January 22, 2019 • 6:00 – 8:00 PM

NWEA 121 NW Everett St Portland, OR 97209

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| **In Attendance**  Diane Gilmore  Erin Bair  Steve Brooks  DJ Netz  Grant Axtell  Kathleen Bergquist | **Absent**  Bob Fordham |
| **Guests** |

**WELCOME (Diane Gilmore)**

Diane welcomed the board.

**ROLL CALL (Diane Gilmore)**

Sufficient members were present, and quorum established.

**APPROVAL OF AGENDA (Diane Gilmore)**

A motion was made by DJ and seconded by Steve to approve the agenda, motion approved.

**APPROVAL OF MINUTES (Diane Gilmore)**

A motion was made by Kathleen and seconded by DJ to approve the December 2018 minutes, motion approved.

**FINANCIAL REPORT (Grant Axtell)**

A motion was made by Steve and seconded by DJ to accept the financial report as presented, motion approved.

**EXECUTIVE DIRECTOR REPORT (Kathleen Bergquist)**

No updates at this time.

**DIRECTOR REPORTS (Diane Gilmore)**

Steve Brooks: Excited to present first of what we hope to be a series of webinars for members.

Grant Axtell: No current updates.

DJ Netz: State of the Industry presentation is done and will be presented with Brandlive. Working on Brandlive events for February and March. After that, DJ would like to focus on more revenue generating events.

Erin Bair: Attended the e-learning SIG. Reached out to PCC on how we might collaborate.

Diane Gilmore: Will contact each board member to talk about 2019 either by phone or in person.

**OLD BUSINESS**

**2019 Budget:** Grant shared some small adjustments to the budget including reducing the cost of the keynote speaker. Food cost for the conference is going up so that takes away some of that revenue. The budget includes increases in the hourly rate for the executive director and administrative assistant. The decision was made to add $2500 to revenue for chapter meetings. Diane moved to approve the budget as presented with the noted change to the chapter meetings, Steve seconded. Motion carried.

**Director Report Formats:** The board had a short conversation about the value of director reports. The conversation will continue as we work towards something that works better for everyone. We will pilot the new format with February.

**February Forum/Brainstorm:** The session is taking place on February 20, 2019 at the Lucky Lab Killingsworth. Currently there are 15 people signed up to attend including past presidents, young professionals, and CPLPs. We have a volunteer who is willing to help with the strategy around the session. The areas we are looking to gain information in include:

* **Membership –** what are you looking for in a professional association, what makes you want to join an association, what benefits are you looking for, what might keep you away from joining an association
* **Education/Professional Development –** what type of KSAs are you looking to develop, where do you go now for development, emerging technologies and delivery methods
* **Specific Programs –** share some of our ideas and get thoughts (FOT 2, Accidental Trainer, E-learning)
* **Conference –** what has been the best conference you attended, what made it great, what makes you want to attend a conference, what value do conferences bring to your professional development
* **Growth of chapter –** who are we missing from our membership, how do we get to those people

Grant, DJ, and Diane will meet with Judy Sebastian next week to talk strategy. Grant will reach out to Judy to set a meeting.

**NEW BUSINESS**

**February Chapter Meeting:** Our next meeting is February 18 at Lucky Lab on Quimby. The theme is examining how to determine whether training is the appropriate solution. The board had no feedback on the plans for the evening. Further discussion followed about future chapter meetings and how we add value. Ideas included bringing in speakers to lead content and marketing the benefits including CPLP recertification. We might also want to look on how we improve the overall experience.

**Additional Q1/Q2 Programs:** We have no revenue generating programs, other than Fundamentals of Training in February, on the calendar. We have 15 spots left to fill in the FOT class. DJ has a couple of plug and play programs he could present. Grant has a Generations class. We can use LinkedIn to encourage membership; Diane will generate marketing for this. DJ is willing to coordinate these events for the next three months; send him interest, ideas, and availability. Send ideas on locations to Kathleen.

**Business Continuation Plan:** Grant moved, DJ seconded tabling this topic until the next meeting.

**Update on Sponsorships:** Brandlive and Umu have provided agreements that continue on in perpetuity until one side or the other end the agreement. Kathleen is meeting with Idea Learning Group next week. We will continue the conversation at the next meeting.

**CARE MOMENT:** Kathleen submitted CARE to national ATD.

**GOOD OF THE ORDER:** No items for the good of the order.

**ADJOURNMENT:**

Grant moved to adjourn, second by Diane, motion approved.

**NEXT MEETING: February 26, 2019, 6:00 – 8:00 PM, Location TBD**

Respectfully Submitted,

Grant Axtell

Director of Board Operation

APPROVED BY BOARD: