



APMP Pacific Northwest BoD Meeting Minutes June 23, 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	X
Membership	Lauren Deluca	
Communication	Leigh Ann Newman Meg Whitehouse	X
Marketing Manager	Debbie Crooke	
Programs/Event Coordinator	TBD	
Secretary	Sheri Waldbauer	X
TBD	Michael Hurst	X

3. Approval of Last Meeting's Minutes
 - a. Approved
4. Events
 - a. National
 - i. Leaders' Workshop (notes out in 2 weeks)
 1. Get rebates in on time, may have to implement a cutoff date.
 2. 9,200 members – 920 attendees at National
 3. Board Engagement, Virtual Chapter Engagement, Drive Membership, Speaker Engagement
 4. **Using monthly calls for more conversation vs. information sharing (# of members, budgets, etc. – get this info out ahead of time). NOTE: Sheri to think about how to implement this.**
 5. Larger chapters serving as mentors to smaller or just developing chapters
 6. Better training from National on resources out there (LinkedIn Leaders Site; quarterly calls)
 7. Developing a central repository for guiding documents (Role descriptions, by-laws; event planning, etc.) AND actually develop these (include things like expected # of hours/month)
 8. **Merging lunch and learns with other chapters – reduce demand on speakers, increase attendance, all chapters can claim attendance on reports**
 9. Allowing free attendance doesn't help – gives no incentive for joining
 10. **Holding BoD elections NOT at Winter Time NOTE: We haven't had this in a while – need to think about this**

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11. **Send a letter to member's boss letting them know they reached a level of certification and this means XYZ and.... NOTE: Can we get template from Florida Chapter? Or include this in welcome email to members. Edgardo will contact Florida Chapter to see what they have.**
 - ii. Rick Harris' Intro to Heather – sent him her response and Edgardo introduced
 1. Heather was very thankful – her company's BD budget couldn't afford this.
 2. We should ask Heather to do a write-up for our newsletter. *Candice will ask Lauren to follow-up with Heather.*
 3. *Need to send newsletter to Rick and Lee's wife* (may need to reach out to Karen to get this info)
 - b. Coffee Talk
 - i. June 20 recap. 6 joined. Heather attended.
 - ii. August 4 – save the date; need theme; 4 registrants
 - c. Lunch and Learn
 - i. July - Colleen Jolly and Creativity on Demand – 11 registrants
 - d. Training Day
 - i. Survey results – 1 response – will include this in next newsletter
 5. Newsletters
 - a. Main Article – *Sheri and Heather to write National articles*
 - b. SME Article
 - c. Member Highlight – *Edgardo to take on certification updates* – Kim Swentik (Practitioner) and Sherry Hendricks (Foundation)
 - d. Hot Tip
 - e. Upcoming Events
 6. Candice Transition
 - a. Coffee Talks – *Michael to take on the ownership of this.*
 - i. help set themes for bi-monthly meetings
 - ii. prepare questions and distributing to the Board prior to call
 - iii. moderate discussion
 - iv. follow up with any feedback/questions/tools that were discussed and asked to be shared with attendees
 - b. Lunch & Learns (L&Ls)
 - i. Edgardo hosts L&Ls the second Tuesday of every other month
 - ii. L&Ls presentation and follow-ups surveys are sent out post L&L to all attendees (*Edgardo*)
 - iii. Gift sent to one of our members who completed the surveys
 - iv. Ed sends a thank you card and gift card to the presenter and balances checkbook
 - c. Board Meetings
 - i. meetings are scheduled for the second Friday of every month at 12pm (*Sheri*)
 - ii. agenda completed and distributed to the Board the day before (*Edgardo*)
 - iii. chair moderates the call (*Edgardo*)
 - iv. Sheri takes notes and distributes to the Board post meeting
 - v. notes are approved at the beginning of last month's meeting

7. To do's:
 - a. Update Basecamp for the upcoming year - Sarah
 - b. Add all Lunch and Learns to National website – Debbie
 - c. Discuss PNW APMP website – Lauren/Debbie
 - i. Meg – will send out a couple of questions on our website.
8. Treasury Status
 - a. Balance: \$7,845
 - b. Per Rick's comment at National, we need to make sure that these are getting in on time.
 - c. New rebate at beginning of July (April, May, June). What events took place, how many registered, how many attended. Webinars and Coffee talks. *Sheri to provide Ed with Q2 info.*
9. Membership Status - Needs to be updated
10. Health check
 - a. Sarah – needs to remove herself from the Board. *Michael will look at building BaseCamp and maybe reorganizing a bit*
11. Other