

PNW ASI Board Meeting Minutes
September 17, 2019, 10am, via Zoom

Attendees: Judy Staigmiller, Chair; Sam Arnold-Boyd, Program Chair; Angela Howard, Treasurer; Carolyn Weaver, Website and Listserv Co-Manager; Maria Sosnowski, Membership Coordinator; Pam Erwin, chapter member

Minutes by Angela Howard, Treasurer

Old News

None.

Treasurer Job Description

PNW/ASI Treasurer Job Description and Duties shall be altered as follows:

- Treasurer will track chapter income and expenses with Excel or with financial software that can export data into Excel format.
- Treasurer will reconcile income and expenses with ASI records on a quarterly basis.

Angela will make these changes and distribute a new Treasurer Job Description to chapter officers and managers.

Fall Elections

Judy will send out a call for officer nominations to chapter members. Current officers will all also be running as incumbents.

After two weeks, Maria will create a SurveyMonkey ballot listing all current and nominated officers and distribute to chapter members.

Feedback on Sep 13-14 Fall Meeting

Sam distributed a compilation of feedback responses to the Sep 13-14 meeting. (also attached)
Feedback will be considered for future meeting planning.

Comments on venue were mostly favorable, hotel staff were very responsive to meeting planners, and the rates actually decreased, so it was decided to continue at the same venue, Springhill Suites Marriott in Vancouver, next year.

There will be an additional online survey sent out to attendees, PNW members, and PNW listserv, including a question about what people thought of the Friday Q&A session (if they attended.)

Concerns regarding off-topic comments during the sessions were brought up. It was suggested that speakers can request attendees to keep questions brief and on-topic so that the session can stay on schedule. We can also empower speakers to limit questions/conversations if needed.

Concerns regarding table seating for Friday and Saturday dinners were brought up. We sat at long tables, which limited the number of people that those at the end of the table could speak with. We would like to at least make sure there is room for people to walk around the table and talk to others if they liked, which was true on Saturday night. Other options include multiple tables and/or circular tables. With a large group, it is often the case that people can only hear the immediate few people around them, no matter how the tables are arranged, so we may be limited in how much we can remedy this issue.

Concerns about noise at Saturday dinner were also brought up. We did try to mitigate this by reserving a mezzanine for the Saturday dinner. We can try to find quieter restaurants, but we may be limited in what we can do in this regard as well.

Angela will distribute a first draft of guidelines for registration discounts and compensations for speakers to be added to our chapter meeting planning guide. We will discuss and decide over email.

Chapter Website

Carolyn Weaver and Wanda Meck are now jointly managing the chapter website and listserv. They are still trying to determine how to transfer web hosting and domain registration fees to ASI, because they haven't been able to get a response from the appropriate parties. They will try to contact Martha Osgood to find out, or, if all else fails, just wait to receive a bill. 😊

Virtual Meetings on Zoom

Sam will investigate whether there is any interest to have coffee chats on Zoom and whether someone is willing to take on this task.