



AAWCC Board Meeting Conference Call



September 16, 2016

Attendance: 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 guest Dawn DeWolf (National)

Absent: Sydney Frost (VP- Membership), Donna Zmolek (VP-Communications)

CALL TO ORDER

AGENDA CHANGES – None were made.

DISCUSSION ITEMS

- **Approval of Minutes** – Jan's motion to *approve minutes dated June 21, July 20 and August 19, as presented*, was seconded by Teri Olsen. Upon call for the vote, the motion passed.
- **National Fall Conference** - Heather reported that 88 were registered and that preprogrammed emails were scheduled to go out in the coming weeks. She's targeting Oregon's members as she has not received any national list serve access due to a conflict with Oregon having access to national's emails. Dawn reported during national's recent board conference call they discussed issues related to security clearance. National (Carmen) will work on sending information out nationally. It was noted that every email Heather puts out to Oregon members will also be sent nationally. Avis will begin sending targeted messages. There are over 800 on the Oregon list serve; national's is HUGE as is the AACCC list.

Heather to send the Board an excel file showing a breakdown of the locations that the registrations are coming in from. Cherie mentioned that she has been contacting schools and announced that it was important to get hotel rooms booked ASAP as October 5 is the cut-off date. However, they will ask the hotel about extending it. Lynn noted that catering orders needed to be submitted soon so registration numbers were important.

Registration closes 10/14 at midnight; Early Bird closes on 10/1 at midnight. Heather doesn't recommend doing Tardy Bird as it's more work and doesn't feel there's enough time. It was noted that if we don't have very many registered by the 1st, we may want to institute Tardy Bird though.

Cherie stated that if we get 200 registrants, we'd make \$10,000. Discussion on whether registrations will increase once schools are back in session and faculty back on campuses. It was unclear what our breakeven number is yet. We usually get 160-170 for normal fall conferences; however, larger numbers were anticipated since it's a national conference. Deb plans to print copies of a flyer to put on the in-service table for Monday's return of faculty.

Discussion on breakout sessions occurred. We have more than needed. Priority needs to be given to those NOT from Oregon since it's a national conference.

Dawn to organize Mary's tribute. She needs access our Flickr photos. Teri will set up a Flickr album just for Mary photos. Jan thought national wanted to organize the tribute and was handling things. She shared that Linda Reisser wrote a song a few years ago and that if she has time, she and others could perform it. Mary won't arrive until Friday. The time to allot for the tribute was discussed. It will be after Mary's keynote as a SURPRISE. Friday's keynote is from 9-10 am; workshops start at 10:15am; lunch and musical program during lunch. Linda's song should be part of the tribute, after Mary speaks.

Julie will contact Linda about coming for two days. We will comp her lunch on Th. She will ask her if she wants to be there for Mary's keynote on Friday and have her sing after Mary speaks. Dawn will organize the tribute portion of the conference. She will communicate with Linda R on the plans. Julie will contact Linda R to give her the heads-up that Dawn will be contacting her. Lynn I has OILD

hardcopy photos and will try to get them to Dawn. Dawn and Lynn N will work on the tribute.

Program – Cherie indicated that the cover design was done by national a while ago. Breakouts have not been finalized so content details are still in flux.

We will send out information to registrants about the silent auction and the Thursday evening painting activity.

Welcome reception on Wednesday night is all planned; food will be ordered next week.

NEXT MEETINGS

- October 4 – Tuesday at noon – conference call. Deb will send a calendar invite.
- October 26 (TBD) @ Fall 2016 National Conference (Doubletree Lloyd Center)
- November 15, (TBD) @ 2017 Fall Conference @ Embassy Suites – Board Meeting

ADJOURNMENT