

# APMP Pacific Northwest Board of Directors December Board Meeting



**Date:** January 19, 2023

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

**Facilitator:** Maggie Wang

## Attendance:

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

## Agenda:

1. **WELCOME!** – Elizabeth
2. **Financials** – Maggie
  - **Review balance from 2022**
    - 2022 yearend balance: \$10,567.22
  - **Review budget for 2023**
    - Expenses**
      - Basecamp - \$0
      - GoDaddy – 4<sup>th</sup> quarter payment
      - Constant Contact
        - Who is using this and for what?
        - Need to get with Meg/Sue on their needs on this
        - **TABLED: need to circle back on this**
      - Zoom
        - Shawn looking at TEAMS price to replace Zoom
        - About \$150 on estimate
        - \$260 budget should cover it
      - General office supplies and postage
        - PO box rental \$250

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- Website bucket
  - Microsoft 365 - 1 year renewal
  - Wordpress - 5 year renewal
    - Based off of the invoices for GoDaddy, \$150 was based off of 2019 payment of Microsoft 365 and Wordpress. Now the base amount of those two is \$200. We paid \$470 in 2022 which is part of the 5 year renewal of the domain.
    - **ACTION: Double check each item in this bucket to make sure we are capturing all the costs – update the group with totals**
- Live events \$150 per event
- Dinner at National – added \$200 more = \$800
- BoD Planning – budget higher based on last year
- Presenter and Participant gift cards \$100 each
- Conference – increase to plan for 50, income also go up to 50 attendees
- Communications - \$0
- Scholarship – one to BPC, two certification scholarships
- Promotional items
  - **ACTION: Ask Daniel what might be good and plans for this**
- Membership Appreciation – saying thank you for BoD service
- Survey Gift Card

## Income:

- Quarterly Rebate
  - **ACTION: discussion on how to push our membership**
- Training Day
  - Option to do multiple per year in different locations
  - **ACTION: how aggressive we want to be on Training (30 – 50?)**

## 3. Motion for Approval

- Roger motioned, Elizabeth seconded, all others approved

## 4. Adjourn

2:58 PM PST

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	A	B	C	AH	AI	AJ	AK	AL	AM	AN	AO	AP	AQ
1													
2													
3	<b>Expense category</b>	<b>Description</b>	<b>Pertains to Goals:</b>	<b>Q4</b>	<b>2022 Totals</b>	<b>2022 Variance</b>	<b>2023 Budget</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>2023 Totals</b>	<b>2023 Variance</b>
4	General	BaseCamp		\$0.00	\$0.00	\$0.00	\$0.00					\$0.00	\$0.00
5	General	Website (GoDaddy, Renewals in Oct)	Increased Engagement	\$390.45	\$390.45	\$265.45	\$350.00	\$79.14				\$150.00	\$229.14
6	General	Constant Contact (Renews in Oct)	Increased Engagement	\$184.92	\$324.83	-\$124.83	\$200.00					\$200.00	\$200.00
7	General	Social (Zoom, Facebook/LinkedIn Admin)		\$16.36	\$16.36	-\$248.64	\$265.00					\$265.00	\$265.00
8	General	General office supplies & Postage		\$212.00	\$220.95	\$190.95	\$250.00					\$250.00	\$250.00
9	General	Business License-WA State Filing			\$21.45	\$11.45	\$25.00	\$20.00					\$20.00
10	Face2Face	Local Events	Hold Local Networking Opportunities		\$0.00	-\$600.00	\$1,650.00						\$0.00
11	Face2Face	Dinner at National (10)	Increased Engagement		\$607.28	\$207.28	\$800.00						\$0.00
12	BoD Planning	BoD Planning Meeting	Grow our Membership and Board	\$4,127.22	\$4,127.22	\$2,127.22	\$4,000.00						\$0.00
13	Education	Presenter Gift Cards - Jan/Mar/May/Jul/Sep/Nov	Increased Engagement		\$50.00	-\$50.00	\$100.00						\$0.00
14	Education	Participant Gift Cards - Jan/Mar/May/Jul/Sep/Nov	Increased Engagement		\$0.00	-\$100.00	\$100.00						\$0.00
15	Education	PNW Conference (Training Day)	Increased Engagement	\$4,112.04	\$4,662.04	\$1,662.04	\$6,700.00						\$0.00
16	Communications	Member mailings	Increased Engagement		\$0.00	\$0.00	\$0.00						\$0.00
17	Scholarship	Gentle Giant (Nat'l conf)	Increased Engagement		\$0.00	-\$1,400.00	\$1,300.00						\$0.00
18	Scholarship	Certification Scholarship	Increased Engagement		\$0.00	-\$1,600.00	\$800.00						\$0.00
19	Member Appreciation	Promotional items (member gift, welcome pack)	Grow our Membership and Board		\$0.00	-\$950.00	\$600.00						\$0.00
20	Member Appreciation	Member Appreciation	Increased Engagement & Appreciation		\$0.00	-\$150.00	\$150.00						\$0.00
21	Member Appreciation	Survey Gift Card	Increased Engagement		\$0.00	-\$50.00	\$40.00						\$0.00
22	Taxes	990N Taxes			\$40.00	\$0.00	\$40.00	\$40.00					\$40.00
23		<b>Totals</b>		<b>\$9,042.99</b>	<b>\$10,460.58</b>	<b>-\$559.42</b>	<b>\$17,370.00</b>						<b>\$0.00</b>
24													
25	<b>Income Category</b>	<b>Description</b>	<b>Pertains to Goals:</b>	<b>Q4</b>	<b>2022 Totals</b>	<b>2022 Variance</b>	<b>2023 Budget</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>2023 Totals</b>	<b>2023 Variance</b>
26	Quarterly Rebate	Quarterly Rebate	Funding	\$1,305.00	\$5,160.00	-\$637.50	\$5,160.00						
27	Education	Conference Registration	Funding	\$1,563.10	\$2,256.10	-\$243.90	\$4,300.00						
28	Sponsorship			\$900.00	\$1,900.00	\$1,900.00	\$2,400.00	\$500.00					
29				<b>\$3,768.10</b>	<b>\$9,316.10</b>	<b>\$1,018.60</b>	<b>\$11,860.00</b>						
30													
31	BALANCE						\$5,057.22						
32													
33	BANK BALANCE			\$10,567.22									