

BOARD MEETING MINUTES

March 26, 2019 • 6:00 – 8:00 PM
8120 NE 33rd Drive Portland, Oregon

<p>In Attendance Diane Gilmore Erin Bair Steve Brooks Bob Fordham DJ Netz Grant Axtell Kathleen Bergquist</p>	<p>Absent</p> <hr/> <p>Guests</p>
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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 Grant and seconded by Erin to approve the agenda, motion approved.

APPROVAL OF MINUTES (Diane Gilmore)

A motion was made by Kathleen and seconded by Steve to approve the January 2019 minutes, motion approved.

FINANCIAL REPORT (Kathleen Bergquist)

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

EXECUTIVE DIRECTOR REPORT (Kathleen Bergquist)

Updates are included in written report. In addition, Kathleen is working with two volunteers on marketing and social media. Missy Hughes is going to serve as our Marketing Committee Chair.

DIRECTOR REPORTS (Diane Gilmore)

See written reports.

OLD BUSINESS

March Event: The event went well and was well attended. With construction happening in northwest Portland, the April event is moving to the Multnomah Village Lucky Lab. Discussion followed on potentially holding it at other locations; no decision was made.

Website Refresh: Kathleen shared plans to refresh the website by simplifying and cleaning it up. Grant moved to approve \$2000 for the initial website refresh, Steve seconded. Discussion followed including asking we run the refresh plans through the marketing committee. A question was asked if we would do any user testing prior to the launch. Kathleen shared that none of the coding will change so there should not be much testing to be done. Grant called the question. Motion failed. Discussion continued with Diane asking if this is the right way to spend. Motion carried. Diane called for the vote. The motion carried on a vote of 4 yes, 1 no, 2 abstention.

Business Continuity Plan: Kathleen shared the updated business continuity plan for the chapter with changes recommended by the internal financial review committee to add a section on a catastrophic event that would lead only to the administrative assistant remaining. Grant moved that we reject the internal financial review committee's recommendation that we have Kathleen seconded; motion approved.

Kathleen also shared that our bylaws do not have a dissolution clause. She is working on an update for the board to review at a future meeting.

NEW BUSINESS

Goals: There was a discussion about how to move forward. Board provide input on goals for membership, volunteers, conference, events/professional development, marketing/sponsorship by April 9 to Erin. Diane and Erin will work to set multi years goals using that information. At the April meeting will approve the goals and then look at tasks associated with each goal.

CARE MOMENT: We need to update our bylaws to include a dissolution clause, three board members are attending ATD Chapter Day at ICE, and Erin is reviewing onboarding material sent by national.

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

ADJOURNMENT:

Erin moved to adjourn, second by Bob, motion approved.

NEXT MEETING: April 23, 2019, 6:00 – 8:00 PM,

Respectfully Submitted,
Grant Axtell
Director of Board Operation

APPROVED BY BOARD: