

Date: May 9, 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	Yes
Co-Chair	Shirlyn Betts	No/OK	Events Manager	Roger Campbell	Yes
Membership Manager	Amber McGlothlin	Yes	Director at Large	Lisa Duplessie	Yes
Treasurer	Maggie Wang	Yes	Regional Ambassador	Jack Kaady	No/OK
Secretary	Emily Nanni	Yes	Regional Ambassador	Jaime Chenoweth	No/OK
Communications Mgr	Sue Gillespie	Yes			

Agenda:

- 1. WELCOME! Shawn
- 2. Approval of Minutes Shawn
- 3. Attendance Check Emily
- 4. 2024 Training Day update- Roger
 - Anderson School, same venue as last year is available
 - September 13th preferred date
 - Maxwell House (Seattle Center) more expensive venue option Roger exploring options here
 - Once done, then decision can be made to move forward with a venue downtown is more of a destination

5. Happy Hour Updates - Roger

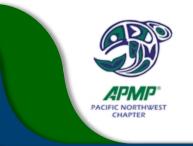
- April 19th Tacoma great turnout (7 people)
- Training day committee team set up
- Next one is May 22nd, more details coming soon Bothell, WA

6. Website Updates - Sharon

- Can we load our meeting minutes here?
- 2021 is the latest versions available on the website
- ACTION: Upload previous meeting minutes

7. Membership - Amber

• 173 total (lost 3, added 1)



- Sarah Rodgers (4/30/2024) newest member
- Memberships expiring have been sent reminder notices to renew

8. Budget - Maggie

- \$15,443.08 balance
- Only expense is Tacoma Happy Hour
- Ask for members to start approaching for sponsors for training day

9. BPC - Maggie, Shirlyn, Lisa will attend for the BoD, Others?

- So far, there are 9 people going and have RSVP'd for the PNW event.
 - ACTION: Shawn working the newsletter for BPC Happy Hour preannouncement
 - o ACTION: Shawn follow up newsletter on BPC Happy hour as closer
- Latitude 29 is the dinner location.
 - Monday 5:30-6:30 https://latitude29nola.com/
 - o Action: Sponsorships still pending (Maggie & Sophie)

10. Lunch & Learns - Shirlyn

- Schedule in work, will get the final schedule up shortly
- Working the Zoom and the email sync to test run and then will get the invites out
 - o Action: Shirlyn to finalize L&L schedule and invites

11. Communication

 Constant Contact & Social – recognizing sponsorships, and to spread the word for organizations to support with sponsors

12. Next Meeting

June 13th | 2:00 - 3:00 PM PST | Virtual

13. Adjourn

2:30PM

14. Current Actions - Emily

CURRENT ACTIONS:

- ACTION: Send communication for upcoming Happy Hours (Bothell)
- ACTION: Shawn working the newsletter for BPC Happy Hour preannouncement
- ACTION: Shawn follow up newsletter on BPC Happy hour as closer



- IN WORK: Shirlyn to work on specifics on how Zoom will be used (login, invite link, registration, etc.)
- ACTION: Shirlyn to finalize L&L schedule and invites
- Action: Sponsorships still pending (Maggie & Sophie)
- ACTION: Upload previous meeting minutes



Metrics for 2024: Each member to keep track of their metrics and update prior to the meeting

Metrics to	r 2024:	Eacn	membei	to kee	p track	or their	metrics	and	upaa	ite pr	ior to	tne	mee	ung
2024 Metrics	2024 Goals	Lead	Jan	Feb	Mar	Apr	May	Jun e	Jul y	Au g	Se p	Oc t	No v	De c
BoD Attendance	100% Attendance per mo (with prior notification of conflict)	Chair Shawn	8/9 attend = 89%	8/9, 1 ok =100%	6/9 attend, 3 ok = 100%	6/9 attend, 3 ok = 100%	6/9, 3 ok – 100%							
BoD Accountability	90% Actions completed or in work by the due date	Secretar y Emily	10/11 in work / complet e	11/11 in work / complet e	7/8 in work / complet e	4/6 work complet e								
Membership Count	12.5% growth per year	Member s Amber	172	174	178	176	173							
Live Events	9 events including training day (live/trainin g)	Events Roger	N/A	1 (6 attende es – Portland)	1 (7 attende es – Boise)	4/19 - Tacoma	1 planne d for 5/22, Bothell							
Virtual Events	4 per year (try 1 per quarter) Coffee talk/ Lunch and Learn	Vice Chair Shirlyn	N/A	N/A	N/A	N/A	N/A							
Accounting Reports	100% on time reports within 10% on budget	Treasure r Maggie	100%	100%	100%	100%	100%							
Communicatio ns	Social Media - 52 postings (1 per week)	Comms Sue	1 social	3 social, 1 email	none	TBD	TBD							
Marketing	Training day and virtual events posted to national All live and virtual events posted to website	Marketi ng Sharon	N/A	N/A	N/A	N/A	N/A							

o Regional Ambassador Program

Metric	Current	2023 Goal
Regional Ambassadors	2	<mark>???</mark>
Jack Kaady – White Salmon, WA – (Shirlyn)		
Jaime Chenoweth – Boise, Idaho		
New applicants to reach out to:		
Erin Lavery – Washington		

Training Day

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