

# APMP Pacific Northwest Board of Directors December Board Meeting



**Date:** March 9, 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	Yes
Co-Chair	Shawn Hopkins	Yes	Events Manager	Roger Campbell	Yes
Membership Manager	Daniel Kinney-Spears	No	Director at Large	Amber McGlothlin	Yes
Treasurer	Maggie Wang	Yes	Director at Large	Tom Kuhn	Yes
Secretary	Shirlyn Betts	Yes	Regional Ambassador	Jack Kaady	N/A
Communications Mgr	Sue Gillespie	Yes	Regional Ambassador	Erin Lavery	N/A

## Agenda:

1. **WELCOME!** – Elizabeth
2. **Attendance Check**
3. **Approval of Minutes from the February 2023 BoD Meeting** – Shirlyn

✓ Team approved the minutes for January BoD Meeting

### Approval of Minutes from the 2023 BoD Budget Meeting – Shirlyn

✓ Team approved the Budget after the separate meeting held

### 4. **Actions report** – Shirlyn

1. *Amber to show Elizabeth Basecamp tutorial*
2. *In Work - Amber to work with Daniel on additional training on Membership*
3. *In Work - Tom to set up the schedule for rants and send to Sharon for the website and Roger for the calendar*
4. **COMPLETE** - *Sue to give tutorial to Elizabeth on Doodle platform*
5. **COMPLETE** - *Sharon to provide training on godaddy account*
6. **COMPLETE** - *Sharon to check Facebook admins and update with current BoD*
7. *Daniel to reach out to each member that is up for renewal*
8. *Daniel to explore how slack would work for the members and the benefits*
9. *In Work - Shawn to work the L&L schedule and plan*
10. **COMPLETE** - *TEAM to provide inputs on locations and feedback to Roger*
11. **COMPLETE** - *TEAM to discuss who should be the one managing the email out to the members on the events (live/virtual)*
12. *In Work - TEAM to discuss our scholarship program (conference/training)*
13. *In Work - TEAM to discuss the virtual event cadence*

*(Through the year) Shawn see if we should keep the Microsoft 365 account*

# APMP Pacific Northwest Board of Directors December Board Meeting



## 5. Financials – Maggie

- Do we need to have another budget meeting to finalize the budget?
- Current balance: \$11,782.63

## 6. Communications – Sue

- Working the newsletter posting
- Shirlyn to send Sue the Job posting as additional posting to network
- Amber to provide the scholarship emails we did before to get the ball rolling

## 7. Marketing – Sharon

- Website and Social Media Updates
  - LinkedIn - Post views XXX / Active members XX
  - Facebook – Reaches X / Page Visits X
- Sharon to update Website has Aug 24 L&L posted in the images on home page.

## 8. Membership – Daniel

- Membership updates
  - Total PNW Chapter Members: 186
- Membership Plan
  - Slack workspace for chapter members to connect as wanting to

## 9. Events – Roger

- Update on the Event in Tacoma Feb 22
  - Cost of the event. \$111 for 3 people.
  - Discussion on the budget for the events
  - Roger Report out who was APMP members and who was not
    - Roger Campbell, Scot Brannon, and Sarah Heady
- Working with other areas to hold a get together happy hour
  - Boise Idaho as example for April
  - Elizabeth to provide contact for her co-worker there
- Working on ideas on the Training Day in November

## 10. Vice Chair – Shawn

- Lunch and Learns – Shawn working the agenda, speakers, and schedule
- Set up the 29<sup>th</sup> for the first L&L
  - Shawn to send the information out to the team for September 29<sup>th</sup> L&L
- Coffee Talks – Informal discussion. Not a whole lot of attendees in general
  - Might not be something to continue with, but rants could replace it for now
  - Tom to work on plan for the rants and share with the team

# APMP Pacific Northwest Board of Directors December Board Meeting



## 11. Secretary – Shirlyn – Updates

### ○ Current Actions

1. Amber to show Elizabeth Basecamp tutorial
2. Amber to work with Daniel on additional training on Membership
3. Amber to provide the scholarship emails we did before to get the ball rolling
4. Tom to set up the schedule for rants and send to Sharon for the website and Roger for the calendar
5. Daniel to reach out to each member that is up for renewal
6. Daniel to explore how slack would work for the members and the benefits
7. Shawn to work the L&L schedule and plan
8. Shawn to send the information out to the team for September 29th L&L
9. **COMPLETE** - Shirlyn to send Sue the Job posting as additional posting to network
10. Sharon to update website - has Aug 24 L&L posted in the images
11. **COMPLETE** - Roger report out on the happy hour event who was APMP members and not
12. Elizabeth to provide contact for her co-worker in Boise Idaho to Roger

- **Metrics for 2023:** Each member to keep track of their metrics and update the team prior to the BoD meeting – Shirlyn to keep track each month of metrics

2022 Metrics	2023 Goals	Jan	Feb	March	Notes	Lead
BoD Attendance	100% Attendance / mo.	100%	100%	90%	With prior notification of conflict	Chair Elizabeth
BoD Accountability	90% Actions completed / mo.	5/6 = 83%	10/16 = 63%	10/13 = 76%	Track and keep group on track	Secretary Shirlyn
Membership Count	200 Members by EOY	171	186	??	20% growth by EOY	Membership Daniel
Live Events	1 live event / mo.	1 Portland	1 Tacoma	TBD	- Live - Training	Events Roger
Virtual Events	1 virtual event / mo.	N/A	N/A	TBD	- Coffee Talks - Lunch and Learn	Vice Chair Shawn
Proposal Rants	1 rant / mo.	N/A	N/A	TBD	Live or virtual	Director at Large Tom
Accounting Reports	100% on time reports within 10% on budget	100%	100%	100%	Avoidance of late fees	Treasurer Maggie
Communications	4 outreaches / mo.	N/A	2 emails	TBD	- Newsletter - Social media post - Job postings	Communications Sue
Website Publications	100% on time website	100%	100%	100%	- Within 30 days posting docs to the website - Monthly submit to national	Marketing Sharon

# APMP Pacific Northwest Board of Directors December Board Meeting



100% on time National				
--------------------------	--	--	--	--

o **Regional Ambassador Program**

Metric	Current	2020 Goal	2023 Goal
<b>Regional Ambassadors</b> Jack Kaady – White Salmon, WA – <i>(Shirlyn)</i> Erin Lavery	2	4	???
<b>New applicants to reach out to:</b> Taylor Hall			

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**

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

**14. Adjourn**

2:59 PM PST