

APMP Pacific Northwest Board of Directors December Board Meeting



Date: November 9, 2023

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	Yes	Events Manager	Roger Campbell	Yes
Membership Manager	Amber McGlothlin	Yes	Director at Large	N/A	N/A
Treasurer	Maggie Wang	Yes	Regional Ambassador	Jack Kaady	N/A
Secretary	N/A	N/A	Regional Ambassador	Jaime Chenoweth	N/A
Communications Mgr	Sue Gillespie	Yes			

Agenda:

1. **WELCOME! – Shawn**
2. **Attendance Check**
3. **BoD Positions**
 - Newsletter out on BoD positions
 - Secretary
 - Director at Large – shadowing the Events Manager
 - Use Survey Monkey to send out the announcement
 - Deadline by December 8th
 - Review at next BoD meeting on the 14th
 - *Amber will provide previous announcement content*
 - *Sue to get the newsletter posted and then the SurveyMonkey out*
 - Yasmin Ismail, Lisa Duplessie, Emily Nanni, Emilia Dronkert for potential new board members
4. **Budget – Maggie**
 - 2024 Budget look over and confirmed approved
 - Recap on the funds in from training day and who is still outstanding
5. **Membership – Amber**
 - Now at 191 members
6. **Next Meeting**
December 14th | 2:00 - 3:00 PM PST | Virtual

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7. Adjourn

2:30 PM PST

8. Current Actions – Shirlyn

9. **CURRENT ACTIONS:**

- Sue - Newsletter posting open positions, Shawn to support wording
- BoD - Work with those that were interested at the training day to promote
- Amber/Shirlyn - to work transition of Shirlyn from Secretary to Vice-Chair
- Roger, Shirlyn, and Shawn to provide their job postings to post on social media and the website
- Sue – Newsletters/emails – work up a calendar plan on this and review at our next meeting in December
- Amber to send last year's year end newsletter to Shawn
- BoD review their content if it is needed to be kept or cleaned up
- Shirlyn to research options for virtual events and decide by EOY on the platform \$265 budget
- BoD to add to the Communications Calendar – including email publications, certification, and national registration nominations,
- Roger - Need to send Julie a thank you for BoD participation / Roger help on options to send
- Roger - to brainstorm and provide ideas early on in the year
- Sue - Need to do a questionnaire to the members on what topics they would like to see at the next event
- Sharon - to add Jaime Chenoweth to the website as ambassador
- Amber - to develop a membership map

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Metrics for 2023: Each member to keep track of their metrics and update prior to the meeting

2022 Metrics	2023 Goals	Jan	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Lead
BoD Attendance	100% Attendance / mo.	100%	100%	90%	100%	90%	100%	100%	88%	100%	100%	100%		Chair Shawn
BoD Accountability	90% Actions completed / mo.	5/6 = 83% All others in work	10/16 = 63% All others in work	10/13 = 76% All others in work	8/12 = 80% All others in work	10/12 = 83% All others in work	5/8 = 63% All others in work	5/5 = 100% All others in work	4/6 = 67% All others in work	7/9 = 78% All others in work	"9/10 = 90% All others in work	9/10 = 90% All others in work		Secretary Shirlyn
Membership Count	200 Members by EOY	171	186	TBD	TBD	173	173	185	184	186	186	191		Members Amber
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	N/A	N/A	N/A	N/A	N/A	Training Day 27		Events Roger
Virtual Events	1 virtual event / mo.	N/A	N/A	N/A	N/A	May 31 L&L Qty 24	N/A	N/A	N/A	N/A	N/A	N/A		Vice Chair Shawn
Accounting Reports	100% on time reports within 10% on budget	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%		Treasurer Maggie
Comms	4 outreaches / mo.	N/A	2 emails	3 emails	1 email Posts on SM	3 emails Posts on SM	N/A	N/A	N/A	2 for the training	3 emails 10 posts for the training	1 on BoD and multiple on Social		Comms Sue
Website Publications	100% on time website 100% on time National	100%	100%	TBD	TBD	TBD	TBD	TBD	TBD	1 for the training day	N/A			Marketing Sharon

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- o **Regional Ambassador Program**

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

- o **Training Day**

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