

## AAWCC Board Retreat

Lincoln City

January 27-29, 2017

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

January 27, 2017

**CALL TO ORDER** – The retreat was called to order at 8:20 p.m.

**AGENDA CHANGES** – None were made.

### DISCUSSION ITEMS

**Retreat Goals** – Lynn provided a brief overview of the weekend's goals.

**Approval of Minutes** – Cherie's motion to **approve the minutes dated October 26 and 28, 2016, as presented**, was seconded by Julie Kopet. Upon call for the vote the **MOTION PASSED** unanimously.

**President's Report** – Lynn thanked everyone for participating.

**Past President Report** – No report given.

**Financials** – Copies were distributed. Cherie reported that \$7,100 was made from Fall Conference. She briefed us on the Tax ID # issue she's dealing with. She explained that in April 1976, the Tax ID # was set-up under the American Association of Women in Community and Junior Colleges: Council of the American Association of Community and Junior Colleges Chapter. Because it doesn't match with our current state chapter name, the IRS and Key Bank is going to start charging us penalty fees. We have to either change our chapter name or try to change our Tax ID #. More research needs to be done. It was noted that PayPal stopped working because of the Tax ID # issue.

Cherie indicated that the state chapter pays national a \$550 membership fee and \$2,120 for the 212 members (\$10/each). Active members are considered anyone that has participated in a conference this year. Lane and Chemeketa are national members so the state chapter doesn't pay for their members' national dues, but does for the rest of the state members.

Discussion occurred on the account balances and what it takes to do a Fall Conference. We may need to transfer back the \$10,000 to savings.

- MM Savings \$18,298
- Checking \$9,000 ~
- CD \$10,530

The conference spread sheet that Carol McKiel developed was mentioned as a great way to track and project event expenses. Cherie announced that she's running for the national board again.

## Board Positions

- President-Elect – Discussion occurred on the vacant position caused by Carol McKiel leaving community college employment and Lynn I moving earlier than planned into the President’s position. A one-year appointment is needed to cover the remainder of the term before the next election process. Deb agreed to move into the position, in addition to her VP-Records duties.
- Fall 2017 Ballot:
  - President-Elect
  - VP-Communications
  - VP-Membership
  - VP-Registration
  - VP-Finance
- Discussion occurred on how other state members learn about/apply for/be nominated for state board positions. It was determined that a Call for Nominations process would be used. However, nominees would undergo the vetting process that is currently used.

**By-Laws** – No work was done at this time.

**Website** – Board section updates should be sent to Lydia. The Summer Conference dates have been posted and the schedule would be as well once it’s available.

Analytics – (the tracking of our site’s visitors) - In October, we had 700 hits from 300 people; November we had 1,000 hits from 300 people. After a year of data collection we can determine if we’ve improved. We could also make version of the page with other information to see which page has a higher conversion rate.

**RECESS** - The Board recessed for the evening.

**January 28, 2017**

**RECONVENE** – The Board reconvened at 9:00 a.m.

## DISCUSSION ITEMS CONT’D

**Campus Updates** – Board members provided campus updates.

**Newsletter** – Donna Z reported that her targeted publication date was April 1<sup>st</sup>. She noted that the front page article would be on Mary Spilde since she’s retiring and is one of our founding mothers. She needs info on conferences, etc. to include. Campus information should be sent to her.

Discussion occurred on putting “ads” in the newsletter promoting upcoming events (i.e., Summer Conference, Fall Conference, etc.).

**NILD** - Cherie and Lynn I are hoping to attend.

## Summer Conference (July 20, 2017) @ Salishan

- Registration
  - Fee - Jan’s motion to **increase the Summer Conference fee to \$120** was seconded by Cherie. Upon call the vote, the **MOTION PASSED** unanimously.

- Times - Discussion occurred on the different registration periods.
  - Early Bird, Through June 14, 2017
  - Tardy Bird, June 15-28, 2017
  - Late, June 29-July 12, 2017
  - Closes, 11:59 p.m. on July 12, 2017
- 2016 Evaluation Recap
- Theme and Title
  - Theme – Growth Mindset/Intersectionality/Inclusion
  - Title - Outgrowing Our Shells
- Keynote – Several possibilities were mentioned. Research will be conducted to determine availability, etc.
- Door Prize – Discussion occurred on having a “gift from the sea.”

#### **OILD (June 19-22, 2017) @ Silver Falls**

- Registration
  - Fee – Needs set for updated brochure. Discussion occurred on pricing, costs and alcohol.  
Cherie’s motion to **increase the OILD fee to \$575** was seconded by Lynn I. Upon call the vote, the **MOTION PASSED** with Teri and Jan abstaining.
- Letters should go out in February, with nominations due in April.
- Jan suggested maybe having all the past attendees listed as well. It was suggested that administrators be invited to be on a panel or speak at a conference to help garner their support.

#### **Fall Conference (November 15-17, 2017) @ Tigard Embassy Suites**

- Budget - \$32,500 with speaker fees and entertainment.
- Registration – Will be in the foyer.
  - Fee – Discussion occurred on pricing and costs.  
Julie’s motion to **increase the Fall Conference fee to \$225** was seconded by Cherie. Upon call the vote, the **MOTION PASSED** unanimously.
  - Times - Discussion occurred on the different registration periods to be used:
    - Early Bird, August 9 – October 13, 2017
    - Tardy Bird, October 14-27, 2017
    - Late, October 28 – November 8, 2017
    - Closes, 11:59 p.m. on November 8, 2017
- Hotel
  - Need to book 70 room nights – Cut-off date is November 1, but we can ask for an extension.
  - Six breakout rooms for three breakout sessions; Umpqua River Room will be used again for the Thursday evening painting activity; President’s Suite on Wednesday and Thursday, but not Friday.
- 2016 Evaluation Recap – Out of balance on the work-life balance area. Too many that wanted to attend the president panel; it was popular!

- Theme Ideas Brainstormed:
  - Together Towards Tomorrow
  - It Starts With Us
  - Be extraordinary
  - Becoming Agents of Change
  - It starts With Us – Becoming Agents of Change
  - The Power of You
  - A World of Opportunities
  - From Building Bridges to Creating Connections
  - People, Purpose and Passion: The Pathway to Success
  - People, Purpose and Passion: Be Extraordinary
  - People, Purpose and Passion: A World of Opportunities!
- Keynotes – Discussion occurred on several options.
  - Sharon Lacey – Portland comedian - \$1,500 (after lunch session)
    - Keynote and a workshop – no housing or flight needed
    - “Staying Positive in Negative Times”
  - Dr. Pam Teshner – Corbin University, artist, published, motivational speaker – may be free
  - Representative Teresa Alonzo Leon – New rep, has an amazing story
  - Margaret Frimoth
  - Cherie to inquire on national people
  - Shawn Dean Garcia
  - Julie Huckestein - Chemeketa
  - Nancy Baldwin – Salem Hospital
  - Suyin Nicols
  - Carleeta Locks
  - Cathy Kemper-Pelle
  - Constance Carroll – Have Mary ask her.
  - Ding-Jo Currie
  - Joe Baker
  - Lori Aapizio – University of San Diego
  - Governor Kate Brown
  - Donna Beagle
  - Janet McIntrye
  - Panel of Four Presidents
  - Suggested: Constance Carroll, a comedian; Suyin Nicols
- Keynote Topics or Workshops
  - Collaborative Intelligence
  - Networking
  - How to Say No without Saying It
  - Don't Be Afraid to Be a Bad Ass
  - How to Be a Leader
  - Communication Among Gender Differences
    - Difference of Male Coworkers

- Women and Gender Issues of the 21<sup>st</sup> Century
- Legislative Panel
- Entertainment
  - Thursday morning opening music – Linda Reisser - Julie to ask her.
  - Thursday evening painting party – it was popular
  - Friday afternoon - student group

**Banners** – New ones to be ordered, including a table top.

**Campus Development** – Deferred to next meeting.

**ADJOURNMENT** – As business was completed, the Retreat adjourned.

#### **NEXT MEETINGS**

- April 14, 2017, 10 am – 3 pm at Portland CC, SE Campus
- June 20, 2017, 12-6 pm at Silver Falls
- July 19, 2017, 1 pm at Salishan
- October 13, 2017, 10 am – 3 pm at Clackamas CCs
- November 15, 2017, 1 pm at Embassy Suites, Tigard