



# AAWCC Board Meeting Silver Falls, OR

June 21, 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), Heather White (VP-Registrar), and Jan Woodcock (VP-OILD)

**Absent:** Lydia Rediske (VP-Web Development) and Donna Zmolek (VP-Communications)

**CALL TO ORDER** – 1:15 p.m.

**MINUTES** – Julie’s motion to **approve the April 29, 2016 minutes** was seconded by Cherie. Upon call for the vote, the **motion PASSED** unanimously.

## **FINANCIALS**

**Summer Conference Scholarship Requests** - Cherie distributed copies of the 2016 Summer Conference Scholarship Requests. It was noted that \$3,500 is budgeted for scholarships for the entire year. Discussion occurred on the requests received thus far for Summer Conference and whether to continue to fund repeat requests. The consensus of the Board was to cover registration fees only and to encourage people to seek funding through other resources on their campuses. Clackamas chapter will cover Becky Torres.

Deb’s motion to **approve “registration fee only” Summer Conference scholarship requests in the amount of \$720** was seconded by Jan. Upon call for the vote, the **motion PASSED** unanimously.

**Scholarship Committee** - A committee (Heather, Cherie and Donna L) was formed to draft ideas, prepare a proposal, and make a recommendation prior to the Summer Conference Board Meeting.

**Financial Report** - Cherie presented the following financials and reported that the end of year was closed out.

|            |                    |
|------------|--------------------|
| • Checking | \$7,928.11         |
| • Savings  | \$8,287.45         |
| • CD       | <u>\$20,519.82</u> |
| TOTAL      | \$36,735.38        |

Lynn I’s motion to **accept the financial report, as presented**, was seconded by Julie. Upon call for the vote, the **MOTION PASSED** unanimously.

**Chapter Outreach Development** – It was noted that the verbiage for posting on the webpage had not yet been developed.

**Finance Template for Conferences** – Carol shared the spreadsheet she developed that had been updated with 2016 Fall Conference expenses, revenue, etc. It was noted that the spreadsheet could be manipulated for use with either conference (fall or summer) and provides a history of the costs involved in the conferences.

**Record Audit** – As a safeguard, Carol inquired about auditing. Cherie indicated that our financials were sent to National and they audited them.

**SUMMER CONFERENCE** – Teri shared copies of the program (Communication for Understanding). It was noted that the afternoon snack provided in previous years had been removed, but that beverage service and trail mix was added. Heather to confirm that all speakers are registered. It was noted that the speakers were not being paid, but their rooms would be comped. Teri noted that Salishan was understaffed and not answering reservation phones. If the problem doesn’t get fixed, she will request a deadline extension. Teri noted that reservations made for Wednesday, Thursday and Friday nights should be at the discounted rate and all will count toward meeting our required room numbers. Heather suggested that an audit be done to confirm that all registrants’ reservations are receiving the discounted rate.

**Registration** – Heather reported that:

- The Idaho chapter would be sending people to Fall Conference – not Summer as originally planned.
- The breakeven number is 120; 100 are registered so far.
- Registration is set to close midnight on Sunday before the conference.
- Final headcount needs to be provided to Salishan the Friday before.

The message for people to “register early during Early Bird for the Best Rate but pay after the fiscal year starts” needs to get out there.

Sydney’s motion to *offer a promo code for Summer Conference to all current OILD participants at the Early Bird Rate of \$120 until July 15* was seconded by Donna L. Upon call for the vote the **MOTION PASSED** unanimously.

**Annual Business Meeting** – Julie’s motion to *change the annual business meeting and board elections to Summer Conference this year due to the National Conference* was seconded by Lynn I. Upon call for the vote, the **MOTION PASSED** unanimously.

- Name tags – Chemeketa will print them; Donna L will bring the holder; they will be stuffed prior
- Introductions – Julie will introduce Chabre Vickers; Donna Z and Jan will introduce Anne Marie Levis; Teri will introduce Pam Akini.
- Door Prize Tickets and Swag – Cherie will bring
- Sign – Donna L will bring
- Photo Booth – Teri to give to Lynn N
- Memory Chips – Given to Lynn N
- Reg Table – Heather and Sydney; Open from 8-9 am

**NATIONAL CONFERENCE UPDATE** – Cherie reported that there would be three keynote speakers, one of which would be Mary Spilde and that Mary planned to fly in for the conference as it would be her last conference. She’s gathering pictures of Mary for a special slideshow presentation to celebrate her retirement and the contributions she’s made.

- Theme: Bridging the Leadership Gap
- Dates: October 26-28, 2016
- Hotel: Doubletree Lloyd Center (State)
- Registration (\$275 Early Bird; \$325 Regular)
  - National sending out emails
  - State handling registration process
  - It was suggested that National open their own Constant Contact account
  - Opens day after Summer Conference (July 22)
  - State manning the table
  - Proceeds will be split between National and State
- Program (State)
  - Poly Group covering costs
  - National Board loves it; State not so much
  - Entertainment (State)
  - Claudia (National board member) will sing
- Evening Activity – Painting (State)
- Local Area Information (State)
- Refreshments (State)
- Silent Auction (State)
  - State will keep proceeds
  - Erika Coker and Deb to organize
- Audio Visual (State)
- Wednesday Evening Reception (State)
- Sponsors would be nice!!!
- SWAG – (State and National)
  - Proceeds will be split
- Thursday Evening Reception (National)
- Speakers – Some travel expenses will be reimbursed.
- Breakout Presenters – Not paying

**REGION X DIRECTOR** – Cherie reported that she is now the Region 8 director and doesn’t have Idaho anymore.

**PRESIDENT’S REPORT** – Carol reported that since she will no longer be employed by Linn-Benton CC, she would be stepping down from the Board (effective immediately) and that Julie would step back in as President until the end of the year and then the position would transition to Lynn I.

**NEXT MEETINGS**

- 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)