

## APMP Pacific Northwest BoD Meeting Minutes July 17, 2017

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

Position	Name	Present (Y/N)
Co-Chair	Edgardo Berrios	X
Vice Chair		
Treasurer	Ed Feeley	
Membership	Lauren Deluca	X
Communication	Leigh Ann Newman	X
	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. Preparation for 2018
      1. Gentle Giant Scholarship – decide when we want to open this for folks to begin submitting; looking at January announcement – award in February. Get this into August 2017 newsletter.
      2. Chapter Award of the Year submission. Lauren submitted in 2017. We want to shoot for this in 2018. Need to confirm when these are due (March/April??)
      3. Host an event with the CA chapter? Edgardo to reach out to CA Chapter to see if they are interested in doing anything.
      4. Lauren and Meg are tentatively going in 2018. Sheri not going.
    - b. Coffee Talk
      - i. August 8 – 5 registrants
        1. Mike to lead. Mike will distribute questions to the board on August 4 in preparation.
    - c. Lunch and Learn
      - i. July - Colleen Jolly and Creativity on Demand – 28 registrants
      - ii. September and November – Richard Goring
      - iii. January – Mike Parkinson
      - iv. Meg will take over sending surveys out to folks. Lauren will look at getting gifts from Candice. She will take over mailing these out.

- d. Training Day
    - i. Survey results – 1 response – will include this in next newsletter. Meg will look into this to see if we got any more responses. This is also included in the newsletter tomorrow. Responses due by July 28. We'll check on responses on July 31. Edgardo will send email to Candice to see what his minimum is. Can look into Lohfeld virtual training as well.
    - ii. Path forward
  - e. 2017 BOD Face2Face Strategic Planning Meeting – November 4. Meg to look into both Cedarbrook and CrownePlaza. Set up strategic planning meeting folder in BaseCamp. Sheri to check with Ed and Debbie to ensure they can attend.
5. Newsletters
- a. July Newsletter
    - i. Missing information. We're good with Heather's information. Everything is good to go.
  - b. August Newsletter
    - i. Topics and assignments
      1. Gentle Giant – 2018
      2. Ask Orca – Leigh Ann
      3. SME - Meg
      4. Hot Tip – Edgardo
      5. Winner of Lunch and Learn
      6. Job posting reminder
6. Candice Transition
- a. Any open items or changes needed?
  - b. What we agreed:
    - i. Coffee Talks – *Michael to take on the ownership of this.*
      1. help set themes for bi-monthly meetings
      2. prepare questions and distributing to the Board prior to call
      3. moderate discussion
      4. follow up with any feedback/questions/tools that were discussed and asked to be shared with attendees
    - ii. Lunch & Learns (L&Ls)
      1. Edgardo hosts L&Ls the second Tuesday of every other month
      2. L&Ls presentation and follow-ups surveys are sent out post L&L to all attendees (*Meg*)
      3. Gift sent to one of our members who completed the surveys (*Lauren*)
      4. Ed sends a thank you card and gift card to the presenter and balances checkbook
      5. Sheri to track registration and attendance to provide Ed.
    - iii. Board Meetings
      1. meetings are scheduled for the second Friday of every month at 12pm (*Sheri*)
      2. agenda completed and distributed to the Board the day before (*Edgardo*)
      3. chair moderates the call (*Edgardo*)
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4. Sheri takes notes and distributes to the Board post meeting
5. notes are approved at the beginning of last month's meeting
7. To do's:
  - a. Outstanding:
    - i. Update Basecamp for the upcoming year – Mike will jump into BaseCamp and start working on updating. What's working and what's not working with BaseCamp – on our next agenda.
    - ii. Add all Lunch and Learns to National website – Debbie
    - iii. Discuss PNW APMP website – Lauren/Debbie
      1. Meg – will send out a couple of questions on our website
  - b. New
    - i. Plan F2F meeting
8. Treasury Status
  - a. Balance: \$7,845 (not current, need update from Ed)
9. Membership Status - 136
  - a. Start providing metrics. Start covering costs for one person at each level.
  - b. Edgardo to work on getting these metrics.
10. Health check
  - a. Edgardo – might have challenges with scheduled meetings.
11. Other