

# APMP Pacific Northwest Board of Directors December Board Meeting



**Date:** June 15, 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	No/OK	Events Manager	Roger Campbell	Yes
Membership Manager	Amber McGlothlin	Yes	Director at Large	Tom Kuhn	Yes
Treasurer	Maggie Wang	Yes	Regional Ambassador	Jack Kaady	N/A
Secretary	Shirlyn Betts	Yes	Regional Ambassador	Erin Lavery	N/A
Communications Mgr	Sue Gillespie	Yes			

## Agenda:

1. **WELCOME!** – Elizabeth
2. **Attendance Check**
3. **Approval of April and May BoD meeting minutes**
4. **Actions report** – Shirlyn
  - 1. **COMPLETE** - Daniel to reach out to each member that is up for renewal – need to get update on our membership
  - 2. **COMPLETE** - Elizabeth reaching out to Daniel on attendance and support he needs to be involved
  - 3. **In Work** - Tom working with the team on how to set up rants and get the invites out.
  - 4. **In Work** - Sharon to reach out to national for support – Jay Winslow and research on what other chapters use for website.
  - 5. **COMPLETE** - TEAM to pull in outside support contacts if they have them for support on website.
  - 6. **COMPLETE** - Shawn to get the invite out to the members for the invite on the Lunch and Learn
  - 7. **In Work** - Amber to show Elizabeth Basecamp tutorial.
  - 8. **COMPLETE** - Need to approve the April and May minutes at the next BoD meeting
5. **Update on Conference** - Maggie
  - 9 participants
  - Total cost: \$330 (\$36.7/person) incl. tax & service fee
  - Issues with members still not getting our notifications

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## 6. Website – Update from Tom

- Vote on Developer – When we have more information
- Vote on Expense for Developer – When we have more information
- Maggie was talking with national to see what help we need, they might have resources we can use
  - *ACTION: Maggie to send the email contact from national to Elizabeth and Tom*

## 7. Membership Plan – Amber

- Amber accepted the position of Membership
- Current membership: 173
  - *ACTION: Amber and Shirlyn to connect on members and what months to update the membership metrics*
- Cannot access the email account to be able to connect with the members
- Membership list sent from Amber
  - Sue brought up that some BoD members are on the new list, might be because of the dues not current?

## 8. Emails

- Need to get emails updated and set up
  - Chair, membership, communications
- We will need a distribution
  - *ACTION: Elizabeth and Shawn to coordinate the plan on emails and distributions*

## 9. Financials – Maggie

- Current balance: \$12,570.71

## 10. Events – Roger

- Working the schedule for the rest of the year
- Training event – planning to get started for November event
  - *ACTION: Roger to set up a side meeting to get the team planning*

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## 11. Secretary – Shirlyn – Updates

- **Current Actions**

1. *In Work* - Tom working with the team on how to set up rants and get the invites out.
2. *In Work* - Sharon to reach out to national for support – Jay Winslow and research on what other chapters use for website.
3. *In Work* - Amber to show Elizabeth Basecamp tutorial.
4. *ACTION*: Maggie to send the email contact from national to Elizabeth and Tom on website support
5. *ACTION*: Amber and Shirlyn to connect on members and what months to update the membership metrics
6. *ACTION*: Elizabeth and Shawn to coordinate the plan on emails and distributions
7. *ACTION*: Roger to set up a side meeting to get the team planning for the training
8. *ACTION*: All BoD to check their membership renewal and make sure current

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

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- o **Regional Ambassador Program**

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

- o **Training Day**

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

**12. Health Check/Round Table**

**13. Next Meeting**

July 13<sup>th</sup> | 2:00 - 3:00 PM PST | Virtual

**14. Adjourn**

2:41 PM PST