

**Oregon and SW Washington Chapter**

**Executive Committee Meeting**

**July 21, 2017, 3:30-5:00pm**

**LifeWorks NW (SW Site)**

**506 SW 6th, Ste. 905, Portland OR 97204**

**MEETING MINUTES**

**Present:** Officers: Heather Ellis, Jennifer Mangieri, Karen Warr, Terri Wiley. Committee Chairs: Maggie Bojean, Arthur Davis.

The meeting was called to order at 3:33 p.m. by Jennifer Mangieri.

**Officer check-in**

All officers present.

**Chapter By-Laws**

We discussed the email from Shelley Wales, Chapter Relations Manager (GPA National), regarding adopted revisions of the GPA Chapter Bylaws which occurred 6/2/2017 by the GPA Board of Directors. Most of the revisions were minor language updates, and some points of clarification. One point of discussion and interest was Article 4/Section 1, which added, “The positions of Secretary and Treasurer may be combined.” We are noting this change for potential consideration in the future regarding our officer positions. Karen moved to adopt the revised GPA Chapter Bylaws as outlined. Jennifer seconded this motion. Motion passed. Terri will fill out the revised bylaws paperwork as provided by National and return to Shelley Wales by 10/10/2017.

Also discussed was the fact that GPA National’s fiscal year operates January 1 to December 31, and how our chapter elections have typically been later in January, thus not aligning. Jennifer moved to change the chapter elections for the Oregon and SW Washington Chapter to December, so that the new board would align with National’s fiscal year. Terri seconded this motion. Motion passed.

**Officer & Committee Reports**

**Treasurer’s Report**

Our bank balance as of 6/30/17 was $5,110.74. Our balance at this time last year was $4,309.91.

**VP/ Membership Report**

We currently have 40 members. We had 38 members at this time last July.

**Program:** Since Darcie was absent, Jennifer will check with her about upcoming August program details and any support needed, however things had been fairly well outlined in previous reports from Darcie.

**2018 Regional Conference**

Arthur shared concerns about bandwidth needed for planning the conference. We discussed benefits and disadvantages of cancelling it, but all agreed that the conference is a significant source of revenue. Jennifer mentioned that we have the opportunity to apply to National for conference planning funds, and we should apply in early 2018 if we end up moving forward. The key questions to decide whether we move forward are: 1) Can we find a venue? 2) Do we have enough people to lead the planning? Heather will put out an email call to members for help with hosting or finding a venue. When, or if, we secure a venue, the next big planning components will be securing the keynote and workshops. In terms of getting additional capacity with planning, Arthur will contact Susy and Sue to see if they can help in any way. In terms of leadership roles around planning, Heather agreed to help Arthur with Project Management, Karen will obviously handle conference finances, and Maggie volunteered to manage conference food & refreshments. Terri and Jennifer will help as needed without official roles, but will certainly be involved! Our “Plan B”, if the conference cannot be planned as envisioned, we will produce a pared-down workshop.

As previously reported by Arthur, PCC is very interested in being involved (i.e., programming to draw in other community colleges) but for timing purposes securing a space at one of their facilities will not align with our timeline. OCF is also interested in participating and possibly presenting a ‘live’ grant award as part of the event.

**Social Chair**

Maggie would like to plan two upcoming social events: Friday afternoon in August (time & location TBD): coffee conversation around stewardship, and September: some sort of meet-up group activity TBD, with more of a social focus. We discussed how the December program meeting has typically included festive holiday food & snacks, and we will continue that theme with Maggie coordinating food and beverage for the meeting. There was also discussion around our chapter social media (ex: why didn’t the LinkedIn group work?) in terms of developing a social media plan to engage members and promote events. More thought and planning needed in this area. Terri expressed an interest in helping with this topic in some way. Heather also offered to help with social events as well.

**Board Elections for next year/Succession Planning**

We need to consider who are board candidates will be for the next election, which will be voted on now in December. Ideally we need to have candidates identified by September/early October. As Jennifer’s term will be ending, we will have an opening for a new Chapter President! Heather has offered to step up into this role if no other members interested. Methods discussed to recruit new leadership: 1) Review our past leadership and see if any previous board members would be interested in re-engaging (ex: Alyssa Hanada); 2) Ask people outside our core GPA circle that may be looking for leadership opportunities; 3) Identify some of the current and more active members to step up.

**Report Back Member Outreach**Some of us were able to connect by phone or email to members, and several useful conversations were had. Others were not able to do this outreach yet. We agreed to keep this ongoing and make a point to try to engage members, especially those who are not already attending meetings and/or participating in the email group.

**Executive Committee Check-In**

We discussed some of the technology tools we are currently using to work together, and what has worked well and what hasn’t. Heather mentioned there is still an issue with Zoho in that it’s not forwarding the Secretary emails to Terri’s work email; not sure how to troubleshoot this? There was discussion of using Asana (better for more discrete projects like time-limited events) and Google Docs (doesn’t work with using GPA NW emails). For the time being we will keep plugging forward with current ways and just continue to communicate our needs on projects to move things forward.

**Michael Wells Passing**Jennifer reported that GPA National will be establishing a scholarship in Michael’s name. Rick Horton has been in communication with Michael’s family, and our chapter will support the scholarship process as needed in any way.

Meeting adjourned at 5:15pm.

**Next Executive Committee meeting**: 11/3/17, 3:30 – 5:00, Lifeworks NW Southwest Site

**Next Program Meeting (for reference):** 8/23/17, 11:30-1:30, OMSI