

APMP Pacific Northwest Board of Directors December Board Meeting



Date: April 13, 2023

Time | Location: 2:00 PM – 3:00 PM | Virtual

Facilitator: Elizabeth Battaglia

Attendance:

Position	Name	Present	Position	Name	Present
Chair	Elizabeth Battaglia	Yes	Marketing Manager	Sharon Miller	No/OK
Co-Chair	Shawn Hopkins	Yes	Events Manager	Roger Campbell	Yes
Membership Manager	Daniel Kinney-Spears	No/OK	Director at Large	Amber McGlothlin	Yes
Treasurer	Maggie Wang	Yes	Director at Large	Tom Kuhn	Yes
Secretary	Shirlyn Betts	Yes	Regional Ambassador	Jack Kaady	N/A
Communications Mgr	Sue Gillespie	Yes	Regional Ambassador	Erin Lavery	N/A

Agenda:

1. **WELCOME!** – Elizabeth
2. **Attendance Check**
3. **Approval of Minutes from the March 2023 BoD Meeting** – Shirlyn
 - ✓ Team approved the minutes
4. **Actions report** – Shirlyn
 1. *In process* - Amber to show Elizabeth Basecamp tutorial
 2. *In process* - Amber to work with Daniel on additional training on Membership
 3. **COMPLETE** - Amber to provide the scholarship emails we did before to get the ball rolling
 4. Tom to set up the schedule for rants and send to Sharon for the website and Roger for the calendar
 5. Daniel to reach out to each member that is up for renewal
 6. Daniel to explore how slack would work for the members and the benefits
 7. Shawn to work the L&L schedule and plan
 8. **COMPLETE** - Shawn to send the information out to the team for September 29th L&L
 9. **COMPLETE** - Shirlyn to send Sue the Job posting as additional posting to network
 10. **COMPLETE** - Sharon to update website - has Aug 24 L&L posted in the images
 11. **COMPLETE** - Roger report out on the happy hour event who was APMP members and not
 12. **COMPLETE** - Elizabeth to provide contact for her co-worker in Boise Idaho to Roger

APMP Pacific Northwest Board of Directors December Board Meeting



1. Vice Chair – **Shawn**

- Lunch and Learns – Shawn working the agenda, speakers, and schedule
- Wednesday the 19th is the next L&L, it had to be pushed out
- \$25.00 Amazon card
 - *Sue to send the reminder out with updated information and the morning of the event with the details*
 - *Shawn to work the L&L schedule and plan for the year*
- Discussion on Charging non-members for attendance – **more needed on this**
- Speakers that National are offering to the Chapters
 - *Shawn to look for the email from National and book additional speakers*

2. Communications – **Sue**

- Working the newsletter posting
- Will continue to post our events and updates
- Discussions on how people reply to the invite email for additional support
 - Event emails - Constant Contact email and inserting the TEAMS invite
 - This is a challenge for the members to go to TEAMS
 - *TEAM - Email notifications - more discussion on this through email*
 - *Shawn to get information on how to include the TEAMS phone numbers*

3. Rants - **Tom**

- Thursday 4 PM Pacific
- Send out the invite through TEAMS
 - *Tom to work on plan for the rants and share with the team*
 - *Elizabeth to help provide wording to the invitation regarding mentorship*

4. Financials – **Maggie**

- Current balance: \$11,649.53
- Submitted rebate information

5. Events – **Roger**

- Update on the Event in Bothell, WA
 - Cost of the event. \$ 133.10 for 5 people.
 - Roger Campbell, Board Member
 - Maggie Wang, Board Member
 - Shawn Hopkins, Board Member
 - Sarah Heady, Member
 - Christian Jacobsen, Member

APMP Pacific Northwest Board of Directors December Board Meeting



- Update on the 12 April hosted by Jaime Chenoweth
 - Three attendees at this event
 - *Roger reach out to Erin Lavery and Jack Kaady about being an event host*
- Working on ideas on the Training Day in November
- Discussions on who should attend, what should be paid for, and should the BoD pay for their own drinks
 - Need to do a better job of prompting the events
 - *Roger to confirm permissions with attendees to post*
 - *Elizabeth to post previous event photos and promote the encouragement of joining*

6. Membership – Daniel

- **We need to circle back with Daniel**
 - *Daniel to reach out to each member that is up for renewal*
 - *Amber to connect with Daniel about support needed and is available to fill in on membership duties*
- Membership updates
 - **Total PNW Chapter Members:XXX**
 - **New Members in the last 45 days: XX**

7. Marketing – Sharon

- Website and Social Media Updates
 - **Linkedin - Post views XXX / Active members XX**
 - **Facebook – Reaches X / Page Visits X**
- Website is down – “Page not found”
- Maximize the talent within our membership - Put out a call to our members, we need some help with WordPress we need some help with the website.
 - *Amber to reach out to LeAnn to see if we can get quick help with the website*
 - *TEAM - Discussions needed on reaching out to members to get additional support*

APMP Pacific Northwest Board of Directors December Board Meeting



8. Secretary – Shirlyn – Updates

○ Current Actions

1. *Shawn to work the L&L schedule and plan for the year*
2. *Sue to send the reminder out with updated information on the L&L and the morning of the event with the details*
3. *Shawn to look for the email from National and book additional speakers*
4. *Shawn to get information on how to include the TEAMS phone numbers*
5. *Tom to work on plan for the rants and share with the team*
6. *Elizabeth to help provide wording to the rant invitation regarding mentorship*
7. *Roger to reach out to Erin Lavery and Jack Kaady about being an event host*
8. *Roger to confirm permissions with attendees to post*
9. *Elizabeth to post previous event photos and promote the encouragement of joining on social media*
10. *Daniel to reach out to each member that is up for renewal*
11. *Amber to connect with Daniel about support needed and is available to fill in on membership duties*
12. *Amber to reach out to LeAnn to see if we can get quick help with the website*
13. *Amber to show Elizabeth Basecamp tutorial*
14. **TEAM** - *Email notifications and making it easier for people to sign up with an event - more discussion on this through email*
15. **TEAM** - *Discussions needed on reaching out to members to get additional support for website revamp*

APMP Pacific Northwest Board of Directors December Board Meeting



- **Metrics for 2023:** Each member to keep track of their metrics and update the team prior to the BoD meeting

2022 Metrics	2023 Goals	Jan	Feb	March	April	Notes	Lead
BoD Attendance	100% Attendance / mo.	100%	100%	90%	100%	With prior notification of conflict	Chair Elizabeth
BoD Accountability	90% Actions completed / mo.	5/6 = 83%	10/16 = 63%	10/13 = 76%	8/12 = 80%	Track and keep group on track	Secretary Shirlyn
Membership Count	200 Members by EOY	171	186	??	TBD	20% growth by EOY	Membership Daniel
Live Events	1 live event / mo.	Feb 1 Portland Qty 7	Feb 22 Tacoma Qty 5	Mar 28 Bothell Qty 3	April 12 Boise Qty 3	- Live - Training	Events Roger
Virtual Events	1 virtual event / mo.	N/A	N/A	N/A	TBD	- Coffee Talks - Lunch and Learn	Vice Chair Shawn
Proposal Rants	1 rant / mo.	N/A	N/A	N/A	TBD	Live or virtual	Director at Large Tom
Accounting Reports	100% on time reports within 10% on budget	100%	100%	100%	100%	Avoidance of late fees	Treasurer Maggie
Comms	4 outreaches / mo.	N/A	2 emails	3 emails	TBD	- Newsletter - Social media post - Job postings	Communications Sue
Website Publications	100% on time website 100% on time National	100%	100%	TBD	TBD	- Within 30 days posting docs to the website - Monthly submit to national	Marketing Sharon

- **Regional Ambassador Program**

Metric	Current	2020 Goal	2023 Goal
Regional Ambassadors Jack Kaady – White Salmon, WA – (<i>Shirlyn</i>)	1	4	???
New applicants to reach out to: Erin Lavery – Washington Jaime Chenoweth – Boise, Idaho – (<i>Elizabeth</i>)			

- **Training Day**

Metric	2022 Goal	2022 Attendees	2023 Goal	2023 Attendees
Training Day Attendees	20	30	???	TBD

5. Health Check/Round Table

6. Next Meeting

May 11th | 2:00 - 3:00 PM PST | Virtual

7. Adjourn

3:01 PM PST