

APMP Pacific Northwest Board of Directors December Board Meeting



Date: August 10, 2023

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

Facilitator: Shawn Hopkins

Attendance:

Position	Name	Present	Position	Name	Present
Chair (Acting)	Shawn Hopkins	Yes	Marketing Manager	Sharon Miller	Yes
Co-Chair	N/A	N/A	Events Manager	Roger Campbell	Yes
Membership Manager	Amber McGlothlin	Yes	Director at Large	N/A	N/A
Treasurer	Maggie Wang	Yes	Regional Ambassador	Jack Kaady	N/A
Secretary	Shirlyn Betts	Yes	Regional Ambassador	Jaime Chenoweth	N/A
Communications Mgr	Sue Gillespie	Yes			

Agenda:

1. **WELCOME! – Shawn**
2. **Attendance Check**
3. **Approval of July BoD meeting minutes**
4. **Membership – Amber**
 - Now at 185 members
 - Official June 173 members
 - Welcome email out to every member that has joined in 2023
 - Sent emails out to remind members to renew membership
5. **Training session discussion – Roger**
 - Review the training plans
 - Can fit 100 people
 - Realistic should shoot for 50-60 people attending
 - Approval to move forward with the deposit of \$900 for the room
 - Approval to move forward with \$99 per person fee to attend
 - Include a label on the food what is vegetarian and gluten free
 - Going to send out some information on speakers and sponsors
 - Mention in the communications about the meal choices and taking into consideration dietary restrictions
 - Approved as a team to move forward
 - **ACTION: Roger move forward with plan**
6. **Virtual Events**
 - Proposal Rants – not going to continue pursuing this at this time
 - What does our membership want to hear?
 - **ACTION: Sue to take lead on a questionnaire out to our members**

APMP Pacific Northwest Board of Directors December Board Meeting



7. Lunch and Learns – Shawn

- Continue with TEAMS until we have a different platform
- Shawn to do 2 events this year

8. Constant Contact Discussion – Sue

- Team in favor to continue to keep the subscription
- Continue to use the tool, just make sure we include the email we want the members to respond to

9. Budget – Maggie

- Keeping constant contact
- Will send out final update once she is back from travel
- Certification sponsorship
 - We have budgeted
 - \$1300 for B&P Con sponsorship
 - \$800 for certification sponsorship
 - Current costs
 - \$425 per certification
 - \$150-\$200 for micro-certification
- Motion to send out one Foundation and one Practitioner certification
- And then move the B&P budget over to more certification

10. Website – Sharon

- Currently the website has had the urgent fixes done, but a few more other updates could be helpful
- National support
 - ACTION: Maggie to send National Contact Sharon and Shirlyn as contacts to discuss further

11. BoD Annual Meeting

- Vote to do this year in person with the option for virtual for those that cannot attend
 - ACTION: Roger to look into Thursday option before the training
 - ACTION: Shawn, Roger, and Maggie to look for options for locations

12. Next Meeting

September 14th | 2:00 - 3:00 PM PST | Virtual

13. Adjourn

3:05 PM PST

APMP Pacific Northwest Board of Directors December Board Meeting



14. Past Actions – Shirlyn

1. **In Work:** Sharon to reach out to national for support – Jay Winslow and research on what other chapters use for website.
 - Sharon and Shirlyn worked with Edgar to update the website on immediate need. Should discuss the next steps on using national going forward to revamp it
2. **COMPLETE:** Maggie to send the email contact from national to Elizabeth and Tom on website support (need to redirect who their contact is (Sharon and Shirlyn) so we can continue the discussions)
3. **In Work:** Amber and Shirlyn to connect on members and what months to update the membership metrics –
 - Amber provided the updated current metrics
 - We still need to go back to see what we had for each month
4. **COMPLETE:** Roger to set up a side meeting to get the team planning for the training
5. **In Work:** All BoD to check their membership renewal and make sure current

15. Current Actions – Shirlyn

- ACTION: Roger to move forward with training day plan
- ACTION: Sue to take lead on sending out a questionnaire to our members and what they would like to see from the Chapter (events, lunch and learn, coffee talks)
- ACTION: Maggie to send National Contact Sharon and Shirlyn as contacts to discuss the website further
- ACTION: Roger to look into Thursday option before the training for our Annual BoD meeting
- ACTION: Shawn, Roger, and Maggie to look for additional options for locations for the Annual BoD meeting
- ACTION: Amber and Shirlyn to connect on members and what months to update the membership metrics in the below table

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	May	June	July	Notes	Lead
BoD Attendance	100% Attendance / mo.	100%	100%	90%	100%	90%	100%	100%	With prior notification of conflict	Chair Shawn
BoD Accountability	90% Actions completed / mo.	5/6 = 83% All others in work	10/16 = 63% All others in work	10/13 = 76% All others in work	8/12 = 80% All others in work	10/12 = 83% All others in work	5/8 = 63% All others in work	5/5 = 100% In work or complete	Track and keep group on track	Secretary Shirlyn
Membership Count	200 Members by EOY	171	186	TBD	TBD	173	173	185	20% growth by EOY	Membership Amber
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	May 22 BPC Qty 9	TBD	TBD	- Live - Training	Events Roger
Virtual Events	1 virtual event / mo.	N/A	N/A	N/A	N/A	May 31 L&L Qty 24	N/A	N/A	- Coffee Talks - Lunch and Learn	Vice Chair Shawn
Proposal Rants	1 rant / mo.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Live or virtual	Director at Large Tom
Accounting Reports	100% on time reports within 10% on budget	100%	100%	100%	100%	100%	100%	100%	Avoidance of late fees	Treasurer Maggie
Comms	4 outreaches / mo.	N/A	2 emails	3 emails	1 email Posts on SM	3 emails Posts on SM	TBD	TBD	- Newsletter - Social media post - Job postings	Comms Sue
Website Publications	100% on time website 100% on time National	100%	100%	TBD	TBD	TBD	TBD	TBD	- Within 30 days posting docs to the website - Monthly submit to national	Marketing Sharon

APMP Pacific Northwest Board of Directors December Board Meeting



- 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	50-60	TBD