November 26, 2019 • 5:30 – 7:00 PM

Virtual Meeting

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

**WELCOME (Erin Bair)**

Erin welcomed the board.

**ROLL CALL (Erin Bair)**

Sufficient members were present, and quorum established.

**APPROVAL OF AGENDA (Erin Bair)**

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

**APPROVAL OF MINUTES (Erin Bair)**

A motion was made by Kerri and seconded by Diane to approve the October minutes. Motion approved.

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

A motion was made by Diane 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. Ann should be fully operating by the second week of December. Telephone responsibilities will be transferred to Linda in December. Operational requests should be sent to both Kathleen and Ann through December 19th.

**DIRECTOR REPORTS (Board)**

Monday.com and Trello platforms were discussed. Erin and D.J. will evaluate the 2020 budget.

**Standing Agenda Items**

* Chapter Thank Yous: Thank you cards were discussed. During the December meeting, we will create cards for the conference room hosts and committee members.
* November Event: The nature of this report was discussed. The report for the monthly chapter meeting should include items such as:
  + Number of people who attended
  + Number of tickets purchased at the door
  + Any member needs, concerns, or suggestions discovered
  + Any requests for board support for the upcoming chapter meeting
* Conference Update: Conference was well-received. We are waiting on one invoice from the exhibitor vendor. Once that invoice is paid, the conference will reflect a $4,100 profit. Diane shared her plans for assembling a conference committee for 2020.

**NEW BUSINESS**

**Budget Prep:** Erin announced her goal to prepare a budget and have it approved during the December board meeting. D.J. provided a high-level overview of the current draft of the budget. He requested individual meetings with each board member to determine additional allocations.

**Volunteer Survey:** Kerri thanked the board for their input on volunteer needs. Erin provided guidance on structuring the survey.

**Website Status:** The chapter website went offline for a number of days in November. Kathleen described the background for the malfunction (the ISP provider was unable to validate an old email address) and the steps taken by the vendor to bring the site back online. The chapter’s web developer is researching the possibility of migrating our site to a different hosting service.

**Event Curation Process:** Due to upcoming staffing changes, board members will have more responsibility for curating chapter events in 2020. D.J. described the event write-up template and its requirements. Event curators are also responsible for providing marketing messages for events. Marketing messages and completed event templates should be submitted to Ann Baus for posting. As we grow our base of volunteers, we can train volunteers to complete some of these tasks. Kathleen will provide documentation about working with Lucky Lab locations for event planning.

**Eugene GIG:** A meeting has been scheduled with three volunteers to discuss plans for 2020.

**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:**

Diane and Erin will make appearances at the upcoming FOT event.

Kathleen will provide documentation about working with Lucky Lab locations for event planning.

All board members will set up individual 30 minute meetings for the 2020 budget.

**ADJOURNMENT:**

A motion was made and seconded to adjourn. Motion carried.

**NEXT MEETING: December 10th, 2019, 4:30 – 5:30 PM at NWEA**

Respectfully Submitted,

D.J. Netz

Secretary / Treasurer

APPROVED BY BOARD: