

APMP Pacific Northwest BoD Meeting Minutes February 10, 2017

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

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

3. Approval of Last Meeting's Minutes
 - a. Approved
4. Upcoming Events
 - a. February Coffee Talk
 - i. Experiencing low attendance. Need to look at revamping.
 - ii. Make this more of a Q&A session or Situation Room type environment?
 - b. March January Lunch and Learn: Samantha Enslin
 - i. 14 registered now.
 - ii. Look at gathering more detailed information from presenters to put on social media sites.
 - c. Accreditation Training: survey and timing
 - i. Need to a survey out to members. Would they be interested, location, timing (September), foundation/practitioner?
 - ii. BJ has provided some numbers, is on board.
5. Newsletters
 - a. February Newsletter – newsletter is nearly complete. Will get this out next week.
 - i. Change Newsletter to revamp Coffee Talk.
 - b. Lee Hendrickson Scholarship – distributed to Chapter. Need to get contact information for Lee's wife, would like to forward her a copy. 123 sent / 5 bounced / 47 opened. Will get this posted to social media.
 - c. March Newsletter
 - i. Scholarship winner (Candice)
 - ii. National
 1. Sheri – another “be a pod article”

2. BoD attendance at National – Sheri, Edgardo, Candice, Lauren
 3. Survey for those attending
 - iii. SME Article and Hot Tip (Meg)
 - iv. Ask Orca (Leigh Ann) – possible follow-up on February Coffee Talk
 - v. Accreditation Training (Candice)
6. February to do's:
- a. BoD members to send headshots to Sheri – All
 - i. Sheri to send Debbie login info so she can update photos on website.
 - b. Update Basecamp for the upcoming year – Candice/Sarah
 - c. Local networking language - Candice/Lauren
 - d. Add all Lunch and Learns to National website – Debbie
 - e. Discuss PNW APMP website – Lauren/Debbie
 - f. Contact update on APMP site: <http://www.apmp.org/default.asp?page=chaptershome>
 - i. Sheri to work on this with National.

January's Completed Tasks

- a. Lee Hendrickson Scholarship – Candice/Ed
 - b. Calendars sent to APMP chapter members
7. Treasury Status
- a. Balance: \$ 5,990.47
 - b. Sent in rebate report, should get that by end of month.
 - c. Taxes – Ed is digging into State of Washington requirements. Has to update forms for new members.
8. Membership Status
- a. Roger Campbell – on the BoD in the Southwest Chapter. Is interested in finding out more. Not joining at this time, but perhaps in the future.
 - b. No change - 125
9. Health check
- a. Everyone seems to be doing well.
10. Other
- a. Next Call - National Presence
 - i. Item to pass out – schedules for upcoming events