

**IAWP EXECUTIVE BOARD MEETING**

**January 25, 2014**

**Eugene Hilton Garden**

3528 Gateway Springfield, OR 97477

1. Call to order at 9:14 am by Grant Axtell
2. Roll call and determination of quorum

In attendance: Ron Sohnrey, Grant Axtell, Bryant Campbell, Stephanie Stevens, Amber Drake, Barbara Thornburg, Daniel Quinones, Elaine Pantazi, Oscar Scott, Jeff Farris. **Quorum established and verified by President and Secretary**

1. Reading of Minutes from Ocotober 2013 with a motion from Stephanie S. to accept the minutes as read, Barbarb T. second and all accepted.
2. Treasurer’s Report

Checking: $240.32

PDX 2014: $1516.85

Savings: $5403.26

The January Statements will be available on January 31st. Bryant will update Grant by 02/07/14 with current balances. A request was made to transfer $2000.00 back into the checking account.

Motion to accept Treasurers Report by Ron S, Second by Oscar S. All accepted.

1. Discussion: Grant informed the board regarding his discussion with Jessica Kneiling (OED OHR Manager). The new Director Lisa N is seeking clarification of the relationship between IAWP and OED. Grant will at some point meet with Lisa to discuss this relationship. For now it’s recommended that IAWP maintain it’s current position and status with OED until we can establish credibility. IAWP will begin to partner with OED to establish a meaningful relationship.

Grant Announced that he will be running for International Secretary/Treasurer.

1. **Officer Committee Reports:**

 Amber-nothing new

Bryant –nothing

Ron- There are files belonging to IAWP located at his home. Ron feels like there is nothing of value to keep. There are Old award nominations etc.

* Ron recommends that we discard all of the old papers.
* Oscar recommends we have a second set of eyes look at the information before discarding.
* Elaine recommends we go through the contents to see if there are items of historical value which could be used to update the glass cases in the lobby of central office.
* Grant - we need to determine the retention of these records in order to determine a final action.

Barb- handed out recommendations as the educational chair (see attachment)

Dan- recruited 17 new members, carrousel event which held, weather impeded attendance. Reminder: the carousel event is open to all subchapters.

Elaine -Only one award nomination has been submitted to date and there is concern. All voiced assurance that others would come in at the last minute per usual. Elaine will send daily notifications to the board on award submissions.

Oscar- Three new members have joined this subchapter. Sent in audit completed by brad and submitted by Debra. The subchapter has done some volunteer work and contributed 200 hats to a foster child event and 400 to the boys and girls club for community service.

Grant-Subchapter- (See Attachment)

Amber- subchapter realignment, what do we do in port metro and ui call centers? Amber doesn’t have a proposal today but looking for what constitutes a healthy subchapter and how many active members does anyone chapter need to have before you go into review. How does a new subchapter get created? Should we have interest groups that roll up into a subchapter? Can we model the sig (special interest group)? We do feel like we need to change to a geographic model? We need to figure out how to support a full geographic area from the subchapter level. Can we utilize technology to host and support meetings? Amber will have a proposal ready to submit to the entire board at the next meeting. Grant- asked if we are ok maintaining the current subchapters. Everyone agreed to maintain.

Grant- Oregon Trail Funds. Approx. $1300 belong to the Oregon Trail. Grant- should we roll this money into the general fund?

**Motion by Barbara T:** to absorb the funds of the Oregon Trail into the general funds and at such time they reorganize they can request startup funds from the Executive Board in the future.

**Second by Stephanie S**:

Elaine wanted to remove request start up language but it was not adopted. Motion carried with one extension by Oscar.

Amber- Gov’s food Drive in Feb and National wear red day on 2/14.

Grant will discuss language for orgegonizer issue date clarification.

Grant would like to see more articles from the subchapters.

Grant- Announcement of a PO box in Salem. We need to begin using the our organizations PO box for all documents.

Amber will review all membership forms and website for po box info in replacement of central office address.

Subchapter participated in the Craig Keystone memorial membership day, central office members recruited 17 new members. We will now close this event.

1. **Action Items**

Goals by grant- See attachment. Grant wants everyone to continue to work on goals.

* Audits need to be complete by subchapters**.**
* **Bryant needs to follow up with all subchapter presidents to have audits completed by the April 10th meeting.**
* Amber will do research on audit processes and clarify some other audit stuff.
* Grant- will sent an email to all subchapter members regarding award submission and deadlines
* Elaine- will send chapter presidents updates on award submissions. After we get through this award season we need to look at the awards to stay in alignment with international and get maximum points within the international structure. We have five notebooks which need to be to international by march 1st, membership awards by April 1st.
* Grant- district director nomination for nomination- Oregon will select district director the term will be july 1, 2015 –jun 30, 16. . ‘There are requirements to be nominated. This board needs to come up with a person. Grant will put together questions and criteria for the board to review in order to select.
* Policy- grant will make the changes and send out. Motion made, second and accepted, no extensions.

Grant- Association Manager. Ron and grant will interview the applicants next week. Criteria have been established. Finances are the first area to be addressed, nonprofit, association management (forms, tools, email. This person will work for 8 hours per month.

Stephanie- State conference, see attachment

Stephanie-2014 international- see attachment

Delegate’s info –grant will forward to board members

Grant – will present process and discuss a selection committee for potentially 10 people to scholarship to international. Officers will be the selection committee.

Grant will appoint the nominating and elections committee members. Char is the chair; Oscar will be the subchapter president and Grant will find three other members.

Lots of conversation about conference future and department support. Need to think outside of the box on how, when, reducing price…

**Motion by Amber D to Adjourn**

**Grant adjourned Meeting**