



**AAWCC Board Meeting**  
**Salishan Resort @ Gleneden Beach**  
**Lincoln Room**



**July 15, 2015**

*Attendance:* Lynn Irvin (VP-Fall Conference), Julie Kopet (President), Donna Lewelling (VP-Summer Conference), Cherie Maas-Anderson (VP-Finance and Past President), Carol McKiel (President-Elect), Deb Nicholls (VP-Records), Teri Olsen (VP-Special Projects), Heather White (VP-Registrar), Jan Woodcock (VP-OILD), and Donna Znolek (VP-Communications)

*Absent:* Melissa Aaberg (VP-Web Development), Sydney Frost (VP- Membership)

**CALL TO ORDER**

**DISCUSSION ITEMS**

**Approval of Minutes - June 23, 2015**

Donna L's motion to *approve the minutes, as amended*, was seconded by Lynn. *Upon call for the vote, the motion passed unanimously.*

**Financial Report** - Copies of the proposed 15-16 budget were distributed at the meeting. Cherie reminded everyone that it's a working document.

Teri's motion to *approve the budget, as presented*, was seconded by Donna Z. *Upon call for the vote, the motion passed unanimously.*

Discussion occurred on Fall Conference expenses, paying for higher profile speakers (if funds were available), whether the higher cost would warrant a larger venue as we are normally at full capacity, and corporate sponsors.

**Website** – Donna L suggested promoting summer and OILD to entice participation.

**Newsletter** – Donna L suggested promoting summer and OILD in the fall to entice participation. Donna Z will send out what she did last year to us to provide feedback.

**Summer Conference** – Donna L's finishing up the door prize and will inquire on possible room comp since we exceeded our room requirements. Salishan will display signage directing registrants. Heather indicated that registration went well. Early Bird pricing seemed to increase the number of registrants – at least early on.

• **Assignments**

- Greeters – Everyone
- Registration Table - Teri and Heather (815-9 in the Long House)
- Name Tags – Deb and Donna Z (815-9 in the Long House)
  - NOTE: Need to order more specialty tags (i.e., board member, speaker, etc.)
- Evaluation Forms – To include feedback on future topics, venues, two-day conference, etc.
- Photo Booth - Teri backdrop, but has props and a selfie stick – Selfie Studio
- Photos – JoAnn and Amber will take pics during the event
- Welcome Announcements – Julie
- Banners – registration and meeting room
- Speaker Intros – Donna L
- Name Tags for Door Prize Drawing – Everyone

**Registration** - It was recommended that we continue the Early Bird, Tardy Bird, and regular pricing on future events.

- Heather loves Constant Contact (CC). It's a great product with great tech support and refunds are easy!
- CC uses WePay payment system instead of PayPal.
- Discussion occurred on the refund policy. Currently no refunds are allowed. It was suggested that NO REFUNDS be continued and that inquiries be reviewed on a case-by-case basis. However, substitutions are allowed. It was agreed that refunds will be processed ONLY during Early Bird and only for a period of 48 hours from the time of registration. Refunds could be paid via check and not through Constant Contact to avoid additional charges. However, it's reasonable to charge a \$10 service fee, especially if a fee is charged to process refunds in the system. Heather to research further.

**OILD** - Julie shared that it was successful and added that having the previous OILD boards on-site in the future would be nice so that the current class could see what other groups have done. She shared that there was some miscommunication and that new management at Silver Falls Conferencing kicked them out of the meeting room area earlier than expected. Therefore, decisions will be made on whether to wind up earlier or arrange for another meeting area at the Center as Silver Falls is still the desired location.

**Elections** - How do people get on the board? Interested individuals express interest, be involved with their campus chapters, and then are added to the list of potential board members for future consideration. Fall 2015 elections (two-year stints) were discussed. The following positions will be put on the ballot:

- President-Elect
- VP, Communications
- VP, Membership
- VP, Registration
- VP, Finance

Discussion occurred on Lynn moving into President-Elect position, Donna L shadowing Lynn on VP Fall Conference and Teri shadowing Donna L on VP Summer Conference for a year as the transition occurs. Now that CC is being used, recombining the membership and registrar positions was mentioned. More discussion to follow, including visiting with Sydney.

- Lynn –
  - VP, Fall Conference 2015
  - President-Elect on Nov 2015 ballot
  - VP, Fall Conference 2016 (Donna L to shadow)
  - President-Elect 2016 and 2017
  - President 2018 and 2019
- Donna L –
  - VP, Summer Conference 2015
  - VP, Summer Conference 2016 (Teri to shadow)
  - VP, Fall Conference 2016 (shadow Lynn)
  - VP, Fall Conference on Oct 2016 ballot
  - VP, Fall Conference 2017 (year 1)
  - VP, Fall Conference 2018 (year 2)
  - VP, Fall Conference on Nov 2018 ballot
- Teri –
  - VP, Special Projects
  - VP, Summer Conference 2016 (shadow Donna L)
  - VP, Summer Conference on Oct 2016 ballot
  - VP, Summer Conference 2017 (year 1)
  - VP, Summer Conference 2018 (year 2)
  - VP, Summer Conference on Nov 2018 ballot

Fall 2015 Ballot

- President-Elect
- VP, Communications
- VP, Membership
- VP, Registration
- VP, Finance

Fall 2016 Ballot

- VP, Fall Conf
- VP, Records
- VP, Summer Conf
- VP, Special Projects

Fall 2017 Ballot

- President-Elect
- VP, Communications
- VP, Membership
- VP, Registration
- VP, Finance

Fall 2018 Ballot



- VP, Fall Conf
- VP, Records
- VP, Summer Conf
- VP, Special Projects

*(projected ballot positions subject to change)*

**Region X Director**

Cherie was elected Region X Director which encompasses Oregon, Washington, Idaho, British Columbia and the Yukon.

**Fall Conference (November 19-20, 2015)**

- Pricing - The fee was discussed. In 2014 it was \$210; mentioned raising it to \$225. The 2014 conference numbers were 146 (including speakers). We need 150 registrants to breakeven at \$210.
  - Early Bird \$210 – *(could use an image of a peacock or swan )* - August-Oct 16
  - Tardy Bird \$210 – *(could use an image of a dodo bird )* - October 17-31

- Regular \$225 – (*could use an image of a rubber chicken* 🍗) – November 1-12
- Registration to close on November 12
- Workshop proposals needed by October 23
- Awards
  - Excellence Awards – Carol to contact Campus Contacts and administrative assistants, if needed
  - Des Jardin deadline is November 1 - selection process needs cleaned up
- Potential Entertainment (performance should be no longer than 30 minutes):
  - Salem all women band
  - South Albany HS acapella group
- Potential Speakers
  - Shadiin Garcia
  - Governor Brown (won't confirm until six weeks before conference)
  - Jessica Howard
- Possible Thursday night activity – wine and painting
- Potential Corporate sponsor
  - Cengage
- OILD boards needed at Fall Conference

### **National Conference Update**

The location is the Double Tree at the Lloyd Center, October 26-28, 2016. More information to follow after Cherie's meeting on October 17 in San Diego.

- There will be 10 breakout sessions
- Shooting for 300 people and 150 room block
- Awards will be deferred during the national conference year(s) or could do during regional meeting breakouts
- Potential conference titles were discussed using BRIDGE in the title or in graphics
  - Best of the West
  - Bridging the East to the West
  - Bridging Coast to Coast
- Potential keynotes
  - Cheryl Strayed
  - Martha Kanter
  - Carrie Brownstein
  - Malala Yousafzai
- Registration - \$275 X 300 = \$82,500
- Food and beverages = \$45,000
- Hotel \$169/night

### **ADJOURNMENT**

### **NEXT MEETINGS**

- October 16, (TBD) – Board Meeting
- November 18, 4 pm @ Embassy Suites, Presidential Suite – Board Meeting
- November 20, (TBA) @ Embassy Suites, Conference Rm – Board Meeting