



AAWCC Board Meeting Chemeketa CC, Salem, OR

April 29, 2016



Attendance: Lynn Irvin (VP-Fall Conference/President-Elect), Sydney Frost (VP- Membership), Julie Kopet (Past-President), Donna Lewelling (VP-Summer Conference/Fall Conference), Cherie Maas-Anderson (VP-Finance), Carol McKiel (President), Deb Nicholls (VP-Records), Lynn Nakamura (VP-Special Projects), Teri Olsen (VP-Special Projects/Summer Conference), Lydia Rediske (VP-Web Development) and Heather White (VP-Registrar)

Absent: Jan Woodcock (VP-OILD) and Donna Zmolek (VP-Communications)

CALL TO ORDER – 10 a.m.

MINUTES - Lynn I's motion to **approve the February 26-27, 2016 minutes, as amended**, was seconded by Cherie Maas-Anderson. Upon call for the vote, the **motion PASSED** unanimously.

INTRODUCTIONS

POSITION TRANSITIONS

Lynn I – Fall Conference to President

Carol indicated that she would send Lynn I the letter she used to solicit Campus Excellence awards even though we will not be doing these at the 2016 conference. Lynn I indicated that Julie had also provided her with some helpful information.

FINANCIAL REPORT

- Chapter Grants (\$1,000 is budgeted for these to help chapters get started; up to \$150/request) and Chapter Outreach – Lynn I explained that the outreach money would be for state board members to travel to campus chapter meetings. Discussion occurred on combining the two into one budget line item and increasing the amount to \$1,500 (Local Chapter Grants & Outreach).
Deb's motion to **combine Chapter Grants and Chapter Outreach into one budget line item called Local Chapter Grants & Outreach in the amount of \$1,500** was seconded by Lynn I. Upon call for the vote, the **motion PASSED** unanimously.
 - Chapter Grants - An annual application process will be established for requesting up to \$150/year
 - Cherie to bring verbiage back
 - Funds will be considered by:
 - Date application is received (first come, first served)
 - First time application
 - Under-represented college
 - Chapter Outreach
 - Lydia to create a draft webpage
 - Donna Z can put something in the newsletter
 - An announcement will be made at the Summer Conference
 - We'll talk more at the June OILD meeting on this topic
- Finance Report Template – Carol reported that cost projections were needed. For planning purposes, we need more information as to what our current costs are. Carol prepared a template (i.e., room, food costs, etc.) that will help in making better financial decisions. She shared a 'draft' excel template at the meeting. Discussion occurred on format, adjustments and where the document could be located for easy access now and in the future. AAWCC gmail account will be established and Google drive will be used for the documents (aawcc-oregon-chapter@gmail.com).
- Credit Card Processor – Square readers were free at one time, but have since been upgraded and have a cost associated with it now. However, it will read the new chipped cards now. There is also a percentage fee charge with each transaction. With Constant Contact's We Pay costs are \$6.36/person and cannot be used for on-site purchases (i.e., Silent Auction). Cherie to order the Square and get it set-up for direct deposit into the Chapter's account.
- Cherie reported the following financials:
 - Checking \$ 5,447.75
 - Savings \$ 8,286.94
 - Money Market (CD) \$20,514.96

Discussion occurred regarding the CD only realizing small gains.

Lynn P's motion to *close the CD and move the funds into the Chapter savings account* was seconded by Julie. Upon call for the vote, the *motion PASSED* unanimously.

OILD - Lynn I reported that Julie was working with Jan on it and distributed copies of the 'draft' schedule from Jan. Discussion occurred on allocating additional spots to some schools. The Board will meet on June 21 from 1-4 p.m. at Silver Falls; and then with 2016 OILD Class from 4:30-5:30 p.m.

LINKED-IN – Sydney shared that it will be tied to the new Chapter gmail account. National has their own LinkedIn account as well that we can tie to. She suggested keeping it unique to Oregon's chapter and showcasing what local chapters were doing. Carol suggested there be a short plenary session at both Summer and Fall Conferences. Sydney will take the lead on monitoring requests, but with the new gmail account everyone can administer it if they want. Carol commended Sydney and encouraged her to continue to enhance the page.

SUMMER CONFERENCE – Teri and Donna L have been meeting on the transition from Special Projects to Summer Conference. Cherie recommended removing the after lunch snack. Discussion occurred on the fee. Set at: \$120 Early Bird; \$140 Regular. Payment Methods – pay now by credit card; pay later by check or after the first of the fiscal year (tardy bird extended after July 1). Discussion occurred on potential speakers. Teri's working on obtaining titles, bios and photos for uploading onto the website, Constant Contact, etc.

The agenda hasn't been finalized yet. Items to include:

- LinkedIn (2 minute presentation)
- Board updates
- Opportunities
- Fall Conference (promos can be on tables too)

Lynn N transitioning to Special Projects will include photography at conferences, using a couple of conference attendees to help (M'Liss, Joanne Zahn), and loading the photos onto Flickr. Teri will bring photo props and provide Lynn N with the memory cards for photographers.

NOTE: Financial Report will need to be done at Summer Conference this year, as will ballots for open positions.

The annual Business Meeting will be added to the website and program.

NATIONAL CONFERENCE UPDATE (October 2016)

Cherie/Lynn I/Donna L

- Theme: Bridging the Leadership Gap
- Hotel: Doubletree Lloyd Center
- Dates: October 26-28, 2016
- Planning Matrix
 - Website (state)
 - Emails (state and national)
 - Letter to Presidents – ask for basket/bags, luncheon invite (state – Carol/Lynn and Julie)
 - Baskets/Bags (individual colleges)
 - Three tracks: Executive, Leadership and Wellness
 - Registration (national and state)
 - Reg table (state)
 - Speakers (national)
 - Other activities (walk-about – state)
 - POVA brochures (Donna L to get 150 for the reg table)
 - Maps from Doubletree for the reg table
- Wednesday Evening Reception (state)
 - Can't bring food/alcohol in this year
- Thursday Evening Reception (national)
- National Leaders Reception (national)
 - Breakouts
 - (state doing 7 rooms)
 - Putting out a Call for Sessions soon
 - Silent auction (state – Deb will assist)
 - Entertainment (state)
 - Merchandise (national and state) split \$
 - Graphic design out
 - Save the Date – started going out monthly last December
 - Many haven't received it from national, just from Cherie
 - Donna L to ask Heather to send out to Oregon members

- Program (national to develop)
 - Poly Group sponsoring program
- Evening activity
 - Wine and painting
- Food being arranged by Lynn I, Cherie and Donna L (state - we split cost w/national)
- Election – not doing
- Bylaw changes – not doing
- Awards – not doing
- Outgoing Board plaques – Lynn I
 - Melissa – VP Web Development
 - Donna L - NO
 - Teri - NO
 - Cherie - Past-President
 - Carol - NO
- Speaker Gifts
- Lodging for keynotes (Cherie)
- Packets – not doing
- Name badges
 - First-timers - don't do ribbons or certificates, but have the 1st time participants in an AAWCC event stand up
- Donna L – Summer to Fall
- Photography (national)

Heather noted that Constant Contact was paid through Summer Conference and doesn't feel we should pay for it for Fall National Conference. Cherie said to pay for it up front and then bill National. Heather is happy to do all the registration less the marketing emails. Cherie will get Heather and Avis (national marketing person) together.

WEBSITE – Lydia

Transitioning from Melissa

Cherie to send Lydia draft verbiage about the Chapter Outreach. Lydia will send information about the new gmail account to the Board. Carol will send a clean excel spreadsheet to Lydia to create a google doc to send out as well. Lydia added analytics to the website.

NEW MEMBER RECRUITMENT

- PCC Communications Person (Chabre Vickers)
 - VP Marketing
 - Julie suggested that she be asked to join after Summer Conference. Discussion occurred whether we need another position or if Heather can send if provided the verbiage.

ADJOURNMENT

NEXT MEETINGS

- June 21, 1:00-4:00 p.m. board meeting; 4:30 – 5:30 p.m. panel @ OILD (Silver Falls)
- July 20, noon–6:00 p.m. @ Summer Conference (Salishan)
- August 19, 10:00 a.m.–3:30 p.m. (TBD – *only if needed to discuss fall conference*)
- September 9 or 16, 10:00 a.m.–3:30 p.m. (TBD – *only if needed to discuss fall conference*)
- October 26 (TBD) @ Fall National Conference (Doubletree Lloyd Center)
- November 15, 2017 (TBD) @ 2017 Fall Conference (TBD)