Oregon Chapter of AAWCC Board Meeting Tillamook Bay Community College, Tillamook, OR Minutes May 15, 1999

- I Approval of Minutes: Approved with changes.
- Financial Report: Julie Walker distributed the financial report, which reflected a positive balance. More effort will be made to capture the money spent on the Summer Retreat 1998, before it is written off. Walker noted that the bank account reflects former board member Virginia Moskus as a signing authority. It was recommended and approved to remove Moskus as signing authority and replace her with President-Elect Shirley Anderson.
- OILD Report: Ellen Levine reported that the Oregon Institute for Leadership Development is all under control. Participation is full. TBCC applied and was granted a scholarship. Stephanie Sussman will present on Professional Ethics. Sussman responded positively to Board's decision of keeping facilitators of OILD on a voluntary basis.
- IV Retreat Report: A registration process, forms, checks made out to AAWCC will be in place. This year's retreat report was not received by Angela Ritchie. Lisa Tomlin and Angela Ritchie have met and discussed facilitating the mentorship program. No further action has been taken.
- V July Meeting: Marcia Keith reported on details for the next meeting. Shirley Anderson will facilitate the meeting in Marcia's absence due to personal business. Dian Connett's house in Bend is available for \$110/night. Four lodgers were identified and were asked to make checks out to Dian Connett for 1/4 of the lodging (\$27.50). The board agreed to handle their own lodging arrangements for Wednesday and Thursday nights. For lodging at the Red Lion, call 541-382-8384 and ask for the community college state rate. A 9 a.m. tee time is scheduled at the Municipal Course at board member's expense. The Board meeting will be held on Thursday, July 15, at 2 p.m. in Dian's house. Dawn DeWolf agreed to bring salmon, Julie Walker to bring potato salad, and Miriam Castellón to bring green salad and bread.
- VI 1999 Conference Report: Lisa Tomlin distributed the Conference outline. Rebecca Kenney agreed to e-mail Tomlin confirmation of a yoga facilitator. JoyLynn Woodard agreed to e-mail Tomlin confirmation of an expert on estrogen replacement. Shirley Anderson agreed to contact a woman who adopted abused son. Ericka Heider was referred to as a good facilitator. A Legislative Update with Vickie Totten and Tamara Dykeman was added. The motion was made and passed that the registration fee for the full conference is \$200, for two days (Thursday/Friday) is \$110, for two days (Friday/Saturday) is \$145, and for Saturday only is \$90. The cancellation policy will remain in effect - cancellation must be made in writing by the day before the conference in order to receive a refund, minus a \$30 service fee. Participants are encouraged to assign a substitute, if unable to attend. It was agreed that no less than 50 participants for Saturday must be confirmed in order to offer the post conference, which is tailored to faculty needs. Kenney noted she recently attended a meeting at the Namasté Center and noticed a marked improvement in accommodations, service, and food. However, there were still no ladders on the bunk beds, which is still a major issue. Kenney also suggested that a walkie-talkie with service staff would be helpful.

- VII Location for 2000 Conference: Lisa Tomlin outlined the conference location options: Embassy Suites in Portland \$26,000 to have a conference, rooms at \$130/night (minimum 80 rooms); Greenwood Inn \$24,000, \$60-\$75/night, free parking, Eugene Hilton \$24,000, \$75/night. Namasté is \$18,000 including food and parking. Tomlin was directed to check into cancellation deadlines, and deposits. Also explore the Embassy Suite in Beaverton and the Red Lion. The 2000 Conference will be held the week before Thanksgiving.
- VIII Outreach Program: Marcia Keith and Shirley Anderson produced the Outreach Program outline. It was decided that the OILD video will not be used. To Do list included getting a list of OILD participants by college from Levine, a list of NILD participants, and a list of mentors/contacts. The objective is to invite OILD and NILD participants to outreach meetings. Through campus contacts and newsletters, stories of what other chapters are doing could be shared. Miriam Castellón agreed to identify chapter activities and present an outline that includes types of structures (networks, chapters, etc.) to Keith and Anderson. Still to do is to schedule campus visits. A motion was made and passed to budget \$500 for the outreach program.
- IX Membership Report: Dawn DeWolf reported that the Marketing Committee has produced an updated brochure and was sent to Angela Ritchie for her review. Upon approval, 150 will be printed. A list of current members were sent to campus contacts. Campus Contacts were asked to update this information and return to DeWolf, who will complete postcards to women who have not renewed their membership (Things haven't been the same without you?). A review of the membership process will be addressed at the next meeting. It is her hope to create a data base of every woman at every community college. Membership certificate samples were distributed for approval.
- X National AAWCC: Shirley Anderson reported on her conversation with Mary Spilde, Vice President for Special Projects on National AAWCC. The National AAWCC will meet in June and address the deficiencies of the organization. Anderson will process a followup report to Spilde on the Board's perceptions.
- XI Web Site: Marcia Keith distributed a copy of the Web site, which is being maintained by Candace Norwood of OCCA. It is shaping up nicely.
- XII Newsletter debrief and planning: Castellón reported that the Spring 1999 newsletter was printed and distributed on schedule. There are no extra copies remaining. The Board acknowledged the newsletter was well received. Castellón agreed to submit the Timelines for the Fall 1999 newsletter at the July meeting. The Leadership Award piece needs to be distributed to campus contacts.

On the Next Agenda:

1999 Annual Conference Update

Membership Process

1999 Fall Newsletter Timelines

OUTREACH PROGRAM

to

- Rationale: 1) Enable the board to describe the numerous benefits of AAWCC
 - 2) Provide an opportunity for board members and women from outlying colleges meet each other
 - 3) Provide a forum for the board to share our enthusiasm for AAWCC
 - 4) Enable colleges to identify for the board the type of support that is needed
 - 5) Help campuses sustain, rejuvenate, or start a women's network
 - 6) Demonstrate the board's commitment to serve community college women throughout the state.

- Checklist: 1) Make contact with campus contact
 - 2) Jointly agree to date, place, time (length should be about $1 1 \frac{1}{2}$ hours)
 - 3) Clarify with campus contact that the host college should provide space, refreshments, and invitations/announcements to attendees
 - 4) Identify which board members witll make the trip
 - 5) Determine who needs reimbursement (We will do everything we can to connect these trips with trips that board members are already committed to. It is that many board members will not to be reimbursed.)
- expected
- 6) Send a thank you letter to campus contact after the visit
- 7) Prepare a short written report for the board

Suggested Materials and Activities:

- 1) Folders with logo?
- 2) Membership forms state and national
- 3) Latest Newsletter
- 4) Web-site Information
- 5) Flyers for OILD, fall conference, retreats, national leaders
- 6) How to start a campus chapter information and information about how to start a women's network
- 7) Brainstorm what would work for them and what they need
- 8) Be prepared to share what other campuses are doing
- 9) Acquaint them with the financial support program from the state chapter

Recommendations:

- 1) Set aside a pot of money to share with local chapters. (\$1,000 per year?)
- 2) Develop a simple RFP process with timelines, procedures, forms, including a

final report describing the funded activity and outcomes

- 3) Specify activities which would qualify (registration for AAW activities, local in-service activities for women, including speaker fees, food, printing, mailing, etc)
- 4) Set a dollar cap
- 5) Chapters not previously awarded get first priority
- 6) Set aside an outreach program travel fund to pay for board travel expenses the board member's school is unable to support the ttravel expenses --
- 7) Visit Columbia Gorge, Blue Mountain, and Umpqua -- 2 in the spring and one the fall
- 8) For the May agenda: Set visitation dates and identify which board members make the visits

when \$500.

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