



AAWCC Board Meeting

Lane Community College



October 23, 2015

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

CALL TO ORDER DISCUSSION ITEMS

MINUTES

Lynn's motion to **approve the July 15, 2015 minutes, as amended**, was seconded by Donna Lewelling. Upon call for the vote, the **motion PASSED**.

FINANCES

Cherie reported that there was \$16,683.32 in checking and \$8,285.41 in the money market savings account. She announced that both the Summer Conference (\$2,158) and OILD (\$1,315) made money.

SUMMER CONFERENCE RECAP

Fabulous conference! We received mixed reviews on the speakers. However, the feedback was that it was good to have some educational components incorporated.

Donna L noted that Salishan had been secured for the next two years (2016 and 2017).

WEBSITE

Melissa reported that Campus Contact (CC) was working well. It was noted that the newsletter was now posted on the website as well as Summer Conference photos.

Discussion occurred on contacting individuals already registered about the optional Thursday evening wine/painting event, enhancing the fall conference program information, FAQs, and registration links on the state chapter website.

Chapters Events - Chapters should send information on their events that are open to others to Teri.

Campus Contacts - Carol is working on updating campus contacts and distributed copies of the current information. She'll send the link to the Board for them to update their individual chapter's information. Jan suggested contacting the president's assistants if contact to confirm was unsuccessful.

NEWSLETTER

Cherie needs the newsletter for inclusion in the program. Donna to send the most recent to her.

FALL CONFERENCE

Wonderful speakers! Lynn shared that she was expecting good attendance, but worried about not having media support personnel. Discussion occurred on media needs and potential workshops/presenters.

Umpqua – A promo code was created for UCC registrants.

Several schools have stepped up to donate scholarships (1 SWOCC; 1 Chemeketa; 2 PCC; 2 National). A UCC musical tribute and slideshow is planned. Angela McMann to organize the slideshow that will play during the musical performance of Stand Up For Me.

Flow –

- Recognize UCC members
- Julie to introduce Linda Reisser and other performers
- Linda and others to perform song while slide show plays

Silent Auction - Items needed for silent auction. Teri to purchase some of the UCC keychains to put in the auction. Deb will assist Erika Coker with the auction.

Awards

- Campus Excellence – Several have been submitted.
- Des Jardin – Two have been received. Julie, Carol and Cherie will review/select.

Ballot - Copies were distributed. Modifications are needed to bios.

Registration

- Early Bird and Tardy Bird going on now.
- Accepting payment by check has been a good option.

Due to hotel construction, breakfast will not be served in the usual location. Lynn to ask about getting a full breakfast for the price of a continental due to this inconvenience. There will not be a Zumba session this year.

Advertising – Lynn received an email from University of Portland inquiring about placing an ad in our program to promote their new programs. Discussion occurred. Deb shared the prices that North Bend High School charges for advertising in their athletic programs (\$149 business card size; \$249 quarter page). It was noted that more is usually charged to advertise on the back cover of programs. The Board directed Lynn to respond to UofP with \$250 for a ¼ page ad.

Letters to the Presidents – Going out soon with RSVPs to Julie.

Thursday Evening Activity – One hour wine and painting workshop starting at 7:30 p.m. Discussion occurred regarding sending information on the Thursday night activity (painting and wine) to registrants to get people to pre-register. The Board agreed to guarantee the minimum number needed.

- \$20/person – interested individuals sign up with the company (Bottle and Botega, Inc.).

Assignments

- Reg Table - Heather
- Name Tags – Lynn
- Photos - Amber and Teri
- Silent Auction - Deb

Instagram – Instructions on how participants can share their selfies will be disseminated to participants.

Facebook – Victoria is currently the administrator on the page. Deb contacted her during the meeting to transition to Melissa and possibly others.

Workshop Intros – Need to ask for volunteers to help with these when we send out information on Thursday night's activity to registrants.

Conference Evaluations – Send out survey to all participants electronically.

Individual Session Evaluations – Cherie to prepare hardcopy evaluations to be distributed/collected at each session so participants can provide immediate feedback and receive their raffle tickets for attending.

Silent Auction – Deb to assist Erika Coker.

Raffle Baskets – Usually come from president's administrative assistants.

Board Basket – Board members to contribute items from their areas of the state.

NATIONAL CONFERENCE

- Location - Double Tree at the Lloyd Center
- Theme – Bridging the Leadership Gap: access, challenges and opportunities
 - Three leadership tracks
- Dates – October 26-28, 2016
- Program – National covering the cost. We can put an ad in this year's conference program about the National Conference.
- Use CC for the registrations – Heather needs to know the # that would be involved for mailings (1,500) as the pricing will change.
- Speakers – Suggested: Jill Biden, Malala, Cheryl Strayed
- Silent Auction - State will do and we'll keep the proceeds.
- Entertainment – Coordinated with Julian Johnson and Claudia Curry (Oregon)
- Merchandise
- Membership drive
- Cost – \$275 and there will be an early bird/tardy bird period.
- Format – Two-day like state conference.
- Registration Desk (Oregon)
- Area Tours and Walkabout – Cherie to put together with hotel, etc.
- Reception (National)
- National marketing person will send out all of the marketing emails after Heather gives her an account.

OTHER

The Board is strong and each member has different strengths. Quote for the day: There is "A lid for every pot!"

NEXT MEETINGS

- November 18, 1 pm (with lunch) @ Embassy Suites, Presidential Suite – Board Meeting
- November 20, (TBA) @ Embassy Suites, Conference Rm – Board Meeting