

**Agenda | APRA-NW Board Meeting | April 27, 2018**  
Conference Call | 12pm

Attendance: All were present.

Consent agenda:

Approved Minutes from April 6, 2018 Board Meeting

Old Business:

**Spring Conference** – Rachel presented the draft Conference Agenda as follows with assignments.

Draft Schedule

8:30 – 9:00	Light Breakfast and Registration	Anna-Liisa
9:00 – 9:30	Welcome + Icebreaker	Kris
9:30 – 10:30	Margot Martin PPCW, Post-Election Giving	Rachel
10:30 – 10:45	Break	
10:45 – 11:45	Emily Webber, Modeling Scores	Rachel
11:45 – 1:00	Lunch + Networking (Table Topics)	Krista/Lindsay
1:00 – 1:30	Board Business	Kim
Elections and Bylaws; report from the treasurer; highlights from all		
1:30 – 2:00	Laura Johnson, Research Resources	Rachel
2:00 – 2:15	Break	
2:15 – 3:30	KEYNOTE: Andillon Hackney, Collaboration	Rachel
3:30 – 3:45	Raffle Prizes/Closing Remarks	Alexa?
Travel Time		
4:00 - 6:00	Happy Hour	Kris?

36 attendees so far – will have more registrants; target is 50; 37 registered last year (35 actually attended).  
Need to plan a time for the sponsors a time to talk during the event; maybe at lunch or at the beginning of sessions?

2. Current Sponsorships

- a. DonorSearch – did we get a check? Expecting a check (They are the sponsor of the Mentor and Networking Happy Hour and will have the chance to give remarks at the event.)
  - b. Prospect Research Institute \$100 – did we get raffle item - yes
  - c. AlumniFinder – \$500 received; Rachel needs to confirm logo; they are sending 2 people.
  - d. Tableau & Blackbaud – no checks yet
- Rachel will follow up with remaining sponsors re checks and event attendance.

3. Catering

- a. Breakfast – Coffee/Pastries
- b. Lunch -- Fajita Buffet (PSU catering; chips/guac/tortillas/beans/rice/chicken meat; beverages (water and soda; need to have ice)
- c. Snacks – granola bars
- d. Happy Hour – Apra-NW will pay for appetizers (no alcohol); 10-15 people will likely attend.

4. Additional Promotions

- a. Should future emails be sent? Send out the agenda next week with a chance to register and an email with more detailed info to registrants (with parking and local sites/activities).
  - b. Social Media – more tweets and LinkedIn messages; conference info is already on the Apra website; will do through PROSPECT-L and to the Apra-NW; be sure to emphasize that you can save money by becoming a member.
5. Scholarship
- a. Discussed the two candidates for the conference scholarship and agreed to give the scholarship to Lynne; Rachel will reach out to both folks with the news.

Name of Applicant	Years in field?	Have you attended an APRA-NW Conference in the past?	Please describe why you would like to be considered for this scholarship.
Chris Mildner	5+ years	Yes	I got laid off from my job at Legacy Health and am watching my pennies. I have not been to a conference for a while since Legacy would not pay for me to attend when they were out of town. It would be great to reconnect with my peers while gaining some professional development. Thank you for considering me for the scholarship.
lynne palombo	Under 1 year	No	I'm a librarian and expert researcher who started my career at a university library, and then went on to help journalists make stories accurate. Recently, I left journalism and have been seeking a new opportunity in prospect research. The reason I choose this field is because my research and background skills are very transferrable and I would love to work with an organization that I believe in. It is through looking into this new career that I learned of APRA and this upcoming conference in my hometown. I am seeking assistance because I am unemployed

**Final ByLaws Review** – Lindsay and Krista

The final Bylaws documents was sent out by Krista and will be posted on the website with a link in the election announcement.

**Elections** – Kim

Kim has updated the Nominations Google Form and has announcement text to go out via WildApricot as soon as the Bylaws and job description documents are posted on the website.

### New Business:

Krista – We can now use Calendar functionality on the main [apra.nw@gmail.com](mailto:apra.nw@gmail.com) account.

Name tag ribbons – We have ordered special name tag ribbons for the conference: mentorship, speakers, sponsors, first conference, board members, etc.

### Committee Reports:

- Mentorship – Krista
  - There are 14 people registered for the Mentorship Happy hour already; please register if you plan to attend.

She has been reaching out to people who indicated in their conference registration that they were interested in the mentorship happy hour to remind them to register.
- Membership – Anna-Liisa
  - 141 active members; up 7 from last report. She has received a copy of the Apra membership directory for our area; 57 are members of both; 37 aren't members of Apra-NW. Anna-Liisa will reach out to these folks prior to next year's renewal season; since we don't pro-rate, she doesn't want to reach out now. Should we have membership marketing materials out on the tables? Only 5 non-members are attending right now; may not be needed – will watch the number of non-members attending the conference and then make a decision.
- Webmaster – Alexa
  - Website has been quiet. Alexa wondered if should she change email and web passwords between incoming and outgoing board officers; the group decided that this can be part of the transition from the old to the new position.
- Secretary – Kim
  - Kim reported that she has been working on preparing the election materials. She will research a solution for voting that doesn't allow for multiple votes by one person.
- Programming – Krista
  - Kris noted that the California Apra group has good recordings; Krista has been collecting programming ideas on the Google Drive.
- Treasurer – Lindsay
  - \$9729.44 – money come in from the conference and sponsorships and; got a refund on our Citrix payment \$100 back because Apra Georgia jumped in on the subscription. Lindsay reminded the group that travel for the conference is covered by Apra-NW.

### Wrap up & Next Steps

- Next Board meeting: Wednesday, May 16 12-1pm