December 10, 2019 • 4:30 – 5:30 PM

In Person Meeting

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| **In Attendance**  Erin Bair  Diane Gilmore  Steve Brooks  Kerri Nussbaum  DJ Netz  Ann Baus (via phone)  Kathleen Bergquist | **Absent** |
| **Guests** |

**ROLL CALL (Erin Bair)**

Sufficient members were present, and quorum established.

**APPROVAL OF AGENDA (Erin Bair)**

A motion was made by D.J. and seconded by Kathleen to approve the agenda. Motion approved.

**APPROVAL OF MINUTES (Erin Bair)**

A motion was made by Kerri and seconded by Kathleen to approve the November minutes. Motion approved.

**FINANCIAL REPORT (D.J. Netz)**

A motion was made by Kathleen and seconded by Steve to approve the financial report as presented. Motion approved.

**EXECUTIVE DIRECTOR REPORT (Kathleen Bergquist)**

Transition to Ann Baus as business manager is going well. Telephone responsibilities were transferred to Linda effective December 6th. Operational requests should be sent to both Kathleen and Ann through December 19th. The board thanked Kathleen for her amazing service to the chapter.

**DIRECTOR REPORTS (Board)**

No assistance was requested from the quorum.

**Standing Agenda Items**

* Chapter Thank Yous: Thank you cards were completed for Emily Wood and Rob Porter.
* January Chapter Meeting: Steve is curating this event.
* Conference Update: Diane met with D.J. to review the 2020 conference budget.

**NEW BUSINESS**

**BOA Credit Card:** Kathleen Bergquist is currently an authorized contact for the chapter’s Bank of America (BoA) credit card. To remove Kathleen as an authorized contact, BoA requires a signed letter from Diane Gilmore and Erin Bair and documentation about the board’s decision to take this step, typically as reflected in board meeting minutes. Our letter indicates that the new authorized contacts for our credit card are Linda Gilman, Ann Baus, and D.J. Netz. The letter also requests that the following people be removed as authorized contacts: Kathleen Bergquist, Kelly Kemp, and Diane Gilmore. A motion was made by Erin and seconded by Steve to approve the new authorized contacts for the BoA credit card. Motion approved.

**2020 Budget Prep:** Erin and D.J. presented a draft budget to the board. Kathleen recommended small adjustments to the License and Tax projections, and D.J. amended the budget. A motion was made by Kathleen and seconded by Steve to approve the 2020 budget as amended. Motion approved.

**Volunteer Survey:** Kerri thanked the board for their input on the volunteer communication draft.

**Member Renewal Workflow:** The board discussed the communications process used to encourage members to renew their memberships. Kathleen explained that there are five messages in Constant Contact that are sent to members: 4 before their membership expires, and one after it lapses. Kathleen also described the membership retention reports that are sent to Steve. Kathleen advised the board that phone calls are more effective than emails to follow-up on renewals.

**2020 Event Curation:** Erin requested a list of the events that have been confirmed so far in order to create a communication piece. D.J. agreed to provide the list by the end of the month.

**Eugene GIG:** The planned meeting has been re-scheduled. Erin will report back in January.

**Chapter Website Updates**: D.J. asked about the timing for updating the public documents that are posted on the website. Kathleen advised the board that the documents can be updated after the first of the year.

**CARE MOMENT:**

D.J. Netz is the chapter’s CARE representative. The board set a goal of submitting the CARE report by January 16th.

**GOOD OF THE ORDER:**

Kathleen provided Erin with documentation about working with Lucky Lab locations for event planning.

**ADJOURNMENT:**

A motion was made by Kathleen and seconded by Steve to adjourn. Motion carried.

**NEXT MEETING: January 14th, 2019, 5:30 – 8:00 PM at Ann Sacks**

Respectfully Submitted,

D.J. Netz

Secretary / Treasurer