July 23, 2019 • 6:00 – 8:00 PM

8120 NE 33rd Drive Portland, Oregon

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

**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 Kathleen and seconded by Bob to approve the agenda. Motion approved.

**APPROVAL OF MINUTES (Diane Gilmore)**

A motion was made to approve the June 10, 2019 meeting minutes as presented. Moved by DJ, seconded Bob, motion approved. A motion was made by Erin to approve to approve the June 23, 2019 minutes, second by Bob. Motion approved.

**FINANCIAL REPORT (Grant Axtell)**

Grant and Kathleen presented the financial report to the board. Erin moved to approve the financial report as presented, second by DJ. Motion approved.

**EXECUTIVE DIRECTOR REPORT (Kathleen Bergquist)**

See Director report. Kathleen shared some information about a newer Chapter sponsor, EBSCO.

**DIRECTOR REPORTS (Diane Gilmore)**

See written reports.

**OLD BUSINESS**

**July Event:** Program was great and attendees were engaged in the program and conversation.

**New Board Structure:** Erin provided an overview of the process for determining and writing the position descriptions for board positions. The board reviewed each position providing feedback and changes including:

* For all: add duty to work with Director of Volunteers to recruit and maintain volunteers. Delete section on attending ICE and ALC
* President: Changed time since serving on board from three to five, add they are a bank signatory
* President Elect: changed the qualifications to meet the same as those listed in president (with changes), deleted chapter recognition
* Past President: Move overseeing of CARE from Board Ops to Past President, delete Chapter Excellence Award section, delete community service committee reference, add mentorship role
* Board Operations: Recommend to set aside this position to a future discussion
* Membership: Update first section to be more focused on recruitment and sales. Move orientation to retention. Delete reference to vice president of membership.
* Engagement: Change title to Director of Volunteers. Add task around recognition.
* Professional Development: Clarify it is overseeing recurring events. Add to collaborate with events on calendar.

Grant moved to approve the positions descriptions with revisions for President, President Elect, Past President, Director of Membership, Director of Engagement, and Director Professional Development, the second by Erin. Motion approved.

For the remaining positions each board member will review and send comments to all board members by Tuesday, July 30, 2019. Based on the feedback, revisions will be made and the descriptions resent and the board may choose to vote by email to approve.

**Conference**: Natasha provided updates on the conference. Speaker selection was done yesterday and they are being notified this week. Marketing will start in earnest in the coming weeks.

**Staffing**: Grant, DJ, and Kathleen will connect to discuss next steps.

**NEW BUSINESS**

**CPLP/APTD:** Kathleen is in communications with Bob on what we are currently doing and how it may match up with the ideas from national.

**CARE MOMENT:** No CARE moment

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

**ADJOURNMENT:**

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

**NEXT MEETING: August 27, 2019, 6:00 – 8:00 PM**

Respectfully Submitted,

Grant Axtell

Director of Board Operation

APPROVED BY BOARD: