

Oregon Chapter of AAWCC
Board Meeting Minutes
March 13, 1999

- I. **In Attendance:** Shirley Anderson, Miriam Castellón, Barbara Hoffstetter, Marcia Keith, Ellen Levine, Rebecca McKenney, Lisa Tomlin, Vickie Totten, Artis Van Russell, Julie Walker, and JoyLynn Woodard.
- II. **Approval of Meeting Minutes:** Minutes of Jan. 15 were approved, with the correction that Colleen Levin will not maintain the Web site.
- III. **Financial Report:** Julie Walker reported on the financial statement, which reflected a positive balance. Walker will investigate the possibility of purchasing a certificate of deposit for 60 days at 5%. She also determined that a Visa account will not be cost-effective. Outstanding receivables include \$260 still owed by past president Linda Ericksen, for the Summer Retreat 1998 (**Marcia Keith agreed to follow up**), \$13 owed by Vickie Totten for one tee shirt and a mug, and \$294 owed by Mt. Hood C.C. for 27 tee shirts and 8 mugs. Opportunities for community colleges to start a chapter will be added to the next agenda. A proposed budget for 1999 was presented.
- IV. **1999 Conference:** Lisa Tomlin outlined the 1999 Conference budget. The focus is on contacting talented leaders in community colleges to be presenters. Volunteers were identified. Keith knows of a police team in Clackamas County who presented on domestic violence, which was coordinated by Ida Filippo. **Lisa Tomlin agreed to contact Ms. Filippo.** Facilities and food offering improvements were outlined. It was agreed that 50 participants is needed to offer the post-conference workshop. A letter on the Namasté Center results will be in the newsletter. In preparation for the May meeting, Tomlin plans to do an assessment through campus contacts/campus chapters on the likelihood that people from Portland Community College will come to Namasté in the coming years. The Program Committee will meet next week. Input was requested. Shirley Anderson reported that at the regional conference, Alice Jacobson and Tana Hasart did an awesome presentation and that Jacobson said if Tana wants to, she would make the same presentation at the annual conference. Conference evaluations were mailed to presenters. Evaluations reflect that making meaningful connections with college leaders and creating an atmosphere where women feel they can succeed, have proven to be a challenge. Effort should be made to approach women in leadership positions to provide insight and tools to help women succeed. Thursday lunch ideas: The keynoter could talk about valuing gender differences and enhancing communication between the genders that would enlighten the male audience. Small tables should be set up to promote conversation with a president who is not from your college. Use a basket of questions to encourage a more structured interaction. Presenter ideas: Sharon Ellison was effective in her presentation on verbal defense; Vickie Totten to present on non-defensive communication? Tomlin recommended the membership make a few contacts and look for a mutually rewarding experience. Tomlin will talk to Vickie Willis.

- V. **OILD:** Ellen Levine presented a budget outline for the Oregon Institute for Leadership Development, that projects a healthy beginning, extensive expenditures, and a positive bottom line. Scholarships were not reflected in the budget at this time. Expenses included printing and postage, facility rental, lodging and travel costs for presenters, and next year's deposit. Julie Walker suggested that the deposit is a cost to be looked at for the following year. Plans are coming together for OILD 1999. Levine extends an invitation to women in the state to present at OILD and at the state conference. A reception will be held on June 22. The Board and former OILD participants are invited to attend. The Board will participate in the entertainment segment. For OILD 2000, the committee will review the registration fee.
- VI. **For the newsletter:** Include Dates to Remember: Righting the Standard; OILD; Annual Conference; Call for Presenters; bylaws; and the summer retreat, to be submitted by Angela Ritchie.
- VIII **Membership Report:** Dawn DeWolf reported that there needs to be a push for joining state chapter. When it's time to renew, notices should be sent out. She suggested giving out membership certificates. The Marketing Committee will send last three years' membership. If members are not planning to come to the conference, membership dues need to be submitted. Local chapters should include state chapter membership renewals. The Board approved the purchase of folders similar to what was used at the conference, to be used outreach visits and membership information. The Board approved the distribution of the Membership List for educational purposes only - no solicitations. For outside organizations, a \$50 fee will be imposed. Approval to distribute the Membership List will be at the Board's discretion.
- IX **Web Site:** The AAWCC Web site will be housed in the OCCA. Candace Norwood, Vickie Totten's staff assistant, agreed to maintain the site. Levine agreed to forward the original of logo. Items to post on the Web site include: Calendar of Events, AAWCC Chapter sites -- national and regional. Board member list to include name, college, work phone number, and e-mail address. Also Bylaws, job titles, mission statement, membership application for national and state chapters. The Membership List issue will be on the next agenda. For now, it is to include name, college, and e-mail address only. Also to include a list of those who participated in OILD and NILD, and the latest newsletter.
- X. **Outreach:** Marcia Keith and Shirley Anderson will meet to formulate a checklist of topics and who to visit. A recommendation will be needed by anyone in AAWCC who would want to visit colleges. Notify colleges of the summer retreat on July 16.
- XI **Retreats:** Shirley Anderson, ^{reporting for Angela Ritchie,} said that plans are coming together for the Summer Retreat on July 16. The theme is on mentoring. Anderson has a speaker in mind, who has presented nationally and internationally, for less than \$500. Anderson noted that lodging accommodations need to be made before the May 15 meeting. Walker agreed to call a friend in Bend, Keith to call ~~Whitchie(?)~~ Creek, JoyLynn Woodard to check with her friend, Anderson to call Joanne Harris. The objective of the Retreat is to break even. The cost will be \$45 to members and \$50 to non-members (includes lunch).

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XII. Regional Conference: The Region X Conference was a valuable learning experience, especially to women who have never attended or had limited exposure to this type of learning. Responses include the desire for a strong leadership track, however. Luncheon and closing speakers were excellent. Note to the speaker bank: avoid specifying genders (husband, wife), replace with partner. End the conference with a live debrief and capture comments while it is fresh. Explain what the conference is about, who the audience is and their expectations, and demographics of the membership. **This issue to be placed on the July Agenda.**

XIII. Financial Decision on OILD: Stephanie Sussman, ex-officio member, worked on OILD since its inception. Sussman is now a consultant and has asked the Board to consider her request to be paid \$1,000 for her time on OILD. It was acknowledged that her contributions to AAWCC have been enormous and valued. The Board moved to stay with the philosophy of keeping the facilitation of OILD on a voluntary basis. In the meantime, the Board greatly appreciates Sussman's hard work in coordinating OILD for 1999 and understands her ~~new~~ perspective on this matter.

On Next Agenda: Local Chapter Start-Ups
The Membership List