

# APMP Pacific Northwest Board of Directors December Board Meeting



**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**

# APMP Pacific Northwest Board of Directors December Board Meeting



- 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
  - 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)

# APMP Pacific Northwest Board of Directors December Board Meeting



- 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

# APMP Pacific Northwest Board of Directors December Board Meeting



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

2024 Metrics	2024 Goals	Lead	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
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	Secretary Emily	10/11 in work / complete	11/11 in work / complete	7/8 in work / complete	4/6 work complete	5/7 work complete							
Membership Count	12.5% growth per year	Members Amber	172	174	178	176	173	173						
Live Events	9 events including training day (live/training)	Events Roger	N/A	1 (6 attendees – Portland)	1 (7 attendees – 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 Shirllyn	N/A	N/A	N/A	N/A	N/A	N/A						
Accounting Reports	100% on time reports within 10% on budget	Treasurer Maggie	100%	100%	100%	100%	100%	100%						
Communications	Social Media - 52 postings (1 per week)	Comms Sue	1 social	3 social, 1 email	none	TBD	TBD	TBD						
Marketing	Training day and virtual events posted to national All live and virtual events posted to website	Marketing Sharon	N/A	N/A	N/A	N/A	N/A	N/A						

○ **Regional Ambassador Program**

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

○ **Training Day**

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