

**Oregon and SW Washington Chapter**

**Executive Committee Meeting Minutes**

**January 18, 2019, 3:00-4:30pm**

**Present:** Maggie Bonjean, Heather Ellis, Jennifer Mangieri, Darcie Spar, Jodi Tanner Tell, Terri Wiley

* Officer Check-In
* Budget
  + The Michael Wells Scholarship has a balance of $950, which is more than one scholarship to attend the national conference, but not quite enough for two. Decision to wait and see how the national process works this first year. Will award a scholarship to one person the first year, and then when we understand the process, may award two scholarships next year.
  + The chapter will budget $100 for a social event at the national conference. Funds will pay for appetizers or snacks to encourage local members to get together.
  + Gratitude event for volunteers (e.g. helped with conference, programming committee, grant committee, presenters at local conference). Decision to hold in off years – years with no local conference. ACTION ITEM: Maggie will do some initial planning – budget items, possibly location, and set up a committee for early input. Question: How much does Karen think we should spend on this.
* Committee Reports
  + Programming
    - Jessica will take lead for February 27th meeting. Rename to start a “Grant Professionals Thorniest Problems” series.
    - Potential backup meeting locations: Planned Parenthood, Medical Teams International
    - Survey: We will survey members, Grants Conference attendees, and interested others on preferred meeting times, locations, speakers and topics. ACTION ITEM: Darcie will draft survey and email, Terri will send the email requesting survey feedback. Timeline: March. Share results of survey at May meeting. Give a Powells Gift Card and a free membership as incentives for completing survey.
  + Regional Conference and Membership Development
    - Michael Wells Scholarship to attend the national conference is established. It is being administered nationally and we are awaiting details on how the process will work.
    - Membership Scholarships for 2019: we will give out 2 scholarships. One will be equity based and we will ask the equity committee for input on how to distribute that scholarship. The other will be given as an incentive for completing the survey.
    - Advertising Policy for grantwriting workshops. Decision to hold off for now, but to start tracking the number of requests for advertising and explore what other similar organizations charge for advertising. If there are a significant number of requests, consider charging. We will promote the PCC class for free.
  + Membership
    - We have 52 members.
    - Melinda is welcoming new members and sending reminders to people whose memberships expire. Determination that we can thank renewing members but it is not necessary, in part because there is no notification when members renew.
* Other Business:
  + Location of Executive Committee Meetings will remain Lucky Lab for now. The one downside noted was noise level if someone needs to call in. In that case, we can discuss alternate locations.
* Next Executive Committee Meeting: **Friday, April 26, 3pm**