



Date/Time	November 19, 2018
Location	Lucky Lab, NW Quimby; Portland, Oregon
Board Attending	DJ Netz, Past President Diane Gilmore, President Steve Brooks, Director, Member Services Kathleen Bergquist, Executive Director Erin Bair – President Elect
Board Not Attending	Robert Fordham, Director, Professional Development Grant Axtell, Director, Board Operations
Members Attending	Nadine Ambrose, Monique Babin, Jackie Bartlett, Dale Forkner, Jeff Harris, Missy Hughes, Sarah Liebman, Jennifer Martinez, Kerri Nussbaum, Natasha Palandri, Dan Vetter
Non-Members Attending	

Call to Order

The annual meeting portion of the member meeting was called to order by Diane Gilmore at 7:45 pm.

Minutes

Minutes were available from the September 2017 annual meeting for review.

Operating Plan

Diane reviewed the three main components (operations, membership and programs) of the chapter operating plan for 2018 and provided main points of accomplishments and continued challenges.

Operations

- As members are aware, the chapter has had a challenging few years in terms of the fiscal health of the chapter. However, that is in comparison to our overall financial goals. After a successful annual conference, we have built up our reserves again and have sufficient funds for several months of operating expenses.
- As a board, it’s important to continue to provide programs that are relevant to our members and which ultimately generate revenue for the chapter. In that light, our board will hold its annual retreat on November 27th. Unlike most years, we have the same board returning for a second or third year. We’ll be leveraging that experience at our retreat to continue the work we’ve done; to increase and expand our revenue streams as well as continuing to enhance our membership offerings.

Membership

- Even with the decreased number of members (hovering around 300), at some point during each year, we've managed to reach the magic number of 350 to maintain our "jumbo" chapter status.
- Jumbo chapter status allows the chapter to have dialogue with National ATD and other jumbo chapters about issues that are common to larger chapters.
- We continue to look for members who would like to volunteer for one of our sub-committees, such as conference planning, membership or facilitating a one-time workshop.

Programs

- The chapter has already started planning for programs for 2019, including our annual conference.
- Look for the State of the Industry event in Q1, continued Monthly Chapter meetings with the new format, and additional FoT. We will continue our relationship with Brandlive to continue to bring virtual workshops to all.
- Also look for additional learning events offered both virtually and in person.

Diane adjourned the annual meeting portion of the member meeting at 8:00 p.m.