



# Meeting Minutes

**Date and Time:** Saturday, August 10, 2013 9:00 AM - Noon

**Address:** Red Lion on the River (Jantzen Beach)  
909 N Hayden Island Dr  
Portland, Oregon 97217

Item	Action
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**Welcome, Roll Call, Quorum**

Meeting was called to order by President Axtell. Roll call conducted and quorum established. Barbee Williams appointed parliamentarian. Barbee and Grant will both take minutes as Bryant was not in attendance.

Roll call attached to these minutes.

**Introductions**

Those in attendance introduced themselves sharing their name and role on the board.

**Minutes**

Minutes from the previous meeting were not available. President Axtell will send to the Board as soon as he receives them.

**Financial Report**

A financial report was not available as Bryant was unable to attend the meeting. President Axtell will send out as soon as he receives it.

Stephanie- check with OED on payments

It appears OED is behind in payments. Stephanie Stevens will inquire with Financial Services.

Bryant- complete direct deposit form

Working to move OED payments to direct deposits. Bryant will have completed by the next meeting.

A request was made to see a break down between monthly members and annual members.

**Communications and Announcements**

- **Subchapter bylaws, rebates, and audits**

President Axtell asked Subchapters to review their bylaws for consistency and reminded them that audits are due. A question arose about how long a subchapter has to complete an audit before they forfeit their rebate check. Ron will work on this for approval into the policy manual

Ron- write statement for policy manual on rebate check timeline

- **Chapter dues**

President Axtell let the board know that he is implementing the dues increase passed previously by the board. **Past President Ron Sohnrey moved to increase dues to \$8 a month. Motion seconded. Motion passed unanimously.**

Amber/Stephanie – Update member forms with new rates

Chapter dues for full members are now \$8 per month/\$96 per year.

A discussion followed about increasing retiree dues. Topic tabled until future meeting.

Grant – update policy manual

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## Reports from Officers and Committees

President Axtell circulated a report from President Elect Char Grafton and Legislative Coordinator Austin Folnag. Conference Chair Stephanie Stevens asked the board to provide ideas for conference speakers. No one else had a report.

Grant – provide report guidelines to board

A format for reports will be provided prior to the next meeting

## Unfinished Business

### - 2013 International Conference

Board members who attended the International Conference in Chicago shared a bit about their experience. Everyone believed it was a successful conference.

### - Membership Day

The previous board voted to hold a membership day in memory of Craig Keyston. That has not yet happened. Discussion followed about how to best manage the logistics. It was agreed upon that all subchapters will hold a membership day prior to our next meeting October 12 with a goal of recruiting 5 new members. The Board will reimburse expenses of up to \$100 for each subchapter. Vice President Amber Drake will contact and work with each subchapter on plans.

Amber – work with subchapters on scheduling and coordinating the membership day

## New Business

### - Goals for 2013-14

Grant discussed his belief that we need to be a goal driven board and organization. He has decided to break the work into quarterly goals for each position on the board. He distributed the goals for this quarter (attached). His expectation is that every goal is met prior to the next meeting on October 12. The October meeting agenda will be structured around the work on these goals and assigning the goals for the next quarter.

All- work on completing goals

Grant – check in with each person in Sept.

### - Awards Discussion

Recognition Chair Elaine Pandolphi was directed by President Axtell at the beginning of the summer to start looking at our entire awards program in terms of how to better align with International's program and moving away from award specific to OED. Elaine provided her initial thoughts which include combining UI, Specialized Customer Service, and Vets into one award (as it is at the International level) and removing OED specific awards such as new employee and outstanding manager from our awards program. In place, new awards would be created to honor members doing work for IAWP. Initial discussion followed with strong thoughts against the elimination of the Vets award. Some also felt it was not the right direction to go in eliminating the OED awards. Elaine will put together a final proposal for a vote at the October meeting. Ideas and feedback should be sent to her ASAP.

Elaine- develop proposal for discussion and vote at Oct meeting

### - Subchapter Realignment

A conversation took place about the need to incorporate Eastern and Central Oregon into the organization. Also, that we need to move from office based subchapters to geographic based subchapters. Vice President Amber Drake will talk to each subchapter and bring a realignment proposal to the October meeting for discussion and voting.

Amber- contact subchapters in regards to realignment. Develop plan for Oct meeting

## 2014 International Conference

Grant made it clear one of the priorities for this year is the hosting of the 2014 International Conference. He is serving as Program Chair and Stephanie Stevens as Local Arrangement Chair. There will be many opportunities for volunteers. Grant encouraged everyone to start saving now (both money and vacation time) so that they might be able to attend the conference June 22-25, 2014. Grant set a goal of fundraising \$3000 to use at scholarships for our chapter members. Submit fundraising ideas to Stephanie who will

Stephanie- Develop fundraising plan for approval in October.

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bring a plan to the October meeting for approval

### Chapter Business

#### - **Non-profit Status**

Grant continues to work with the IRS to restore our nonprofit status. The form is nearly complete, but we need to adopt a conflict of interest policy before it can be submitted. He distributed what International uses for their board. **Ron Sohnrey moved the Oregon Chapter adopt the International Conflict of Interest policy are ours as well. Motion was seconded and approved with a unanimous vote.** Grant asked members in attendance to complete the signature page. He will have those not in attendance complete and send to him.

Grant- ask board members not in attendance to complete Conflict of Interest Policy. Submit form to IRS.

#### - **Email**

As we move to become more of a independent professional association, we need to move away from using the OED email system to send emails from. Grant is setting up gmail accounts to use to send email from. The membership forms need to be updated to ask for personal email, address, and phone. Current members need to be asked to submit that information. Amber will work Stephanie on both those. Once the gmail accounts are in place, the expectation is that all board members and subchapters will use those to provide communication to members.

Grant – set up gmail accounts and share with board.

Amber and Stephanie – update member forms, plan to get email addresses from current members.

### Good of the Order

There were no announcements.

### Adjourn

Meeting was adjourned at Noon.

### Next Board Meetings

- Saturday, October 12 9:00 – 12:00 TBD
- Saturday, January 25 9:00 – 12:00 TBD
- Thursday, April 10 2:00 – 5:00 Salem Conference Center

### Topics for October Agenda:

- Elimination of Vice-President – discussion and possible decision
- Subchapter realignment – final decision
- Use of Oregon Trail Chapter Funds – final decision
- Subchapter reports on audit, bylaws, and events scheduled
- Preview of new Oregonizer format, look, feel
- Approve revised Policy and Procedure manual with membership processes
- Award changes – final decision
- Review state conference agenda
- Approve fundraising plan for Portland 2014
- Increasing partner members

		CofI	August	October	January	April
OFFICERS AND CHAIRS						
Chapter President	Grant Axtell	Y	Y			
President Elect	Charlene Grafton		Excused			
Vice-President	Amber Drake	Y	Y			
Secretary/Treasurer	Bryant Campbell		Excused			
Immediate Past President	Ron Sohnrey	Y	Y			
Education Chair	Barb Thornburg	Y	Y			
Communications Chair	Barbee Williams	Y	Y			
Retiree Chair	Vacant					
Chapter Development Chair	Amber Drake	Y	Y			
Recognition Chair	Elaine Pandolphi	Y	Y			
Marketing Chair	Greg Ivers		Excused			
Resolutions and Bylaws Chair	Vacant					
Conference Chair	Stephanie Stever	Y	Y			
Veterans Chair	Patrick Preston		Excused			
SUBCHAPTERS						
Capital President	DanQuinones	Y	Y			
Capital Representative	Judy Mattos		Excused			
Crater President	Mindy Truex		Excused			
Crater Representative	Maureen Patton		Excused			
Emerald President	Oscar Scott	Y	Y			
Emerald Representative	Antoun Kehdi		Excused			
Misty Rose President	Karey White	Y	Y			
Misty Rose Representative	Barbee Williams	Y	Y			
COORDINATORS <small>(do not count towards quorum)</small>						
Website	Steve Strain		Excused			
Newsletter	Barbee Williams	Y	Y			
Legislative	Austin Fohnagy		Excused			
Membership	Stephanie Stever	Y	Y			
Chapter Development	Amber Drake	Y	Y			
Local Arrangements	Stephanie Stever	Y	Y			
Program	Vacant					

*A majority of filled Board positions will constitute a quorum at all Board meetings. If a quorum is not present, those members present may adjourn until a quorum is present.*

August Meeting  
 Quorum is 10  
 22 positions - 2 vacant  
 - 2 duplicates & 1

# IAWP- Oregon Chapter

## Goals for August 10 – October 12, 2103

<p><b>Chapter President</b> Grant Axtell</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Write resolution to eliminate vice-president position</li> <li><input type="checkbox"/> Complete the non-profit paperwork with Bryant</li> <li><input type="checkbox"/> Set-up emails for use by committees and subchapters</li> <li><input type="checkbox"/> Appoint Retiree and Resolutions Chair</li> </ul>
<p><b>President Elect</b> Charlene Grafton</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Take feedback and ideas on subchapter realignment, bring proposal to October meeting</li> </ul>
<p><b>Vice-President</b> Amber Drake</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Find one “activity” for the organization to participate in and/or support as part of the next meeting</li> </ul>
<p><b>Secretary/Treasurer</b> Bryant Cambell</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Create proposal for use of Oregon Trail Chapter funds for presentation and voting in October</li> <li><input type="checkbox"/> Set-up direct deposit for agency payments</li> <li><input type="checkbox"/> Set-up PO Box for chapter business</li> </ul>
<p><b>Immediate Past President</b> Ron Sohnrey</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Go through all paper files determining what needs to be stored.</li> <li><input type="checkbox"/> Ensure subchapters have completed audit</li> </ul>
<p><b>Education Chair</b> Barb Thornburg</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Work with subchapters to schedule one event to take place before the end of the year</li> </ul>
<p><b>Communications Chair</b> Barbee Willams <b>Website Coordinator</b> Steve Strain <b>Newsletter</b> Barbee Williams <b>Legislative</b> Austin Felnagy</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Create a new, colorful template for the Oregonizer</li> <li><input type="checkbox"/> Find at least one person to assist on the Oregonizer</li> <li><input type="checkbox"/> Update the website with new pictures and information</li> <li><input type="checkbox"/> Provide monthly emails to members on legislative topics</li> <li><input type="checkbox"/> Update legislative section of website</li> </ul>
<p><b>Retiree Chair</b> Vacant</p>	
<p><b>Chapter Development Chair</b> Amber Drake <b>Membership</b> Stephanie Stevens <b>Chapter Development</b> Amber Drake</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Revise membership forms to ask for personal email address</li> <li><input type="checkbox"/> Ask current members to submit a personal email address</li> <li><input type="checkbox"/> Update database with personal emails</li> <li><input type="checkbox"/> Implement dues increase by September 1</li> <li><input type="checkbox"/> Document membership processes in policy and procedures</li> </ul>
<p><b>Recognition Chair</b> Elaine Pandolphi</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Finalize award changes for final vote in October</li> <li><input type="checkbox"/> Create timeline for awards process</li> <li><input type="checkbox"/> Work with Marketing Chair to create marketing plan for awards</li> </ul>

<p><b>Marketing Chair</b> Greg Ivers</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Work with Recognition chair to create marketing plan for awards</li> <li><input type="checkbox"/> Solicit donations for the State and International conferences</li> <li><input type="checkbox"/> Create a brochure for use in marketing the chapter</li> </ul>
<p><b>Resolutions and Bylaws Chair</b> Vacant</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Request and review all subchapter bylaws for consistency with state bylaws</li> </ul>
<p><b>Conference Chair</b> Stephanie Stevens</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Tentative agenda including speakers to share with board at October meeting for State conference</li> <li><input type="checkbox"/> Fundraising plan for Portland 2014 to share with board</li> </ul>
<p><b>Veterans Chair</b> Patrick Preston</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Work with Recognition chair to ensure we are honoring vets in our chapter awards</li> </ul>
<p><b>Subchapters</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Schedule one educational event to take place before the end of 2013</li> <li><input type="checkbox"/> Complete audits</li> <li><input type="checkbox"/> Provide bylaws to Bylaws and Resolution Chair for review</li> <li><input type="checkbox"/> Support and participate in Craig Keystone Memorial Membership Day</li> <li><input type="checkbox"/> 5 new members</li> </ul>

## Overall Chapter Goals for 2013-2014

- 1) Restore Chapter's non-profit status
- 2) Work to make us more independent from OED
  - a. Use external email service to send members email
  - b. Use external tools for document creation and storage
  - c. Set-up PO Box for IAWP business
  - d. Revise membership forms to make it easier to provide personal email
  - e. Create simpler process for new members to pay on their own
- 3) Review the Oregon Chapter Award program
  - a. Align with International
  - b. Make more about service to IAWP then service to OED
  - c. Win best Chapter at the 2014 International Conference
- 4) Support the 2014 IAWP International Conference in Portland
  - a. Money
  - b. People
  - c. Supplies