

## APMP Pacific Northwest BoD Meeting Minutes December 8, 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	
Communication	Leigh Ann Newman	X
	Meg Whitehouse	X
Marketing Manager	TBD	
Programs/Event Coordinator	TBD	
Secretary	Sheri Waldbauer	X

3. Approval of Last Meeting's Minutes
  - a. Approved
4. Open Position on Board: Marketing, Secretary
  - a. Announcement/posting will go out in Tuesday's newsletter
  - b. Marketing - list of marketing responsibilities to manage in the interim
    - i. Need to get Meg access to social media sites
    - ii. Edgardo to post position announcements to Facebook
  - c. Secretary – Sheri will continue to perform these responsibilities until this position is filled.
  - d. Treasurer
    - i. Sheri, Edgardo, Mike – meeting with Ed next Thursday
5. Calendars
  - a. Proof has been approved
  - b. Meg will let vendor know that we can move forward with printing/shipping
6. Events
  - a. Seattle and Tri-Cities Meetups
    - i. Planned for February
    - ii. Will distribute announcement in January
    - iii. Sheri Hendrickson willing to help with Tri-Cities
    - iv. Lauren will send region specific membership info to Meg/Edgardo.
  - b. Coffee Talk
    - i. December - Tuesday, 12<sup>th</sup>
    - ii. February – Mike will work on developing a topic; will ask folks on Tuesday if they have topics they'd like to discuss



- c. Leadership Call
  - i. Postponed to next Wednesday, 13<sup>th</sup>.
  - ii. Mike will attend. Meg and Lauren will try to.
- 7. Newsletters
  - a. December Newsletter – ready to distribute on Tuesday
  - b. January Newsletter – themes and assignments
    - i. Member spotlight – Sheri to ask coworker if she will volunteer
    - ii. SME – Meg
    - iii. Leigh Ann – hot tip
    - iv. Scholarship – Leigh Ann
    - v. Seattle / Tri-Cities Meet-ups in February - Meg
- 8. To do's:
- 9. Treasury Status
  - a. Balance: need update from Ed – last balance \$8,873.21
- 10. Membership Status - 137
- 11. Health check
- 12. Other