

APMP Pacific Northwest Board of Directors December Board Meeting



Date: May 11, 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	No/OK
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	No/OK	Regional Ambassador	Erin Lavery	N/A

Agenda:

1. **WELCOME!** – Elizabeth
2. **Attendance Check**
 - *ACTION: Elizabeth reaching out to Daniel on attendance and support he needs to be involved*
3. **Actions report** – Shirlyn
 1. *COMPLETE - Shawn to work the L&L schedule and plan for the year – quarterly schedule*
 2. *COMPLETE - Sue to send the reminder out with updated information on the L&L and the morning of the event with the details*
 3. *COMPLETE - Shawn to look for the email from National and book additional speakers*
 4. *In Work - Shawn to get information on how to include the TEAMS phone numbers*
 5. *COMPLETE - Tom to work on plan for the rants and share with the team*
 6. *COMPLETE - Roger to reach out to Erin Lavery and Jack Kaady about being an event host*
 7. *COMPLETE - Roger to confirm permissions with attendees to post*
 8. *COMPLETE - Elizabeth to post previous event photos and promote the encouragement of joining on social media*
 9. *Daniel to reach out to each member that is up for renewal*
 10. *Amber to connect with Daniel about support needed and is available to fill in on membership duties*
 11. *COMPLETE - Amber to reach out to LeAnn to see if we can get quick help with the website*
 12. *In Work - Amber to show Elizabeth Basecamp tutorial*

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- 13. **TEAM** - *Email notifications and making it easier for people to sign up with an event - more discussion on this through email*
- 14. **TEAM** - *Discussions needed on reaching out to members to get additional support for website revamp*

1. Financials – Maggie

- Current balance: \$12,900.71
- Got the rebate in from national. On reimbursement on the event sent.

2. Rants - Tom

- Thursday 4 PM Pacific
- Send out the invite through TEAMS
 - *ACTION: Tom working with the team on how to set it up and get the invites out*

3. Marketing – Sharon

- Website is down – “Page not found”
- Worked 3 hours on Friday trying to fix it, with no luck
- So old and needs a completely new ramp
- We need to either hire someone or - put out a call to our members,
- Will need to discuss the budget with it. We will need to have a different discussion on this once we get more information.
 - *ACTION: Sharon to reach out to national for support – Jay Winslow and research on what other chapters use*
 - *TEAM to pull in outside support contacts if they have them and ask*

4. BPC attendance

- Discussions on the dinner event.
- Chapter newsletter if they want to join the PNW dinner
- Estimated at 17 attending
- Approval for Maggie to go above the budget and cover for whoever attends dinner

5. Vice Chair – Shawn

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- Lunch and Learns – Shawn working the agenda, speakers, and schedule
- The plan is to do it once a quarter
- Next one already scheduled – AI discussions – May 31st
 - *ACTION: Shawn to get the invite out to the members for the invite*

6. Secretary – **Shirlyn** – Updates

- **Current Actions**
 1. *Daniel to reach out to each member that is up for renewal – need to get update on our membership*
 2. *Elizabeth reaching out to Daniel on attendance and support he needs to be involved*
 3. *Tom working with the team on how to set up rants and get the invites out*
 4. *Sharon to reach out to national for support – Jay Winslow and research on what other chapters use for website*
 5. *TEAM to pull in outside support contacts if they have them for support on website*
 6. *Shawn to get the invite out to the members for the invite on the Lunch and Learn*
 7. *Amber to show Elizabeth Basecamp tutorial*
 8. *Need to approve the April and May minutes at the next BoD meeting*

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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	Notes	Lead
BoD Attendance	100% Attendance / mo.	100%	100%	90%	100%	90%	With prior notification of conflict	Chair Elizabeth
BoD Accountability	90% Actions completed / mo.	5/6 = 83%	10/16 = 63%	10/13 = 76%	8/12 = 80%	10/12 = 83%	Track and keep group on track	Secretary Shirlyn
Membership Count	200 Members by EOY	171	186	TBD	TBD	TBD	20% growth by EOY	Membership Daniel
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		- Live - Training	Events Roger
Virtual Events	1 virtual event / mo.	N/A	N/A	N/A	TBD		- Coffee Talks - Lunch and Learn	Vice Chair Shawn
Proposal Rants	1 rant / mo.	N/A	N/A	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%	100%	100%	Avoidance of late fees	Treasurer Maggie
Comms	4 outreaches / mo.	N/A	2 emails	3 emails	TBD		- Newsletter - Social media post - Job postings	Communications Sue
Website Publications	100% on time website 100% on time National	100%	100%	TBD	TBD		- Within 30 days posting docs to the website - Monthly submit to national	Marketing Sharon

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- **Regional Ambassador Program**

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

- **Training Day**

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

4. Health Check/Round Table

5. Next Meeting

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

6. Adjourn

3:00 PM PST