

Oregon Chapter of AAWCC Board Meeting
January 15, 1999

- I. **In Attendance:** Marcia Keith, Artis Van Russell, Angela Ritchie, Shirley Anderson, Ellen Levine, Julie Walker, Lisa Tomlin, Vickie Totten, Miriam Castellón, Joanne Harris, Joy Lynne Woodard, Barbara Hoffstetter, Rebecca Kenney, Dawn DeWolf, Jorry Rolfe.
- II. **Election Results:** Vice President of Finance is Julie Walker; Vice President of Professional Development is Lisa Tomlin; Member at Large is Barbara Hoffstetter; and Rebecca Kenney, Ellen Levine, and Stephanie Sussman are ex-officio members.
- III. **Financial Reports:** Julie Walker presented the financial report that reflected a positive bottom line. AAWCC Tee shirts are available for sale for \$10 and AAWCC mugs for \$3. It was agreed that local chapters may purchase these items and sell them at a higher price to help fund their local chapters. Miriam agreed to e-mail to Campus Contacts of this opportunity. Julie agreed to investigate the option of investing in a CD or savings account that earns interest. Julie requested members who regularly initiate projects (Web site, newsletters printing and mailing, retreats, conferences, etc.) to produce an annual budget. Julie agreed to investigate the possibility of credit card account.
- IV. **1998 Conference:** Debrief of the 1998 Conference was completed. Suggestions for improvements were made (reduction of general session room costs, cleaner bathrooms and sleeping quarters, adjust for weight limit on bunk beds, ladders for bunk beds). It was understood that the reality is that the AAWCC budget does not allow for hosting a conference at a large hotel, in light of the losses in previous years. The 1999 Conference will be held again at the Namasté Conference Center.
- V. **1999 Conference:** Lisa Tomlin outlined the conference lineup - Leadership Track, Health Care Track, Communications Track, with Innovative Teaching Excellence as a post-conference workshops. Thursday night will be for celebration. For Friday night, a subgroup will be formed to escort participants to special events in downtown Portland. Vickie volunteered Colleen Levin to handle Facilities. Angela agreed to chair the Door Prize Committee. Artis tentatively volunteered to handle Registration. Julie agreed to send past registration materials to Artis and Lisa. The Registration Committee is to work with Facilities Committee. Shirley agreed to do marketing and promotion. Barbara will chair the Program Committee, with Rebecca and Lisa. Dawn volunteered to chair the Awards and Scholarship Committees. Miriam volunteered to chair the Evaluations Committee with help from Chris German (503-657-6958, ext. 3141). Shirley and Dawn will work together to produce and send a letter/postcard to women who have attended in the past, but not recently. The Board will identify keynoters and presenters. Jana Stansfield is to be invited back. Keynote Speaker options: Merilee Evers. Possible topics: Women's spirituality, Verbal self-defense. Possible theme: A Life in Progress.
- VI. **Bylaws:** The Oregon Chapter of AAWCC Bylaws were distributed.

- VII. 1999 OILD:** Ellen Levine announced that the 1999 OILD is scheduled for June 21-24, at Silver Falls. All presenters were confirmed. The Leaders' reception/dinner is on June 22. The Board will provide entertainment. An advisory board will be formed to plan the agenda and maintain the vision of OILD as it evolves. The first meeting is scheduled for February 17. The OILD video is available through Ellen.
- VIII. Regional Conference:** The Region X Conference will be held on March 4 and 5, 1999, in Seattle, WA. Keynote speakers and breakout session presenters are confirmed. Promotional information is forthcoming. Shirley and Artis will draft a letter to Diane Mulligan addressing our concerns and issues with the national AAWCC before the next board meeting.
- IX. Newsletter:** Miriam Castellón outlined the timelines for article submission. Articles to include the summer retreats, the Web page, an article on Nikki Harrington, a letter about the Facilities Committee, election results, and profiles of new board members. Also to be included: humorous anecdotes, some quotes off of the evaluation of the last conference, the new bylaws, a report on outreach activities, and an article on the recipients of the leadership awards. Lisa said she will write an article. Marcia will provide the list of award winners and their bios. Rebecca agreed to write an article on Debbie Derr at Mt. Hood Community College.
- X. Membership:** Dawn DeWolf said that to date, she has not received the disk containing registration information from the Registration Committee chair. As a result, there is no report on membership. The deadline to complete the membership directory is by the end of March 1999. It was moved and approved that the membership directory be posted on the Web site and that no hard copies will be produced. A renewal notice to those who attended the 1997 conference will be mailed. Other tasks include creating a membership packet for distribution.
- XI. Outreach:** Members of the Board have visited three community colleges last year. More community college visits are scheduled for this year. Colleges to visit include Blue Mountain, Umpqua, Columbia Gorge, and Klamath. The focus of the visit is to build community among community colleges. Materials about the state and national AAWCC, forming a local chapter, and other meaningful tools that help build community are to be provided. Shirley and Marcia agreed to produce a marketing package and checklist.
- XII. Summer Retreats:** The Summer 1999 retreat will be on July 15 and 16. Angela will coordinate this effort.
- XIII. Mentoring Project:** Angela agreed to chair the Mentoring Project. Barbara volunteered to be a lead project coordinator with Lisa, Dawn, and Julie, to gather information and compile a list of interested mentors and mentees. It was agreed that a mentorship program should be developed, based on documented interest. A feasibility analysis will be done to determine the validity of this need.

XIV. Web Site: Vickie Totten volunteered to host the Web page through OCCA. Susan Bates at Rogue volunteered to assist in managing the Web site as is Ellen's assistant. Items to be included on the Web site are registration information, the membership directory, applications for memberships, call for proposals, applications for conference opportunities, the newsletter, calendar of events, and job announcements. Miriam, Angela, JoyLynn, and Susan Bates volunteered to submit recommendations of what should be on the Web site, the frequency of the updates, and a formal submission process.

XV. Other: Angela Ritchie will convene a marketing promotion group, comprised of Artis, Dawn, and JoyLynn, to design a calendar of events. Miriam to allocate tee-shirts and mugs to campus chapters. Future Board meetings were scheduled. Meeting dates are:

Saturday, March 13:	9 a.m. to 1 p.m. at Chemeketa C.C.
Saturday, May 15:	10 a.m. to 2 p.m. at Tillamook Bay C.C.
Thursday, July 15:	3 p.m. to 6 p.m. in Bend, Oregon {to coincide with a faculty/staff retreat being offered}
Friday, July 16:	All Day
Friday, October 1:	10 a.m. to 2 p.m. in Salem
Friday, November 5:	10 a.m. to 4 p.m. in Salem or at the Namasté Conference Center
Wednesday, December 1:	3 p.m. at the Namasté Conference Center

On Next Agenda: Do a brochure on calendar of events
Seed money for campuses
Race for the Cure
Proposed Budget Outline