positions
- Ask Angela to attend Friday meeting with outgoing/incoming board
- Send out conference information to members

Donna

- Make changes to the fall conference planning matrix
- Work with Angela to get the minutes current on the web

- Find out if Oregon President's Council needs a meeting room

Cherie

- Provide an updated copy of the revised budgets at the November meeting
- Contact bookstores for book sales at the conference

Becky

- Ask speakers to put their speeches and presentations on the web
- Handle AV needs for presenters
- Get program planning group together at 7:45 Thursday morning

Victoria

- Work with Angela to correct the link to the scholarship form on the web.
- Put together 250 program packets for conference

Keynote hosts

Jane Kirkpatrick = Donna and Jan

Avel Gordly = Julie H and Denise Peterson

Brooke Gondara = Cherie

Keynote introductions

Jane Kirkpatrick = Jan

Avel Gordly = Denise

Brooke Gondara = Margaret