



AAWCC Board Meeting

Chemeketa CC, Salem, OR

February 9, 2018

Attendance: Sydney Frost, Lynn Irvin, Julie Kopet, Donna Lewelling, Cherie Maas-Anderson, Deb Nicholls, Lynn Nakamura, Teri Olsen, Lydia Rediske, Heather White, Jan Woodcock and Donna Zmolek

DISCUSSION ITEMS

- **Approval of Minutes – November 15 & 17, 2018** – Julie’s motion to **approve the minutes dated November 15 and 17, 2017, as amended**, was seconded by Cherie. Upon call for the vote, the **MOTION PASSED** unanimously.
- **2017 Fall Conference Debrief** – Donna L shared that she was frustrated with Embassy Suites this year as the final bill kept increasing after the conference and they charged us for things they hadn’t in the past. As a result of the increased costs and lower attendance, the conference lost almost \$9,300.
- **2018 Fall Conference Planning, Embassy Suites, November 7-9** - Donna L reported that they negotiated the food charges down to \$14,000 for next year and that Embassy Suites agreed to allow us to bring in all of our own AV equipment. Seeking sponsorships to sponsor specific segments (i.e., breakfast, reception-Wells Fargo, etc.). Also, getting our own food items from Costco or someplace for the Presidential Reception on Wednesday evening would be cheaper than going through the hotel. Changing up the conference format to possibly save money was revisited, but it was agreed that we’d stay with the same format as in the past (W evening through F lunch).
 - Theme: Facing the Future Together
 - Registration Fee: Discussion occurred on tightening up the food budget and not paying for speakers where possible.
Lynn I’s motion to **raise the 2018 Fall Conference registration fee to \$250; with a \$25 late fee** was seconded by Julie. Upon call for the vote, the **MOTION PASSED** unanimously.

Lynn I, Donna Z, Donna L, Sydney and Cherie to meet on a process for workshops for Fall Conference.

- **National Conference** - 10/28-30/18 in Florida
- **Financials** – Cherie reported that we were down approximately \$9,000 Fall Conference and made \$3,500 Summer Conference. OILD was down as well.
 - Account Balances
 - \$5,845.30 Checking
 - \$9,095.86 Savings
 - \$10,532.42 Money Market/CD

- **OILD, Silver Falls Conference Center, 6/25-28** – No alcohol will be provided this year. Attendees can bring their own.
- **President/Past-President Reports**
 - Lynn I shared on the **Oregon Women in Higher Education Conference** she attended in Sunriver recently. It's similar to AAWCC. It includes women from community colleges and universities and about 175 women attend the 1.5 day conference. The cost is \$165 and includes dinner, breakfast and lunch. They have awards similar to ours. They had more members and volunteers than they've had in the past. Things that contributed to their increased participation:
 - Onboarding when people are hired
 - Letters sent to campus presidents
 - Social media person
 - Webinars periodically
 - Note pads given away at the conference that included the dates of the next two years' conferences
 - Volunteers help host conference sessions; take photos; post on social media, etc.
 - They had a conference app (Guidebook). This is free for less than 200 downloads (saves in printing programs).
 - Blog on their website
 - Sponsors

They encouraged participants to bring their business cards for networking. They arranged tables and name tags to mix people up during different parts of the conference (i.e., birthdays - summer, fall, winter, spring), etc.

They do a monthly newsletter and a handbook. The last workshop was titled "UNCONFERENCE" where people shared ideas for workshops that they wanted to facilitate. Whomever wanted to facilitate then moved to a room and facilitated the workshop on the fly.

They will invite their members/attendees to our conferences as well.

Discussion occurred regarding morphing the **VP of Membership into VP of Social Media** or changing the position's responsibilities to address our social media/technical needs. We need to announce a hashtag and encourage attendees to post on social media; get it in the schedule, announce it and put in registration info including the website.

Heather's motion to ***adjust the VP Membership position to include responsibilities of social media*** was seconded by Lynn I. Upon call for the vote, motion **PASSED** unanimously.

Discussion occurred on how new **board members** were brought on. Heather suggested not having an elected board. However, it was noted that we needed to follow what 'national' does as we must abide by our by-laws and just can't up and change how board members are elected. The importance of the vetting process currently used was stressed. Future ballots will be sure to include a write-in option.

A subcommittee (Donna L, Sydney, Lydia and Cherie) will meet to come up with an application process for people interested in future board positions. The positions up for election can be announced at Summer Conference.

- **Potential Speakers**
 - Susana Rivera-Mills, OSU
 - Michelle Cruze
- **Possible Workshops, etc.**
 - Spread the word on all different conferences (maybe our social media person could assist with this)
 - Vision Boarding – Brianna Stansberry, PCC Cascade
 - How to navigate free speech issues
 - Cultural competency training
- **Campus Contact Update** – Copies of the latest list were distributed at the meeting. Deb explained that she'd been updating it and encouraged board members to let her know if adjustments were needed. Lydia to update the CC email distribution list in the Board area.
- **Summer Conference 2018, July 19, 2018**
 - Theme - ***Success Through Community***
 - A blurb about the mentoring panel, a bio from Lisa Davidson and something about Senitila McKinley are needed. Heather and Lydia to post a conference blurb and the SAVE THE DATE by 02/16/18. Heather to send Teri the FAQs to update.
 - Evening Reception - Last year's reception was well attended. However, they brought out more wine than we wanted. This will continue, but it may be slightly different.
 - Registration Price - Discussion occurred on the registration price due to the increase in room rates, etc. and ways to cut costs.
Heather's motion to ***increase the 2018 Summer Conference registration fee to \$130; with a \$50 late fee*** was seconded by Julie. Upon call for the vote, the ***MOTION PASSED*** unanimously.
 - Emcees - Jan, Lynn I, Julie and Deb, if needed.
 - Speaker gifts – Lynn I to work on. Door prizes and raffle gifts are needed too.

Heather asked board members that have social media accounts (i.e., Facebook, etc.) to share her registration pushes.

- **Summer Conference 2019 Location**
 - Location - Stay at Salishan or move to Gorge area? Julie to research venue in the Gorge.
- **Mentor Program Rollout** - Lynn I reported that 14 people had signed up to participate as mentors or mentees (7 groups). The groups meet monthly and a guidebook has been developed, but some pairs aren't really following the guidebook. Six out of the seven groups started meeting in early January.
- **OILD** – It was noted that Sydney would be doing more of the program this year as Jan will be transitioning out as she nears retirement and that Cam was stepping in to Mary's leadership position. Cam and other presidents should be asked to address the importance and investment of sending people to OILD at OPC as there are new presidents. Cam should send the letters to the presidents. Donna Z will update the letters and send them to Shannon (Cam's assistant).

Julie helps with logistics and Teri will assist Lynn I. Sydney is looking at evaluations to see whether we are meeting the leadership needs. She thinks that the board's stories are important for OILD participants to hear. They need to see that there's more to it than just attending OILD (i.e., mentorship, advancement, etc.).

Lynn I to update the brochure. It needs to include language about the four-day all-inclusive professional development opportunity. Discussion on registration fee transpired.

Jan's motion to **increase the OILD registration fee to \$625** was seconded by Sydney. Upon call for the vote, the **MOTION PASSED** unanimously.

- **Succession Planning** – Deb is retiring June 2019. She holds two positions right now; President-Elect and VP of Records. She suggested appointing someone into the Records position asap. Discussion occurred on potential individuals.

Donna L is interested in the presidential track after Fall Conference 2018 and Heather expressed interest in the VP of Fall Conference position. Heather would run for the VP of Fall Conference position at Fall Conference 2018. This movement would then open up the VP of Registration position. While the registration position wouldn't be up for election until Fall 2019, appointments could be made in the interim.

The following positions are up for election in Fall 2018:

VP Fall Conference	<i>Put Heather on ballot</i>
VP Summer Conference	<i>Put Teri on ballot</i>
VP Records	<i>Put whomever is appointed on ballot</i>
VP Special Projects	<i>Put Lynn N on ballot</i>

NEXT MEETINGS

- May 11, 2018 @ Chemeketa (10-3)
- June 26, 2018 @ Silver Falls (10 am)
- July 18, 2018 @ Summer Conference - Salishan (2 pm)
- November 7, 2018 @ Fall Conference - Embassy Suites (1 pm)