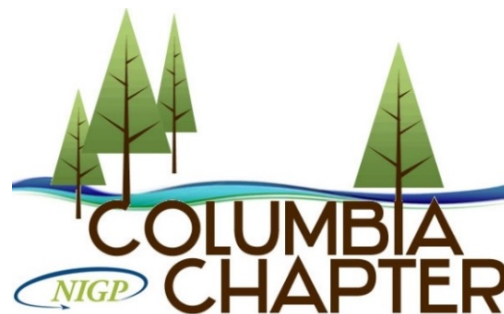


Columbia Chapter NIGP Executive Board Meeting July 2016 (Retreat)



Date: July 20, 2016

Time: 8:30 AM – 4:00 PM

Location: Port of Portland, 7200 NE Airport Way, Channel Conference Room, 8th Floor

Facilitator: Diane Seaton, CPPO, CPPB – President

Minutes taken by: Christy Tran – Secretary

EXECUTIVE BOAR MEETING MINUTES CALL TO ORDER: 8:30AM

ATTENDEES:

Diane Seaton – President, Denice Henshaw – Vice President, Lawrence Russell – Past Past President, Stephen Nelson – Treasurer, Annie Teav – ICP Director, Lee Fleming – Membership Director, Kathi Braeme-Burr – Pro D, Stacey Balenger – Logistics; Christy Tran – Secretary

AGENDA:

1. Prepare calendar for upcoming year
 - See calendar
2. Review Bylaws – suggest edits for membership approval.
 - Page 2, section 8. Application for Membership – Changed to “Membership shall be by written application reviewed by the Membership Director and approved by the Board.”
3. Review strategic plan and edit if needed.
 - See attached
4. Review checklists / handbook.
 - Checklist – Diane and Denice to Review
 - Handbook – Lawrence reviews Past President duties, James reviews President duties, Diane reviews Vice President duties, Denice reviews Secretary duties, current directors review their current duties.
5. Review website and suggest edits. Website needs a lot of updating.

- Removing Library (?)
- Updating RVTS link
- Update Officers and Contacts, font size/style and information needs to be consistent (Board Members to send Diane a current picture for the web)
- Move “Pay Annual Membership Dues” and “Membership and Dues” from the About tab to the Members tab
- Update Contact to Diane
- Change the “Pay Annual Membership Dues” button on the upper right of the Chapter Web to something more visible.
- Diane to grant web access to Christy. Christy will add meeting minutes to the web each month.

6. Mailbox

- Diane will pick up mail once a month and scan to Stephen.
- Bank statements do not need to be scanned per Stephen.
- Christy is Diane’s back up in picking up the mail.
- Diane to request for a 2nd PO box key for Christy.

7. Event ideas to do with OPPA.

- Join a Walk/Run
- Volunteer at Boys and Girls Club
- Ronald McDonald meals
- OAME / youth event (next year)
- Smart Readers
- PSU outreach
- Walk dogs
- Spartan event
- River clean up

- Solv - beach
- Habitat for Humanity
- Children's Literacy
- Donate books
- Zip lining
- Bull Winkle's (fun center?)
- Ping pong
- Dodge ball
- Zip line
- Casino night
- Book drive
- Have a circus

8. Innovative ideas –

What can we do that other Chapters are **not** doing?

- Fundraisers (Gift or Free Membership to member that raises the most)
 - Auntie Aunt Fundraiser cards
 - Krispie Kreme Fundraiser Cards
 - Halfsies
 - \$1 raffle ticket sales to win prizes (All Day Workshop)
 - Book Drive – Donate to Smart Reader Program (Holiday Event)
 - Popcorn
 - Papa Murphy's

What can we do that other Chapters are doing?

- Add bio for all candidates for elections
- T-shirt and Sweatshirt sale

Discuss if time (will place on future Board meeting agendas):

Scholarships / Rewards

Elections

- Add a bio to all candidates to give voters an idea of who they are and why they are interested in becoming elected

Buyer & Manager of the Year awards.

- Read nomination letter

Marketing Committee

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Website Committee

- Diane to check with the webteam (Travis Allison, Lisa Emery, Susie Fulcher, Eric Wicks) to see if they are still willing to help.

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Review on your own:

Budget

Soar Analysis

Chapter of the Year Application

Other Action items:

- Kathi to contact Daniel Wong and Darin Matthews for Student Outreach (Sept General Mtg)
- Kathi to check with Brian on Legislative Updates.

Christy to work with Denice on Volunteer Board and Save the Date Board for All Day Workshop.

MEETING ADJOURNED AT 4:00PM

