



AAWCC Board Meeting

Conference Call



October 4, 2016

Members: Sydney Frost (VP- Membership), Lynn Irvin (VP-Fall Conference/President-Elect), Julie Kopet (President), Donna Lewelling (VP-Summer Conference/Fall Conference), Deb Nicholls (VP-Records), Lynn Nakamura (VP-Special Projects), Teri Olsen (VP-Special Projects/Summer Conference), Lydia Rediske (VP-Web Development), Jan Woodcock (VP-OILD), and Donna Zmolek (VP-Communications) and Dawn DeWolf (National)

Absent: Cherie Maas-Anderson (VP-Finance) and Heather White (VP-Registrar)

CALL TO ORDER - Called to order at noon.

AGENDA CHANGES - None were noted.

DISCUSSION ITEMS

- Approval of September 16, 2016 Minutes
 - Lynn I's motion to **approve the September 16, 2016 minutes, as presented**, was seconded by Donna L. Upon call for the vote, the **MOTION PASSED** unanimously.
- National Fall Conference Update
 - Program – Cherie is arranging the breakout sessions and gathering other content. PCC will print them once content is set.
 - Mayor letter - Julie will follow-up
 - Registration – Mt. Hood chapter will assist Heather with the table.
 - 182 are currently registered
 - Breakeven is 183; most are from Oregon
 - Registration check-in with name tags and programs on Wednesday night in the reception room then outside the conference room on Thursday morning.
 - Registrants will not receive packets; materials will be on the registration table for the taking.
 - Donna L to pick-up pamphlets from Portland Business Association (150).
 - The hotel will provide walking maps of Portland and local restaurants.
 - National may have something to put in program or have at table – Dawn to follow-up on this.
 - Linda, Diane and Angela will sing both times.
 - Dawn will do the tribute after the song.
 - Dawn has asked that the state and national boards meet for dinner on Thursday night before the painting activity. However, we prefer breakfast on Friday (730 am).
 - Purpose: To connect and talk about what our priorities are.
 - Lynn I will confirm location and notify Dawn so she can disseminate information to national board.
 - Hotel
 - Lodging Rooms – Availability is getting low.
 - Jan and Donna, who don't get support from their employers, can use the Presidential Suite.
 - Parking – need to get communication out – Attendees will park in garage and hotel will provide a pass; spits out a ticket – then put ticket in and then put in the hotel pass.
 - All these should be separate communications with parking right before the conference.
 - Donna L to help Lynn I craft these communications and help with guest speaker gifts (3).
 - Use AAWCC swag bags; Lynn I will bring Chemeketa wine.
 - Catering – Cherie and Lynn I to finalize.
 - Meeting Rooms
 - AV Needs – PCC will do in exchange for a couple of comped rooms.
 - Name Tags – Chemeketa will create and stuff into plastic hangers; Heather and Sydney will arrange at the table.
 - Emcee – Julie and Dawn to share these duties.
 - Photos – Use some of the photographers from summer conference; Teri will assist. Need a simple slideshow of Thursday's events for Friday morning. Needs to be done in the evening for presentation on Friday morning and run on a loop starting at 730 or 8 am Friday morning. Registrants agree to national and state use of photos from event. Teri to adjust document, if needed. Avis from national will take photos for national. Lynn N and Teri to meet on photography.
 - Presidents' Letter – done
 - Newsletter – done
 - Speakers – arrangements done

- Beverly Walker-Griffea
 - Host – Teri (greet once they arrive at conference) Lynn I to check on hotel shuttle service and Dawn to invite her to reception.
 - Introduce – (Dawn to recruit someone from national)
- Letitia Clark
 - Host – Lynn N (greet once they arrive at conference) Lynn I to check on hotel shuttle service and Dawn to invite her to reception.
 - Introduce – (Dawn to recruit someone from national)
- Mary Spilde
 - Host – none needed
- Breakouts – Still developing
 - Water ordered
 - No chapter revitalization session.
- Painting Activity – Bottle and Bottega Party – Thursday evening
 - Refreshments provided
 - Sign-up information needs to be disseminated soon.
- Tribute – Dawn to organize
- Breakout evaluations (21) – envelopes w/tickets
 - Donna L will communicate with Cherie to get these prepared.
- Conference evaluations – Heather will send online evaluations out at the end of the conference again.
- Friday entertainment – Cherie has been in contact with Claudia; Dawn will follow-up with Cherie.
- Door prizes – Pick prizes during lunch.
 - Solicitation for donations of college baskets was included in presidents’ letter.
- Silent Auction – Erika and Deb will work it again.
 - Communication about it needs to be disseminated soon.

ADJOURNMENT

NEXT MEETINGS

- October 26 @ 1 pm at Fall 2016 National Conference (Doubletree Lloyd Center, Rm TBD)
- October 28, immediately following the conference (Doubletree Lloyd Center, conference room)
- November 15, (TBD) @ 2017 Fall Conference @ Embassy Suites – Board Meeting