

**IAWP EXECUTIVE BOARD MEETING**

**FEBRUARY 09, 2013**

1. Call to order at 9:14 am by President Ron Sohnrey
2. Roll call and determination of quorum

In attendance: Ron Sohnrey, Grant Axtell, Bryant Campbell, Stephanie Stevens, Tiffany Hibbard-Fraijo, Stephanie Morelli, Rob Gentle, Steve Strain, Patrick Preston, Julie Davidson, Tracy Johnson, Susan Oertel, Jeff Long. **Excused Absences:** Gary Durbin, Tammy Schroeder, Oscar Scott, Judy Mattos, Sandy Watkins, Barbee Williams, Charlene Grafton, Daniel Quinones, Jayne Martin, Amber Schoonover and Barbara Thornburg. Quorum established and verified by President and Secretary.

1. Reading of Minutes from September 29, 2012 with a motion from Stephanie S. to accept the minutes as read, Tiffany H-F. second and all accepted.
2. Treasurer’s Report

Club Share Acct: $2,815.91

Adj Conf Acct: $6,276.55

Choice Plus Checking: $14,775.77

Since September 2012 meeting, the department has submitted the following checks for member dues: 10/12/12: $5,502; 11/16/12: $2,748; 12/14/12: $2,748.

Checks written since Sept 2012 meeting: $50 to the State of Oregon for name change and $100 to the State of Oregon for Annual Report.

1. Communications and Announcements

-Discussion on mentoring at a state and international level in order for members to become more active and gain participation.

-Stephanie reports that the international auction is complete and she has collected $1,007.25, still waiting to collect $35.00 to finalize.

-Awards information has been submitted and forwarded to the Awards Committee.

-Capitol Subchapter report two changes. Gina Heiner, President -resigned; Tiffany Hibbard-Fraijo –assumed role as Subchapter President; Mark Hoefler, Vice President – resigned; Dan Quinones – assumed role as Subchapter Vice President.

-General Discussions related to the following: Fundraisers, monthly meetings, board planning meetings, “lunch & learns”.

-Q:Grant; What is the current membership number A: Stephanie and Ron 474.

-Stephanie is and will continue to invoice the department for IAWP dues checks. Stephanie will write up her process and submit it to Bryant and Ron for it to go into a “Process Manual”.

-Ron, Grant, Bryant and Stephanie will schedule to meet this week at the credit union to square away all financial information. Bryant will bring a list of questions and/or needs for the Credit Union to address.

1. Reports from Officers & Chairs

-President – As Submitted

-President Elect – As Submitted

-Vice President – As Submitted

-Immediate Past President – As Submitted

-Communications – As Submitted

-Chapter Development – No Report

-Retiree – No Report

-Veterans – Verbal/ Will submit written

-Marketing – As Submitted

-Resolutions and Bylaws – As Submitted

-Conference Planning – As Submitted

1. Unfinished Business
2. Bylaws and Policy & Procedures Manual Update

-Grant purposed to change the language in Article V Section B. **Stephanie S. Motioned that the language in Article V Section B change to clarify that Chairs of all Standing Committees are part of the Board. Tiffany second and all unanimously approved.**

**\*\*THIS CHANGE HAS TO BE SUBMITTED AND PUBLISHED IN THE APRIL EDITION OF THE ORGANZER\*\***

1. Business Status of Chapter

-Bryant reports that he has paid and reinstated the state annual report to the Secretary of State for our business license and made an official name change to IAWP. There was also discussion from Stephanie that there had been an official name change and she requested that we do some additional research. Stephanie has documentation she believes will show that the chapter made a name changed from IAPES to IAWP in 2009. Stephanie will meet with Bryant, Ron and Grant to conduct this business and an updated report will be given to this board. Bryant and Grant also report that while attempting to locate us on the federal registry, we found that our chapter did not register as an existing nonprofit. We were told by the IRS not only did we not exist on the registry but that we may be negligent in filing nonprofit taxes. The IRS could not locate this organization anywhere in their system. Stephanie believes our issue is due to possibly having two federal tax id numbers. She will produce the numbers and forms for Bryant and we will take this issue up with the IRS to resolve this issue. We are not sure of our nonprofit status but will work with the federal agencies and state agencies in order assure we are in good status with both entities.

**Grant Motioned to allow him authority to spend up to $500 to hire a professional to review and rectify our tax and business status. Call to Question and Discussion. Bryant reread motion, all approved with 2 abstained.**

**\*Q: How do we communicate updates? Ron will communicate. We need to communicate why and how all of this is done. We will go to OED leadership and let them know what has happened and what the outcome is.**

1. Subchapter Realignment- Move to future meeting.
2. Subchapter Bylaws

-Grant has developed a template that subchapters can use. Jeff Long, Constitution & Bylaws Chair will collect all sub chapter by laws for review to assure language is aligned up/consistent with the new state bylaws. Any questions should be forwarded to Grant and Ron. Submit all received bylaws to Ron and Grant who will send to Steve for online posting.

1. 3 Year Strategic Plan Activities- Move to future meeting.
2. New Business
3. Craig Keyston- Lifetime Achievement Award & Monetary Donation

-Gary Durbin asked the International Chapter if the membership award name could be changed to the Craig Keyston Membership Award. We have not received confirmation one way or the other on this issue.

-Ron: Can we do a Lifetime Achievement Award? There was discussion regarding should something be developed for a one time award or something ongoing? Should we dovetail the international key award? Should we nominate Craig for the International lifetime achievement award?

**Stephanie S. Motioned: We recognize Craig Keyston by nominating him for the International Lifetime Achievement Award. Ron second, all voted and unanimously approved with no questions or discussion.**

Stephanie will make the nomination and Ron will talk to Nancy regarding the requirements of how and he will also talk with Martin Burrows regarding the department writing a letter of support. Ron will also speak with others from districts outside of Oregon for their support.

-Ron discussed that we currently have a $150 donation collected and would like to discuss what needs to happen with it. Should we do something having to do with conference?

-Grant, Add to money for sending officers to the International Conference.

-Ron, We could use the money to help fund the 2014 reception or use it at International conference in Chicago at Oregon Night.

-Tracy, Emerald Chapter is collecting money to help a member attend the Oregon conference in honor of Craig.

-Stephanie, Do a statewide membership Drive Day?

-**Grant Motion: Spend the Craig Keyston money to do a membership day. Stephanie Second, All agreed with one abstained. Motion passed.**

**Grant and Susan will work on the Membership Day. The day will be called “The Craig Keyston Memorial Membership Drive”.**

1. **-Stephanie S. Motion: To nominate Craig for the Hall of Fame. Ron Second, All approved.**
2. Awards: Grant want to talk about revamping the awards program, but the topic was moved to a future meeting.
3. International Delegates

-The form for International delegate did not go out because of the lack of funds. Gary Durbin also will not be attending. The money for him will need to be redirected. Grant suggest that $200 go to each officer and to the potential winner of the International Auction funds conducted by Stephanie.

-Ron reported that Barbee donated $200 of her own monies to the International delegates through the Oregon Chapter.

**Stephanie M. Motion: To direct $200 to 4 officers to International and $200 to a fifth person. Tracy Second, Tiffany believes other fund should have more. Vote resulted in all in favor and one abstained. Motion passed.**

1. International Delegates

-Need to fundraise for 2014.

-Do we need to sell tickets for door prizes?

-Still looking for a large item to raffle off for International in 2014. Possible quilt (discussion at later date).

Officer Nomination

Ron: Do we want to extend nomination.

**Grant Motion: To extend the nomination to February 15th at 5pm. Julie second, all approved and motion passed.**

**Grant Moved to adjourn at 12:13pm, Rob second, all approved.**

**Meeting adjourned at 12:13pm.**