

APMP Pacific Northwest Board of Directors December Board Meeting



Date: February 8, 2024

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	Shirlyn Betts	Yes	Events Manager	Roger Campbell	Yes
Membership Manager	Amber McGlothlin	Yes	Director at Large	Lisa Duplessie	Yes
Treasurer	Maggie Wang	Yes	Regional Ambassador	Jack Kaady	N/A
Secretary	Emily Nanni	No-OK	Regional Ambassador	Jaime Chenoweth	N/A
Communications Mgr	Sue Gillespie	Yes			

Agenda:

1. **WELCOME! – Shawn**
2. **Attendance Check – Shirlyn**
3. **Approval of Minutes from previous meeting – Shirlyn**
4. **Membership – Amber**
 - Now at 174 members
 - There were two new members who joined in January
5. **Live Events – Roger**
 - Feb 29th co-host in Portland, OR at Hale Pale
 - Roger / Shirlyn / Lisa host
 - March 6th Jamie cohosting that event in Boise, ID
 - Lisa will try to attend this event also
 - **ACTION:** Sue is going to send out the invite for the live events
 - **ACTION:** Shirlyn to post live events to social media
6. **Virtual Events – Shirlyn**
 - Lisa schedule for end of March
 - **ACTION:** Shirlyn to post to finalize date with Lisa
 - **ACTION:** Sue to help on what platform to use that works best with constant contact
 - Researching the platform to use for L&L (Zoom / TEAMS/ Webex)
 - **ACTION:** Shirlyn to research options for virtual events platform - \$265 budget
 - **ACTION:** Shirlyn to work up the Lunch and Learn calendar for next year

APMP Pacific Northwest Board of Directors December Board Meeting



7. Communications – Sue

- State of the chapter newsletter
 - BoD roles and additions of the new BoD members
 - Add in 40 under 40 members that are in the PNW Chapter
 - BPC Communication on our Lee Scholarship
- ACTION: Shawn to work with Sue on newsletter
 - Add in the scholarship to national attendance
 - Add in a survey monkey to have nominations apply for Lee Scholarship
- ACTION: Sue to send out the invite for live events

8. Budget – Maggie

- \$ 16,096.26 Balance
- BPC newsletter needs to go out so we get the discount early-bird rate

9. Final Updates – Shawn

10. Next Meeting

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

11. Adjourn

2:40 PM PST

12. Current Actions – Shirlyn

- ACTION: Sue is going to send out the invite for the live events
- ACTION: Shirlyn to post live events to social media
- ACTION: Shirlyn to post to finalize date with Lisa
- ACTION: Sue to help on what platform got L&L works best with constant contact
- IN WORK: Shirlyn to research options for virtual events platform - \$265 budget
- IN WORK: Shirlyn to work up the Lunch and Learn calendar for next year
- ACTION: Shawn to work with Sue on a wrap-up email for this month's newsletter

Metrics for 2024: Each member to keep track of their metrics and update prior to the meeting

APMP Pacific Northwest Board of Directors December Board Meeting



2024 Metrics	2024 Goals	Lead	Jan	Feb	Mar	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec
BoD Attendance	100% Attendance per mo (with prior notification of conflict)	Chair Shawn	8/9 attend = 89%	8/9, 1 ok =100%										
BoD Accountability	90% Actions completed or in work by the due date	Secretary Emily	10/11 in work / complete	11/11 in work / complete										
Membership Count	12.5% growth per year	Members Amber	172	174										
Live Events	9 events including training day (live/training)	Events Roger	N/A	TBD										
Virtual Events	4 per year (try 1 per quarter) Coffee talk/ Lunch and Learn	Vice Chair Shirlyn	N/A	N/A										
Accounting Reports	100% on time reports within 10% on budget	Treasurer Maggie	100%	100%										
Communications	Social Media - 52 postings (1 per week)	Comms Sue	TBD	TBD										
Marketing	Training day and virtual events posted to national All live and virtual events posted to website	Marketing Sharon	N/A	N/A										

o Regional Ambassador Program

Metric	Current	2024 Goal
Regional Ambassadors Jack Kaady – White Salmon, WA – (Shirlyn) Jaime Chenoweth – Boise, Idaho	2	???
New applicants to reach out to: Erin Lavery – Washington		

o Training Day

Metric	2022 Goal	2022 Attendees	2023 Goal	2023 Attendees	2024 Goal	2024 Attendees
Training Day Attendees	20	30	50-60	27	???	