

APMP Pacific Northwest Board of Directors December Board Meeting



Date: January 11, 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	No
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	Yes	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. **New members introductions – Shawn**

5. **Membership – Amber**
 - Now at 172 members
 - Added 3 new members who joined 12/17, 12/24, and 01/02
 - Discussions on Lisa transitioning into Membership role in the future
 - **ACTION:** Amber to reach out to the new members with a welcome letter
 - **ACTION:** Amber and Lisa to discuss the Membership role possibilities

6. **Live Events – Roger**
 - Happy hour up north only Roger attended
 - **ACTION:** Roger to circulate the events calendar
 - February in Portland
 - March in Boise
 - April Tacoma
 - May in Seattle
 - June at the Bid Con
 - July Hiking in Portland
 - September Training Day Sep 6th
 - November in Seattle

APMP Pacific Northwest Board of Directors December Board Meeting



7. Virtual Events – Shirlyn

- Researching ideas on Luch and Learns
 - Lisa for data base discussion 1st quarter
 - Roger for setting up mentorship for 2nd quarter
- Researching the platform to use for L&L (Zoom / TEAMS/ Webex)
- \$25 per active participation for one of attendees
- ACTION: Shirlyn to work with Lisa on the L&L topic and schedule
- ACTION: Emily to brainstorm on questionnaire for additional training and L&L the members are interested in – and work with Sue on survey
- ACTION: Shirlyn to research options for virtual events platform - \$265 budget
- ACTION: Shirlyn to work up the Lunch and Learn calendar for next year

8. Communications – Sue

- Early December was for BoD nominations
- State of the chapter address
 - 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 up a wrap-up email for this month's newsletter
- ACTION: Amber to send who the 40 under 40 PNW members are
- ACTION: Shirlyn to reach out if 40 under 40 members are interested in panel for L&L

9. Budget – Maggie

- \$14,858.76 Balance
- \$1,000 budgeted for certification for members / Using for the training day giveaway
- \$1,300 budgeted for BPC scholarship

10. Final Updates – Shawn

- Basecamp access for new BoD members sent out
- Julie gift card for her time on the BoD
 - Less than 2 years no monetary recognition
 - Leave on good terms
 - Over 2 years \$50 / Over 4 years \$100
- ACTION: Maggie to send out the \$50 gift card to Julie

11. Next Meeting

February 8th | 2:00 - 3:00 PM PST | Virtual

12. Adjourn

3:05 PM PST

APMP Pacific Northwest Board of Directors December Board Meeting



13. Current Actions – Shirlyn

- ACTION: Amber to reach out to the new members with a welcome letter
- ACTION: Amber and Lisa to discuss the Membership role possibilities
- COMPLETED: Roger to circulate the events calendar
- ACTION: Shirlyn to work with Lisa on the L&L topic and schedule
- ACTION: Emily to brainstorm on questionnaire for additional training and L&L the members are interested in – and work with Sue on survey
- 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
- IN WORK: Shawn to work up a wrap-up email for this month's newsletter
- ACTION: Amber to send who the 40 under 40 PNW members are
- ACTION: Shirlyn to reach out if 40 under 40 members are interested in panel for L&L
- COMPLETED: Maggie to send out the \$50 gift card to Julie

Metrics for 2024: Each member to keep track of their metrics and update prior to the 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%											
BoD Accountability	90% Actions completed or in work by the due date	Secretary Emily	10/11 in work / complete											
Membership Count	12.5% growth per year	Members Amber	172											
Live Events	9 events including training day (live/training)	Events Roger	N/A											
Virtual Events	4 per year (try 1 per quarter) Coffee talk/ Lunch and Learn	Vice Chair Shirlyn	N/A											
Accounting Reports	100% on time reports within 10% on budget	Treasurer Maggie	100%											
Communications	Social Media - 52 postings (1 per week)	Comms Sue												
Marketing	Training day and virtual events posted to national All live and virtual events posted to website	Marketing Sharon	N/A											

APMP Pacific Northwest Board of Directors December Board Meeting



- **Regional Ambassador Program**

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

- **Training Day**

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