

**Agenda | APRA-NW Board Meeting | March 29, 2021**  
Conference Call | 12pm PDT

Present: Amelia, Annette, Jason, Anne, Matthew, Lindsay, Anna, Mackenzie  
Absent:

Consent agenda:

Approve Minutes from February 26, 2021 Board Meeting – moved, seconded, and approved.

Standing Items:

- Diversity, Equity & Inclusion – Lindsay
  - Lindsay: Anti-Racism Daily ([antiracismdaily.com](http://antiracismdaily.com))
- "Getting to Know You" – Lindsay
  - As a child, what did you want to be when you grew up?
    - Lindsay: Marine biologist
    - Annette: Archaeologist
    - Matt: Movie soundtrack composer
    - Anna: Veterinarian, astronaut, or psychologist
    - Amelia: Veterinarian
    - Anne: Writer or journalist
    - Jason: Civil engineer
    - Mackenzie: Judge

New Business:

- Elections – Amelia
  - Amelia shared that she was working on the election timeline. She recommended extending the nomination period from four weeks to five in order to allow for extra time post-conference, and to reduce the voting period to two weeks. The rest of the board agreed. **Amelia will add the timeline to the Google drive to share.**
  - **Amelia will get in touch with board members whose terms are ending this cycle to review their position descriptions. She asked them to consider whether they would be interested in standing for another term.** Per chapter bylaws, board members can serve for three consecutive terms in a row before needing to step down for a year.
  - Election cycle B includes the following roles:
    - President (special election, as no president was elected in 2020)
    - Vice President/Treasurer
    - Conference (one year role)
    - Programming Chair
    - Secretary
  - Onboarding and Requirements
    - Lindsay: The board should consider whether to have special requirements for the president role in the future, such as previous service on the board.

- Amelia: Currently, Apra-NW doesn't have president-elect or past president roles, which may help with building up a pipeline and with onboarding and transitions.
- In 2020 the board discussed a possible bylaw amendment to make conference attendance free for all board members, as it is currently only free for the president and the conference director. A decision wasn't made at that time, and Amelia recommended adding it to the 2021 ballot if possible. The board rest of the board agreed. **Amelia will look into getting it on the ballot.**
  - If the amendment passes, the board discussed including language that conference attendance is strongly encouraged for all board members except in the case of extenuating circumstances.
- **Lindsay encouraged the rest of the board to reach out to their networks about serving.**

#### Old Business:

- Professional Development/Scholarship Fund – Lindsay
  - Lindsay created the first draft of a Google form application for the previously-discussed Apra PD conference scholarship, which she shared with the group.
    - The chapter will offer one scholarship per year.
    - Applications will be open until shortly before the close of conference early-bird registration.
    - The board will have a week to review and discuss the applications via email, unless sufficient dissent requires an ad-hoc meeting.
    - **Lindsay will work with Anna on the communications timeline to include a plug in the next newsletter, and with Mackenzie to get the information added to the chapter website.**
  - Similar to the conference scholarship, Lindsay is working on a more general professional development fund form with similar verbiage.
    - Members will be able to apply on a rolling basis so long as they are in good standing.
    - Lindsay has been looking at other chapter practices in this area to work out the language and parameters. She would like to think about putting a dollar limit or range on what can be awarded.
      - **Lindsay will share a more updated form at the April meeting for discussion.**

#### Committee Reports:

- Conference – Jason
  - Cecilia Hogan Award
    - The board agreed to add the presentation of the awards for 2020 and 2021 to the chapter update.
    - **Lindsay is working on coordinating the award plaque and will send a mockup to the rest of the board soon.**
    - **Anna will get the nomination call scheduled, and Mackenzie will review and update the nomination information on the website.**
  - Roundtables
    - The board discussed roundtable topics for Session A and tentatively landed on the following:
      - Returning to the office and other post-pandemic topics
      - Relationship management (follow-up on Jon Garrow's presentation)
      - DEI (follow-up on the morning discussion)
      - Tools and technologies
      - Metrics



- Professional development/career growth (follow-up on Caroline Oblack's keynote)
  - Matt suggested sending out a quick survey the morning of to see what attendees plan to attend so that topics with no interest can be scrapped.
  - Matt will assist Jason in troubleshooting Zoom's polling capabilities for Jon's presentation.
  - The board also discussed roundtable topics for Session B, which will serve as a casual happy-hour style set of discussions, and tentatively landed on the following:
    - Books
    - Film and TV
    - Travel
    - Pets
    - Gardening
      - Lindsay suggested the board consider using Gather (gather.town).
  - Jason will edit the agenda draft and distribute for any final changes.
  - Sponsorships:
    - Jason has not been able to secure much in the way of sponsorships, but the conference cost for 2021 doesn't require a high level of offset. Jason requested any vendor contacts the rest of the board might have.
  - Registration
    - Jason will finalize the agenda and Mackenzie will update the website so that registration can go live by Monday, April 12, if not sooner.
- Programming – Matt
  - March: Trivia Happy Hour
    - Successful!
  - April: Book in Common – 4/22
    - The event currently has 15 registrants.
    - Matt will meet with Adrian Jones on Thursday, April 1, to discuss logistics.
  - May: Conference, no event.
  - June: Matt will reach out to a member who previously volunteered to present to determine interest and availability.
- Mentorship – Anne
  - Anne and Annette will work together to identify and contact members who expressed interest in mentorship during member registration but who have not filled out the mentorship form.
- Membership – Annette
  - 102 active members. Six are brand new and 18+ are celebrating 10 years of membership in 2021.
    - Annette suggested offering some sort of recognition of 10-year members at the conference. She will run a list of names and follow up about a shout-out, email, or similar recognition.
- Webmaster – Mackenzie
  - No report
- Communications – Anna
  - The newsletter went out in early March.
  - Anna will plug the Apra 2021 awards on the Twitter account.
- Secretary – Amelia
  - Chapter materials were submitted to Apra HQ on Thursday, March 25.
- Treasurer – Lindsay
  - The chapter bank account balance is at \$14,007.33.

- Lindsay has been purchasing books the Book in Common event, and may get a few more requests with one more reminder email that Matt is scheduled to send out.
- Lindsay will pull together a 2021 budget.

#### Wrap up & Next Steps:

- Review action items
  - Amelia:
    - Complete and share election timeline
    - Look into adding conference bylaw amendment to ballot
    - Contact board members scheduled to roll off to review position descriptions
  - Anna:
    - Schedule Cecilia Hogan Award nomination call
    - Plug Apra 2021 Awards on Twitter
  - Anne/Annette:
    - Identify and contact members interested in mentorship
  - Annette: Share list of members celebrating 10+ years of membership for recognition opportunity
  - Jason:
    - Edit conference agenda draft and distribute for additional changes; finalize
  - Jason/Matt:
    - Determine Zoom's polling capabilities for conference
  - Lindsay:
    - Complete professional development fund form to share at April meeting
    - Share Cecilia Hogan Award plaque mockup
    - Generate 2021 budget
  - Lindsay/Anna:
    - Coordinate to plug Apra PD Scholarship Fund in next newsletter
  - Lindsay/Mackenzie:
    - Coordinate to get Apra PD Scholarship Fund information added to website
  - Mackenzie:
    - Review and update Cecilia Hogan Award nomination information on website
    - Review and update conference registration information on website
  - Matt:
    - Meet with Adrian Jones on Thursday, April 1, re: April Book in Common
    - Contact Chris Mildner for possible June programming
- Next Board meeting: 3<sup>rd</sup> or 4<sup>th</sup> week of April.
  - The conference business meeting will serve as the board meeting for May.
    - An additional meeting will be scheduled for the week prior to the conference to go over logistics.