



# AAWCC Board Meeting

## Conference Call



**August 19, 2016**

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

*Absent:* Donna Zmolek (VP-Communications)

### CALL TO ORDER

The meeting was called to order at 10:03 a.m.

### AGENDA CHANGES

No changes were noted.

### DISCUSSION ITEMS

#### Summer Conference Debrief

- Teri sent the financial spreadsheet out previously. She indicated that one payment was still outstanding.
- Profit was \$4,817! Gifts were donated. There were no speaker costs, but we did cover their rooms (\$464).
- Next year the room cost at Salishan will increase by \$5 (\$130).
- Customer service issues surrounding the online registration should be worked out by next year.

#### National Fall Conference Update

- The registration link is live on the national website. Heather reported that seven were registered so far. She suggested adding FAQs.
- All conference communications will originate from national. Chapters are asked to then forward it on to their membership. Conference information is scheduled to start going out Monday, August 22<sup>nd</sup> and continue once every week thereafter.
- Heather will send national the Oregon membership list that national can load into their system. She suggested that national reach out to the community colleges in other states for their list serves. Dawn will work to incorporate the AACC membership list and follow-up with Avis at national.
- Discussion occurred on allowing colleges to register and prepay to hold spots for their attendees even though they don't necessarily know the names of who will fill those spots yet and then submit the names later. No special promo code will be created, but colleges will be asked to indicate their college name and # and that it's a campus scholarship. Heather to develop language for Oregon chapters to prepay and hold spots. An example could be:  
First Name SWOCC # 1  
Last Name Scholarship
- State Chapter Scholarships – Approximately \$1,400 in state scholarships is available. Typically we have funded just the registration amount. Discussion occurred on the selection process. Heather, Cherie and Lynn I will review requests. Heather will send out an email blast about the available scholarships.
- Breakout Sessions – Cherie indicated that there was interest, but that only a few proposals had been received so far. There are seven breakout rooms with three session times each for a total of 21 sessions.
- National Board – Not all of them may be able to attend, but should be recognized at the conference. The Executive Board should be in attendance.
- Evening Receptions – State Board will sponsor one night; National another.
- Evening Painting Activity – An email should go out to all registrants to let them know of the optional activity and then they pay the company directly.
- Hotel - Cherie, Lynn I and Donna L still need to meet with them to finalize arrangements.
- PCC will handle the audio visual needs.
- Copies of the Fall Conference Planning Matrix was reviewed and updated accordingly.
- Jan suggested adding the State of Oregon Motto to the program – “She Flies With Her Own Wings.” Cherie to find a place for it.
- Discussion occurred regarding NISOD's request to put an ad in the conference program in exchange for us doing the same in their program. This won't be to advertise conferences, but rather organizations.

- All college presidents in attendance will be recognized. Oregon's will receive letters sharing our excitement about hosting the national conference, encouraging their support in sending people, inviting them for lunch on

Thursday (no cost) or the entire conference (regular registration), and requesting campus baskets for door prizes. Julie and Donna L to draft letter.

- Conference Emcee – Julie and Dawn to meet on this.
- Governor Brown – Lynn I reported that she will not be able to speak, but really would like her office to provide a letter that can be included in the program welcoming attendees to our state. Deb mentioned that it was common practice to send a drafted letter for them to tweak and return. It still allows offices to personalize it to their writing styles, but increases the odds of getting a letter in return when it's started for them.
- Welcome (5 min) the group at the start of conference – Nice but not necessary if no one is available.
  - Portland Mayor – Julie will contact him or his wife Nancy.
  - Education Policy Advisor - Donna L will contact Lindsey Capps.
  - Nancy Golden – Now retired, Dawn will follow-up with her.
- Closing Entertainment – Claudia Curry to sing. The performance needs to start during lunch and not go as long as previous years. Cherie will introduce her. She will be asked to provide a blurb that we can use for publication.
- Elections and Bylaw Changes – No changes in bylaws at this time and elections were held during summer conference.
- Silent Auction – Deb will help Erika Coker again. All colleges can contribute items, but the proceeds will remain with Oregon's Chapter.
- Speaker Gifts – Lynn I and Cherie to work on these.
- Registration Table – Heather, Sydney and Mt Hood volunteers will staff the table.
- No conference packets will be assembled, but the conference schedule, name tags, and information about the area will be available at the registration table. Donna L to pick up 150 pamphlets from the Visitors Association on the local area.
- Name Tags – Heather checking with Constant Contact, who uses a 3<sup>rd</sup> party vendor to prepare them from our registration information. However, if they are cost prohibitive or too much lead time is needed, Chemeketa (Lynn I) will prepare them as in the past.

#### **ADJOURNMENT**

The meeting was adjourned at 11:33 p.m.

#### **UPCOMING MEETINGS**

- September 16, 2:00 p.m., Conference Call
- October 26 (TBD) @ Fall National Conference (Doubletree Lloyd Center)
- November 15, (TBD) @ 2017 Fall Conference @ Embassy Suites – Board Meeting