

## APMP Pacific Northwest BoD Meeting Minutes November 15, 2017

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

Position	Name	Present (Y/N)
Co-Chair	Michael Hurst	X
Vice Chair	Edgardo Berrios	X
Treasurer	Ed Feeley	
Membership	Lauren Deluca	X
Communication	Leigh Ann Newman Meg Whitehouse	X
Marketing Manager	TBD	
Programs/Event Coordinator	TBD	
Secretary	Sheri Waldbauer	X

3. Approval of Last Meeting's Minutes
  - a. N/A
4. Open Position on Board: Marketing, Secretary, Treasurer
  - a. Marketing Manager
    - i. Social Media – Meg/Lauren can help with these responsibilities. Need to get these two administrator access. Edgardo working on getting this.
    - ii. Website
      1. Edgardo will continue to do this
      2. Sheri to scrub APMP National website and put a link to our new website.
      3. Edgardo to add areas for newsletters and meeting minutes.
  - b. Treasurer – Ed is looking to finish his role on the BoD by the end of the year. Sheri is interested in taking this on; will work with Ed to transfer over items (bank account, credit card). This will open up the Secretary position.
  - c. Secretary – Sheri will continue to perform these responsibilities until this position can be filled.
5. Calendars – company is mailing these out to our members. This was very cost-effective - \$190 to do everything. Left over quantities are sent to Lauren, so she can send them to new members. Need to add website to calendar. Meg will forward proof as soon as she gets it.
6. Events
  - a. Portland Networking Meeting
    - i. Ten RSVP's. Six folks attended. Four RSVP'd who didn't attend. Fifteen members in Portland. \$36 total cost.
    - ii. Next Meet-ups – Seattle, Vancouver, Tri-Cities – look into Portland early next year.
      1. Seattle – look at event in early February, start promoting in early January.
  - b. Coffee Talk – December 12. 3 registrants



7. Newsletters

- a. November Newsletter – sent you yesterday.
- b. December Newsletter
  - i. Topics and assignments
    1. Open Positions – Secretary and Marketing Manager Positions - Sheri
    2. Portland Networking Meeting Recap – Lauren
    3. Gentle Giant 2018 – Meg/Leigh Ann
    4. Ask Orca – Leigh Ann. Sheri owes Leigh Ann a photo of Ollie
    5. Hot Tip – Edgardo
    6. Winner of Lunch and Learn – Meg/Leigh Ann
    7. Lunch and Learn and Coffee Talk Notices – Meg/Leigh Ann
    8. Website reminder, including job postings – Meg/Leigh Ann

8. To do's:

- a. Calendars updates – Mike is working on this.

9. Treasury Status

- a. Balance: \$8,873.21

10. Membership Status - 135

11. Health check

12. Other

- a. Minutes to Website – Sheri to finalize and get out to the group.
- b. Leadership Workshop – can we make the new member notification process automated.
- c. APMP Chapter Leader's Call – December 6<sup>th</sup>.