



**Oregon and SW Washington Chapter
Executive Committee Meeting
4/16/2021, 3:30-5:00 PM
Zoom Meeting**

Attendees: Jodi, Heather, Rick, Lisa, Darcie

Minutes

Welcome

Officer Check-in

Finance Update (via email from Maggie) - Our balance is \$5,715.48 as of March 2021. We had \$80 in expenses for gift cards (equity talks). And we had 5 people renew their memberships. :) All the paperwork is on the GPA google drive.

Zoom meetings going forward - OR Food Bank staff will continue to provide these links for the next few meetings.

Chapter Leader Conference - Rick, Jodi, Lisa and Maggie attended. Key takeaways were the importance of communication, member surveys (to gauge what members are looking to get out of their membership), smaller roles for volunteering we could offer.

Darcie shared that our 2019 survey was mostly about programming content. We did not get a lot of responses. Lisa suggested we survey new members as part of the onboarding process as a way to get to know them and show interest in them specifically (hobbies, etc).

At next chapter meeting, Lisa to ask if others would like to help her develop a new member survey. Heather remembered that when Melinda was in the membership chair role, she did this and got good response from new members. Perhaps this could lead to someone taking over the membership chair role.

Programming Update (Darcie)

Ideas have been sketched out for the rest of the year. Lisa to connect with Darcie on communications timeline for chapter meeting announcements.

August meeting - Nicole is taking the lead. General topic is data and metrics. Lucy Kennedy-Wong had expressed interest in the topic and in supporting Nicole. Darcie will reach out to her in about a month, once she's settled into her new job.

December meeting - highlights from Nat'l conference. OR Food Bank has connected with someone on the Idaho Chapter board (from Idaho Food Bank). Shared their programming plans for the year, and might be open to adjusting their December plans to coordinate a joint meeting with us. If we do this, would likely be an all remote meeting. Do we want to pursue a joint meeting with Idaho? General consensus is yes.

Recording meetings - how do we feel about this? What would we do with these/how would we share them? We should consider a policy for this. Perhaps we record the main session only but not the breakout groups. Mixed feelings about this. Some info may be sensitive. Jodi suggests we ask the members at the end of the August meeting what they think/what their concerns might be.

Equity

- Update – main feedback from calls

Building relationships was a common theme. Mentoring, breakout rooms, sharing “why GPA” and considering how to make it work for everyone.

- Initial meeting introductions - zoom intros can sometimes leave people feeling left out. Maybe use an intro question. What is feasible to incorporate in meetings? Can we integrate the topic of the meeting into the intro question?
- Break out rooms - Darcie agrees this would be a step in the right direction, makes people feel more connected. Need to think about what activities are right for the breakout model. Do we need so much time for the program? What about breakouts at the beginning as a way of getting to know other members and then report back to the group to introduce people from your breakout.

If we plan to pose a question for the introduction or breakout session, should include this in the announcement email.

What about meeting in a way that isn't program focused (more social/networking)? Heather shared we used to do monthly happy hours but attendance was low, especially for new members. Historically this has not been successful. Hard to get people engaged. Add questions about interest in social events to new member survey. Perhaps a recognition event would draw interest. Or a volunteer project at one of our members' orgs.

- Applying for the Chapter Grant - could ask for remote equipment to support hybrid/remote meetings. Do we need to invest in this or do we just need to make sure it's available in whatever meeting space we're using? What about costs associated with a mentoring program? Doesn't feel like we're ready to ask for this yet. Would need more time to develop our plan.
- Make sure our May meeting is welcoming

Do we want to engage with Maryn around this? Heather recalls that she simply gave a presentation last time, and had a Q&A portion, not a “sales pitch” for her work. Darcie to check in with her about her format/breakout ideas and make sure we're all on the same page. This would be a way of integrating the program into the breakouts/relationship building. Would be good to let her know that there may be brand new members so she is aware.

- Scholarships: do we have a process to determine who receives them?

We have at least one to give out in the next couple of months. Concern that there isn't a formal process around this. Could partner with another org or funder that has a process for identifying orgs that need to build capacity. Maybe MRG? Reach out to other chapters/national to find out how they do it?

Lisa to pose the question (smaller orgs, BIPOC orgs) on GrantZone Chapter Leaders community.

Could add info on our website and advertise with other orgs, share as much as possible. We could announce now that we are giving away four scholarships (Jodi to confirm this with Maggie). Jodi will work on figuring out this process more, with feedback from GrantZone community.

- Micro volunteer ideas (Jodi):
 - Website: someone to refresh/update the website so it's less stagnant. We have a section for blog posts but it doesn't have much activity.
 - Membership/recruitment: New member survey development (mentioned above), also strategies for recruiting new members.
 - National liaison with our chapter
 - Scholarship Team

- More members on the Programming Team
- Social events/ideas for relationship building
- Coordinating food at meetings? Could start a lunch fund (optional donations)
- Mini fundraising/social event?
- Chapter meeting “fun” committee - ideas for icebreakers, bingo, other games, etc. with lengths of time included.

Next Meeting: Friday, July 15th, 3:30-5:00

EXECUTIVE COMMITTEE

CURRENT OFFICERS

President: Jodi Tanner Tell

Vice President: Lisa Kron

Secretary: Jenny Lind

Treasurer: Maggie Bonjean

CHAIRS

Programming Chair: Darcie Spar

Regional Conference Chair: Arthur Davis

Social Media Chair: Heather Ellis

Membership Chair: Jenny Lind

Former President: Jennifer Mangieri, Heather Ellis

Upcoming 2021 Chapter Meeting Dates

Chapter Meetings <i>11:30 am - 1:30 pm</i>	Executive Committee Mtgs <i>3:30 – 5:00 pm</i>
May 19th	July 15th
August 18th	October 15th
December 1st	