

APMP Pacific Northwest BoD Meeting Minutes January 13, 2017

1. Call to Order
2. Roll Call. BoD Members present:

Position	Name	Present (Y/N)
Co-Chair	Candice Ott	X
Vice Chair	Edgardo Berrios	X
Treasurer	Ed Feeley	
Membership	Lauren Deluca	X
Communication	Leigh Ann Newman	X
	Meg Whitehouse	X
Marketing Manager	Debbie Crooke	X
Programs/Event Coordinator	Sarah Isaacs	X
Secretary	Sheri Waldbauer	X

3. Approval of Last Meeting's Minutes
 - a. Sheri will post December agenda instead of minutes.
4. Upcoming Events
 - a. December Coffee Talk
 - i. (Sheri, Edgardo, Lauren, Candice – SUCCESS!). Add this to the newsletter (color reviews, how to make things easier, getting good reviews)
 - b. January Lunch and Learn: Julia Quigley:
 - i. The APBs of Persuasive Proposal Writing (48 registered / 32 attendees).
 - ii. Feedback - members enjoyed the presentation; feedback came to apmp email and via feedback surveys
 1. Can we let them know at the beginning of the webinars if we will distribute the presentations so they do not need to take notes.
 2. 10 responses to survey – 3 = 5 out of 5; 5 = 4 out of 5; 2 = 3 out of 5; really great feedback.
 - iii. Gift – two books from Lohfeld.
 - iv. Good feedback on Go To Meetings
 - c. February Coffee Talk: What do you love most about your job?
 - i. How do we help each other fall in love with our work?
 - ii. Poll – can we do one during the calls?
 - iii. Send out a reminder a week before the coffee talk.
 - d. March Lunch and Learn: Samantha Enslin
 - i. 12 people registered so far
 - ii. Send information to Debbie so she can get this posted to website.
 - iii. Debbie (and others) still don't have access to website. Sheri to look into this.

5. Newsletters

- a. January Newsletter – everything is coming together fine – not difficult to update these changes; should go out on Tuesday.
 - i. Overview of 2017 events - Candice is responsible for this. Welcome to 2017!!
 - ii. Who's attending National
 - iii. Lee Hendrickson Scholarship
 1. Introduce in January's newsletter
 2. Candice needs to work closely with Lee and Rick Harris on this so will do this in February. Rick will write up something on Lee.
 3. Contacted Rick – at cost price
 4. How do we do this? Someone who wants to share ongoing education with the larger chapter.
 5. Send out separately from newsletter.
 6. Shoot to have this out by the end of January so we can pull winner by end of February.
 - iv. Sara did a little article about using SharePoint. She will post this to BaseCamp.
- b. February Newsletter

6. December to do's:

- a. Lee Hendrickson Scholarship – Candice/Ed
- b. BoD members to send headshots to Sheri – All – Get to Sheri by end of next week
- c. Update Basecamp for the upcoming year – Candice/Sarah
- d. Local networking language - Candice/Lauren
- e. Call/contact members to update list – All
- f. Add all Lunch and Learns to National website – Debbie
- g. Discuss PNW APMP website – Lauren/Debbie
- h. Contact update on APMP site: <http://www.apmp.org/default.asp?page=chaptershome>

November's Completed Tasks

- i. Order gifts – Meg
- j. Connect with BJ Lownie regarding 2017 Training day – Candice
 - i. Yes, he is open for this. We need to get a survey out to see if folks are interested, where, etc. Need to follow up on this next week.
- k. Connect with Charlie Devine regarding member accreditation – Candice

7. January Chapter Kick-off

- a. 2017 Chapter Membership Packets
 - i. Calendar
 - ii. Thank you letter
 - Candice and Lauren will get out by January 28.



8. Treasury Status

- a. Balance: \$ 6049.45
- b. Need to start talking about taxes. Candice and Ed will be talking about this next week.

9. Membership Status

- a. 125
- b. 13 new members last week

10. Health check

- a. Everyone seems to be very busy, but is doing ok.

11. Other

- a. Constant contact up to date. Lauren would previously add new members to MailChip. What is the best approach with Constant Contact?
- b. Lauren will send this a new list each month for Leigh Ann to import. By BoD meeting each month.