

**Oregon and SW Washington Chapter**

**Spring Meeting, May 13, 2015**

**M.J. Murdock Charitable Trust**

**703 Broadway, Ste. 710**

**Vancouver, WA**

**MEETING MINUTES**

**Present:** Arthur Davis, Jennifer Mangieri, Darcie Spar, Rick Horton, Heather Hale, Terri Wiley, Susan Jordan, Karen Warr

Guest Presenter: Dana Miller, Murdock Trust

**President’s Report – Jennifer Mangieri:**

Jennifer participated in the May 7 Chapter Presidents phone call, where she learned about some changes at the national office that will affect all chapters. The nonprofit group exemption from the IRS has been declined. This means that all chapter financial records will be moved to the national office by the end of the year. They are hiring a part time bookkeeper to handle the finances, as well as a tech person. Each chapter will have a Quickbooks account and check requests will go through national, with monthly on-demand reports. They are exploring a Board portal for the website, and also looking at options chapters could use. Both chapter and national bylaws will be amended to reflect these changes and voted on at the national conference.

Conference workshops have been announced and are available on the GPA website. Arthur Davis will be presenting one workshop. Advanced sessions will be announced later.

Nomination forms for the Pioneer Award are now available. Each year they give two of these – one to the local area hosting the conference and an international award for any grant maker anywhere.

The next Chapter Leadership webinar will be held on May 20. This month’s topic is marketing your chapter. Rick Horton will be presenting.

The chapter website is up – [www.gpanorthwest.org](http://www.gpanorthwest.org). Thanks to Heather Hale, Arthur Davis, and Heather’s fiancée Robert for your efforts on this!

**VP/Membership Report – Heather Hale**

We now have 37 members, an all-time high, up from 34 in October. In May Heather will be sending messages to people whose memberships have dropped off, to help improve retention.

Heather will be notifying Barb Boggs at the national office that our website is live. Our meeting notices will be posted there, rather than on the national site, moving forward.

**Treasurer’s Report – Arthur Davis**

Balance as of 5/11/2015 is $1,670.67. This is about $80 higher than the same time last year. Our primary income source is membership dues. We deposited $420 in membership dues and meeting fees through May 11 of this year. On the expense side, we incur a $5 per month account fee. We paid $100 for food at the GPA/WVDO corporate event.

In the past, we haven’t had any financial controls for our account. Moving forward, the president will check, or spot check, the treasurer’s quarterly spreadsheet listing all activities against the account’s online listing.

Chase Bank now requires a board resolution stating changes to bank signers. They ask for all the details for signers, and they require the secretary to accompany any new signers. Karen Warr moved and Terri Wiley seconded the following resolution:

 *May 13, 2015: Grant Professionals Association, Oregon & SW Washington Chapter hereby approves the following updates for check signers and bank account access: (1) Susan Jordan, past president, is to be removed; (2) Jennifer Mangieri, current president, is to be added; (3) Arthur Davis, treasurer, is to be retained. The current secretary is Karen Warr who does not have account access.*

The motion carried unanimously.

**Programming Update – Darcie Spar**

Darcie is working on a membership survey. This will be sent to all members and non-members on our list, giving everyone the opportunity to provide input on programs.

The WVDO Grant Writing Interest Group (for WVDO members only) will be meeting on June 2 to discuss contract grant writing.

Rick Horton is representing GPA at a group of organizations which provide trainings, including WVDO, GOSW, etc. to develop a comprehensive training calendar, discuss the possibility of joint workshops, and other topics.

At the next Executive Committee meeting, the group will set the date for a one-day grant writing workshop, to be held in 2016.

Susan Jordan suggested we explore using one of our quarterly meetings to work with high school students and teach them about grant writing.

**Other Business**

The Grant Professionals Foundation “Every Chapter Challenge” is now underway. An email will be sent out to the membership in late May with more information.

The Executive Committee will be reviewing the many opportunities we have to offer scholarships and other support, prioritizing them to maximize our impact while respecting our budget.

T-shirts will be marketed to the chapter via email.

**PROGRAM**

*Highlights from the National Conference*:

Dana Miller and Darcie Spar presented on funder site visits. More information on the program can be found at <http://www.gpanorthwest.org/blog>.

**Next meeting**: August 26, 11:30 – 1:30, location and program TBA.