



AAWCC Board Meeting Lincoln City, OR



January 31 – February 1, 2014

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Attendance: Sydney Frost (VP-Membership), Lynn Irvin (VP-Fall Conference), Julie Kopet (President), Donna Lewelling (VP-Summer Conference), Karin Magnuson (President Emeritus), Carol McKiel (President-Elect), Deb Nicholls (VP-Records), Teri Olsen (At-Large Special Projects), Heather White (Registrar), Jan Woodcock (Ex-Officio/OILD Co-Director), Donna Zmolek (VP-Communications)

Absent: Melissa Aaberg (Webmaster), Cherie Maas-Anderson (Past President), JoAnne Zahn (VP-Finance)

CALL TO ORDER

President Julie Kopet called the meeting to order.

ANNOUNCEMENTS

The Fall Conference discussion was moved up on the agenda.

INTRODUCTIONS

Introductions of new members occurred:

- Sydney Frost (VP-Membership)
- Teri Olsen (At-Large Special Projects)
- Heather White (Registrar)

AGENDA CHANGES

CHANGED:

- Open Position and Possible Recruits/Volunteers was changed to a Discussion on Individuals' Strengths and Interests.

ADDED:

- National Dues
- National Award
- Philanthropic activity/champion event (i.e., race for the cure, etc.)

RETREAT GOALS

It was noted that the goal of the retreat was to conduct an annual review of the Bylaws and plan the year's events to grow AAWCC awareness.

Jan provided an overview of the organization which included supporting young women in leadership. Former or possible projects engaged in were:

- First Project
- Girls on the Run
- Rock Camp for Girls

Discussion occurred about the board travelling to campuses to support chapter events and hold a meeting in conjunction at the location. Teri suggested advertising the chapters' events in the newsletter so that other campuses could participate.

APPROVAL OF MINUTES

Discussion occurred and modifications were made to the November 6 and 8, 2013 minutes.

Lynn Irvin's motion to *approve the minutes dated November 6 and 8, 2013, as amended*, was seconded by Jan Woodcock. Upon call for the vote, the *motion passed* unanimously.

BYLAWS

Suggestions:

- Adding a BYLAWS button on the front page of the website
- Add the last revision of Bylaws to the webpage

A review of the Bylaws occurred. It was noted that “active” members participate at a state event and get communications; “inactive” members don’t participate at the state level, but still get communications. Deb will draft and send to Julie for preparation for the next meeting.

SUMMER CONFERENCE

July 17, 2014

Theme – “Transitions”

Donna L announced that the location was the Oregon Gardens again and that the room rate increased to \$109. She added that her research found that the Barn was too big. However, she indicated that we could rent the room across from the conference room for \$200 and that refreshments could be served there enabling more room in the meeting room. Cramped space was a concern shared in last year’s evaluation. Registration will take place in the lounge again.

Keynote speaker will be Dr. Margaret Frimoth, Clatsop. She is a radio talk show host in Astoria and speaks on advocacy for women and empowering for women.

Discussion occurred on building diversity on the board and in the conference presentations.

Agenda: Day before event – possibly schedule a private Board tour of the Gordon House

- 830-915 Registration
- 915-930 Welcome/overview
- 930-1100 Keynote (we just need to comp her room)
- 1100-1115 BREAK
- 1115-1200 Melinda
- 12-1215 Campus updates
- 1215-200 Lunch
 - 1230 private tour of the Gordon House for an additional fee of \$10 (only 20 spots)
- 200-230 Sarah (band lady)
- 230-345 Theresa (GED woman)
- 345-400 Closing

FALL CONFERENCE IDEAS

A brief discussion occurred on ideas for Fall Conference before the Board recessed for the evening.

- Japanese performers
- Native American drummers
- Photoshop workshop

February 1, 2014

Attendance: Melissa Aaberg (Webmaster), Sydney Frost (VP-Membership), Lynn Irvin (VP-Fall Conference), Julie Kopet (President), Donna Lewelling (VP-Summer Conference), Cherie Maas-Anderson (Past President), Karin Magnuson (President Emeritus), Carol McKiel (President-Elect), Deb Nicholls (VP-Records), Teri Olsen (At-Large Special Projects), Heather White (Registrar), Jan Woodcock (Ex-Officio/OILD Co-Director), Joanne Zahn (VP-Finance), Donna Zmolek (VP-Communications)

SUMMER CONFERENCE

Discussion occurred on a possible location change for 2015. Several potential locations will be researched.

Agenda item for next meeting!

Summer Conference was budgeted at \$6,000 - came in at \$6,200 (**\$200 over budget**). Discussion occurred on raising the registration fee to \$95 to cover higher administrative costs.

Lynn Irvin's motion to **increase the Summer Conference registration fee to \$95** was seconded by Cherie Maas-Anderson. Upon call for the vote, the **MOTION PASSED** unanimously.

FINANCIAL REPORT

JoAnne distributed the financial reports at the meeting. The checking account balance is \$9,437.42. It was noted that the accounting for Summer Conference had not yet been finalized and that Fall Conference was over budget (\$4,800). JoAnne will send out additional financials to the Board in the next two weeks for further discussion.

KeyBank provided JoAnne with a proposal that may be less expensive than PayPal. It's comparable to PayPal and all electronic. She will share more information on this at a future meeting. Sydney to check on a program that may be helpful - EventBride.

JoAnne will provide more in-depth financials once she receives the details from others (i.e., scholarships, auction, etc.).

NATIONAL DUES

Paid to AAWCC National = \$1,480 and \$550. Pay for Summer and Fall Conference and OILD attendees. It's paid on a calendar year. We pay for prior year attendees in November each year.

LBCC, Lane and Chemeketa still pay the \$450 annual dues. Therefore, the local chapters or the Board should subtract the \$10/member they have been paying. No need to duplicate. Discussion occurred on PCC paying \$450 as well since 80% of our members are from PCC.

Cherie noted that the registration fees were raised by \$15 (\$10 for national and \$5 to cover PayPal fees). She recommended that we deduct the people from Linn-Benton, Lane and Chemeketa. Karin doesn't think Linn-Benton pays an additional \$10/member. Julie made deal with Nationals for \$550 to cover the remaining 14 colleges. Therefore, we are obligated to move forward with the payment due until another arrangement is made. The colleges already had institutional memberships (\$450). The deal was made for the small colleges that are under the \$550. Cherie proposed to make it simple and have a flat rate of \$1,500 and no accountability. Lynn thinks they are expecting the \$550 plus \$10/member. We will work to remove duplicated membership monies.

OILD

Lynn Irvin's motion to **increase the OILD registration fee to \$450** was seconded by Donna Lewelling. Discussion occurred. Upon call for the vote, the **MOTION PASSED** unanimously.

Donna Z to prepare letters to the Presidents. Cherie to coordinate letter to PCC. More to follow at next meeting.

PAST PRESIDENTS – No report.

FALL CONFERENCE

November 6 and 7, 2014

Theme: "Proceed and Be Bold"

Lynn shared that the only complaints were on the coffee and candy – neither of which were provided by AAWCC. It was noted that the speakers for the event were great and inexpensive! Discussion occurred on future speakers and workshop facilitators:

- Nepalese mountain climber (maybe get Nike, Adidas or Columbia to sponsor her coming)
- Kate Campbell Stevenson, Vision 20-20 (She's from Maryland. Back to the future speech where she morphs herself into different historical women. She'd only charge \$1,200 plus expenses.)
- Jessica Howard – keynote and/or rap performance (needs lots of lead time and a focus)
- Anne Shotts, Portland sports broadcaster
- Carletta Walls, youngest of Little Rock to be segregated
- Karin's daughter for a workshop
- President's Panel
- Indian drummers for performance (Julie to contact them)
- Mother Load
- Fiddler from Ashland
- Jefferson Dancers
- Ninety-year-old that sailed the globe (Teri to get name)
- Melody Rose, Chancellor of the Oregon University System

Discussion occurred on offering an Early Bird registration discount and then raising it for late registrations (3 wks prior). Cancellation/refund information can be added to the reg form and confirmation email – change to 14 days in advance - registrant must check that they agree to it before they can proceed.

Fall Conference budget was \$32,000 this year. We came about even.

Discussion occurred about the need to raise the budget, not include refreshments for commuters, and obtaining session sponsorships for breakfasts, lunch and reception event. Lynn to call Nike to request sponsorship for Nepal climber at the Fall Conference. JoAnne to make contact with a company that does financial planning.

Thursday night activity

- Book discussions (Lean In, Mala)
- FREE evening - no structured activity, but rather a President-Elect sponsored activity (i.e., movie night, etc.) and provide a list of possible activities for people to do in the area.

Donna Zmolek's motion to *raise the Fall Conference registration fee to \$210* was seconded by Melissa Aaberg. Upon call for the vote, the **MOTION PASSED** unanimously.

Conference Photos - Photos should be posted to the Flickr account in a timely manner. A board member should take the photos. Victoria's services will no longer be needed.

Special Projects – Photographer - Melissa and JoAnne will also take photos. Possibly do shifts, providing a memory chip at the beginning of events that is given back at the end of the conference before they leave. The Board will edit the photos for archiving.

- Summer Conference – a shot list is needed; need one or two photographers
- Fall Conference - a shot list is needed; two to three photographers needed

Teri will be the conduit for the collection of the event photographs. For Fall Conference, a slideshow can be shown during the second day with photos of day one. Teri will meet with the photographers prior to the event to discuss needs and collect photos at the end of the event. Conference coordinators will develop conference photo shot lists and provide to Teri.

BOARD STRENGTHS AND ABILITIES

- JoAnne – Wants to do some comparison and analysis reports. Needs timing of registration for summer conference. Would like advance notice of meetings to allow for report preparation.
- Heather – Interested in doing some targeted membership. She likes efficiency. Knowing timelines will be helpful in her new position. Loves organizing information on spreadsheets. Likes to lead and make decisions. Doesn't like catering to people's emotions. She'll work with Sydney and Carol.
- Donna L – Good at planning ahead.
- Donna Z – Likes to write and put things together. She will work more with Sydney this year to promote events. Doesn't like public speaking, but can do it.
- Carol – Details make her cry.
- Teri – Would like to coordinate chapter visits and photo collection. Scared of social media.
- Deb – Detail oriented, enjoy document review, and will assist wherever needed for successful events.
- Lynn – Like to work and socialize; need help call her!
- Melissa – Excited to get the website updated into a content management system (Word Press).
- Jan – Doesn't like details. Great at recognizing others' strengths.
- Cherie – Has done registration, program, and financials. She noted that some have asked about having six ½ hr sessions at Fall Conference instead of 1 hr and 15 minute sessions. Shorter sessions allows for some to be repeated.

APRIL AGENDA ITEM

- Fall Conference Program Designs

PRESENTATION

Karin was presented with a plaque for her devoted service on the Board!

PHOTO ARCHIVES

Carol gave the list of pictures to remove unwanted photos. This is typically done when a new president comes on board. Melissa to complete.

WEBSITE

www.aawccoregon.org/blog

A review of the new website occurred. Documents, newsletters, and photo tabs will be added and OILD will be spelled out. Board members were encouraged to update their bios and send them to Melissa for posting. Past programs, etc. will be listed in each area (i.e., Fall Conference, Summer Conference, OILD). Contacts tab will be changed to Board of Directors. Chapter news can be added periodically. The 2013 conference information should be removed. The 2014 dates can be posted. An authorization box can be added to future registration forms to allow use of feedback comments. Feedback from Fall Conference will be posted to the webpage.

Sydney and Heather will contact Melissa in February to begin work on the Summer Conference registration forms.

Summer Conference

- Theme: Transitions
- Date: July 17
- Cost: \$95/person

Fall Conference

- Theme: Proceed and Be Bold
- Date: November 6 and 7
- Cost: \$210/person

All past conference history needs to be transferred over.

NEWSLETTER

Target dates for publication are April 1st and October 1st. Information should be sent directly to Donna Z.

Items to include:

- President's letter (Julie to prepare)
- Highlight new board members/new positions (Donna Z needs bios and photos on each)
- Summary of Fall Conferences
- Dates and themes of upcoming conferences
- Campus connections/chapter updates

PHILANTHROPIC OPPORTUNITY

Discussion occurred on possible opportunities in local areas.

- YWCA "Discover Pink" for women's mammograms
- Girls on the Run – (girls pair up with women to train for a 5K)
- Girls Scouts
- Education/International Education (development of young women)

We could rotate the event each year and tie it to leadership aspirations.

Fundraisers mentioned to help raise money for scholarships to attend one of the community colleges or AAWCC events were:

- AAWCC Fun Run
- Scholarship for Books (women only)

It was suggested that the reference to a fourth event (non-profit/charitable organization or event) be removed from the Bylaws allowing the Board to support local chapters with their efforts.

BYLAWS

Work continued on the Bylaws. The proposed revisions will be prepared for further review at the next meeting.

CAMPUS DEVELOPMENT

It was noted that no chapter development scholarships were available this year. Information will be placed in the newsletter, a letter will be sent to campus contacts, and it will be announced at conferences that AAWCC State Board is willing to travel to campuses to present on the benefits of AAWCC, etc.

OTHER

Swag

- Mini flashlight (\$0.99 and the battery is included!). We could sell them for sell for \$2.50 in the online store and at the conferences.
- Nail files from National.
- New members need AAWCC bags!
- Items would be distributed at events – not shipped.

Model Program Award - Lynn explained the national award and that she was interested in submitting the Fall Conference. The Board directed Lynn to proceed with submitting the paperwork.

Women in Higher Education Publication – Jan explained that the group attended conferences and then wrote about their experience in the publication. Lynn to research. It's possible that we have old versions that could be placed in conference packets. It was noted that libraries may have the publication as well.

UPCOMING MEETINGS

- April 11, 2014, 10-3 @ Chemeketa
- June 24, 2014 (noon thru dinner)
- July 16, 2014 (10 am)
- September (TBA), 2014 in the Fall
- November 5, 2014 prior to Fall Conference

ADJOURNMENT – Having no further business, the Retreat was adjourned.