

Date: June 13, 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	Yes	Events Manager	Roger Campbell	Yes
Membership Manager	Amber McGlothlin	No/Ok	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. Membership Amber/Lisa
 - 173 total (lost 2, added 2)
 - Memberships expiring have been sent reminder notices to renew

5. Happy Hour Updates - Roger

- Happy Hour in Bothell good turnout (6 people, 3 BoD members and 3 members)
- Next one is TBD probably Oct/Nov timeframe

6. 2024 Training Day update- Roger

- Matrix sent out to BoD of available venues for Training Day this year
- Subcommittee concluded that the best option is Anderson School same venue as last year
- Maxwell House and KPFF Office considered more expensive for either of these, so Anderson School selected
- Perhaps additional venues considered for Training Day 2025 to accommodate anyone traveling for the event
- Tickets would be \$99 per person for the day
- Action: Roger to sign contract to confirm Anderson School for Training Day (next step: Save the Date communication for members)

7. 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
- Shawn & Sue offered to help with L&L events
 - o Action: Shirlyn to finalize first L&L date by end of this month to BoD

8. Communication

- Proposal jobs sent out via email Proposal Adjacent jobs included elsewhere (perhaps personal LinkedIn page with a chapter tag)
- Action: Shawn to switch future BoD meetings to Teams rather than WebEx
- Action: Emily to review LinkedIn settings to allow members to tag the Chapter in posts

9. Budget - Maggie

- \$16,225,13 balance
- Received National rebate
- Only expenses are Bothell Happy Hour and BPC Happy Hour
- Approval needed for new checks \$35 for 80 checks
- Budget available for technical platform for BoD meetings and L&L virtual events

10. BPC 2024 - Maggie, Shirlyn, Lisa in attendance

- Good turnout at the dinner event at BPC able to attend 2 more Happy Hours hosted by other vendors as well
- Debrief provided via email to BoD directly
- Possible 40 new members from Canada Chapter looking for a chapter closer to them
 Shirlyn connecting with them directly to see what might be possible
- Chapter Leaders Lunch recap one takeaway is to encourage members to gather on their own to gain "points". Requirements in place to receive points, and at a certain point level, the Chapter provides a rebate to members.
- ACTION: Who is joining the National Chapter Leaders meeting? TBD

11. Next Meeting

July 11th | 2:00 - 3:00 PM PST | Virtual

12. Adjourn

3:00PM

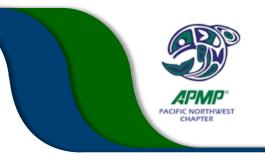
13. Current Actions – Emily

CURRENT ACTIONS:

 Action: Roger to sign contract to confirm Anderson School for Training Day (next step: Save the Date communication for members)



- Action: Shirlyn to finalize first L&L date by end of this month to BoD
- Action: Shawn to switch future BoD meetings to Teams rather than WebEx
- Action: Emily to review LinkedIn settings to allow members to tag the Chapter in posts
- ACTION: Who is joining the National Chapter Leaders meeting? TBD



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

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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%	8/9, 1 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	5/7 work complet e							
Membership Count	12.5% growth per year	Member s Amber	172	174	178	176	173	173						
Live Events	9 events including training day (live/training	Events Roger	N/A	1 (6 attende es – Portland)	1 (7 attende es – Boise)	4/19 - Tacoma	1 planned for 5/22, Bothell	N/A						
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	N/A						
Accounting Reports	100% on time reports within 10% on budget	Treasure r Maggie	100%	100%	100%	100%	100%	100 %						
Communicatio ns	Social Media - 52 postings (1 per week) Training	Comms Sue	1 social	3 social, 1 email	none	<mark>TBD</mark>	TBD	TBD						
Marketing	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	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		

o Training Day

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