



AAWCC Board Meeting
Linn-Benton Community College – Albany, OR
Calapooia Hall, Mt. Jefferson Rm



October 24, 2014

Attendance: Melissa Aaberg (Webmaster), Lynn Irvin (VP-Fall Conference), Julie Kopet (President), Donna Lewelling (VP-Summer Conference), Cherie Maas-Anderson (Past President), Carol McKiel (President-Elect), Deb Nicholls (VP-Records), Teri Olsen (At-Large Special Projects), Jan Woodcock (Ex-Officio/OILD Co-Director), Donna Zmolek (VP-Communications)

Absent: Sydney Frost (VP-Membership), Heather White (At-Large Registrar), JoAnn Zahn (VP-Finance)

CALL TO ORDER

Julie called the meeting to order at 10:18 a.m.

AGENDA CHANGES

There were none.

DISCUSSION ITEMS

Approval of Minutes, July 16, 2014 - Copies of the draft minutes were included in the meeting materials. Lynn's motion to approve the minutes, as presented, was seconded by Jan. *Upon call for the vote, the MOTION PASSED unanimously.*

President Report - Fall Conference registration is going well. Nominations for awards have been coming in. We've lost a board member as JoAnn is resigning her position as VP of Finance due to her increased workload. She will finish her term in January. Discussion occurred regarding whether or not to place the position on the upcoming ballot. It was determined that Cherie would take over the duties. Discussion occurred regarding potential replacements that Cherie could possibly train and assist into the position. It was noted that it was important for the person to have a finance background.

Julie to send Carol the templates for the ballot. The VP of Finance position will not be on the ballot.

Financial Report - No info to share at this time. We need to know how we came out with the Summer Conference.

Summer Conference (July 16) - No financials on this yet. Cherie can pull some numbers together if JoAnn doesn't have a chance to in the near future.

Donna L reported that Salishan said that they were willing to provide rooms at the Government Per Diem rate of \$123/night. She estimated 120-140 participants for them. We need to book a block of rooms and must guarantee a total of 72 rooms over the period of four nights (7/15-18). We must spend a minimum of \$6,500 in food. The meeting space is complimentary, but will include a \$100 set-up fee.

This year's Registration Fee is \$95. Therefore, a minimum of 75 paying registrants will be needed. Discussion occurred on whether we wanted to make money with each conference or breakeven. It was noted that there shouldn't be any pressure for Summer Conference to make money for Fall Conference scholarships.

Discussion transpired on the series of marketing messages that could go out to encourage attendance...families, friends, spa, fun, etc. "Family friendly" activities could be researched to entice attendees to make it a long weekend with their families.

Donna L will visit Salishan to view the venue and room size. Needs to be enough room for 150.

Theme: Beach them – Several tag lines were discussed. **Surfing the waves ~ Navigating your future** was selected.

Speakers: The decision to do four smaller sessions was reached. Donna L to visit with the local Chamber of Commerce to see who is in the area that may be potential speakers.

Volunteers: Carol sent specific solicitations for volunteers from the list of registrants. Lynn to follow-up and ask for volunteers from the scholarship recipients.

Silent auction table covered.

Lynn to ask Heather to send out a call for volunteers and silent auction items to all attendees.

Website - It was noted that Teri needed access to Google Calendar. Use the website to get flyers and photos out.

Newsletter - Nice job on the newsletter! Donna Z to bring color copies to the Fall Conference. In the future, her goal is to do one in April and October.

OILD 2015 - Discussion occurred on inviting an OCCA or CCWD person to OILD. Elizabeth Cox Brand is now at OCCA from CCWD. Elizabeth could be a keynote for 2015 fall. She could do Oregon stats, achievement compact, where we are headed, etc. and spin the legislative session next year – recap. This could be done after lunch.

Fall Conference 2014 (November 6-7, 2014) - Lynn shared that keynote speaker Linda Herrera was not going to be able to do it after all. Bonnie Millet, motivational speaker would be willing to do it in the am. She lives in Portland and worked at the community college.

Conference Folders: Several designs were viewed. Narrowed down to #1. Cherie to ask the designers to mock-up with Chapter colors.

Summer Conference Flyers: Flyers are needed at Fall Conference to advertise for Summer Conference.

Skyping with the Presidents: Everything is set-up.

Introduction of Keynotes: Donna Z – LeeAnne; Cherie – Belle; Lynn – Bonnie

Ribbons: Board Members and Presenters

Board Meeting: Wednesday at 1 p.m. with lunch and we'll prepare items for the Conference and Open House.

Evaluation Forms: Lynn has them.

Banners: Lynn and Donna L have them and will bring to the Conference.

Emcee: Julie

DesJardin Award: Three nominations have been received thus far. Carol, Julie and Cherie to select.

Then the plaque will be ordered. Linda Riser should present.

Campus Awards: Ten received. Carol calls up the college reps to present. Melissa suggested the forms be updated that are on the website.

Photographers: M'Liss and JoAnn. Carol and Teri to visit with M'Liss. Melissa and Donna Z can assist as well. Plans are to give memory chips to the photographers and then upload them to Flickr. Cherie to email JoAnn about taking pictures.

Catering: Final catering numbers are needed by the 30th.

- Go light on the evening reception
- Add more to the presidents reception
- Add more to breakfasts if needed
- November 3 is the registration deadline, but we will accept walk-ins if they have the \$210 in-hand!
- Reduce Friday's lunch count by 50 since some many leave early

Fall Conference 2015 (November 19-20, 2015) - Discussion occurred on planning and location. It was noted that it would be better if held later in the month so as to avoid a conflict with the OCCA Conference. Theme: *Power of the past...force of the future*

Final Review of By-Laws - Copies of the proposed revisions were included in the meeting materials and will be sent to full membership for adoption at Fall Conference. Lynn's motion to approve By-Laws, as amended, was seconded by Donna Z. *Upon call for the vote, the MOTION PASSED unanimously.*

Publicity - Donna Z should be communicating information to membership. However, it would be better if more than one person helps with the advertising push of our events. Clarification: The Registrar controls the registration sheet and sends out confirmations.

ADJOURNMENT

The meeting was adjourned at 3:00 p.m.

NEXT MEETINGS

- November 5, 4:00 p.m. @ Embassy Suites in Tigard (Presidential Suite)
- November 7, 2:00 p.m. @ Embassy Suites in Tigard (Conference Rm)