

Agenda | APRA-NW Board Meeting | April 30, 2021
Conference Call | 11am PDT

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

Consent agenda:

Approve Minutes from March 29, 2021 Board Meeting – moved, seconded, and approved.

Standing Items:

- Diversity, Equity & Inclusion – Lindsay
 - Lindsay: Article titled "The Characteristics of White Supremacy Culture"
 - <https://www.showingupforracialjustice.org/white-supremacy-culture-characteristics.html>
 - Amelia: Community Centric Fundraising published an essay by Apra-NW member Vivien Trinh titled "Focusing on Fundraising Goals Is Harmful – Let's Measure Love Instead"
 - <https://communitycentricfundraising.org/2021/04/16/focusing-on-fundraising-goals-is-harmful-lets-measure-love-instead/>
 - Lindsay asked Anna to promote the essay through a communications channel such as Twitter.
- "Getting to Know You" – Lindsay
 - Share something recent that you're proud of!
 - Lindsay: Repotted some plants that have been languishing.
 - Mackenzie: Learning how to use Tableau. End goal: a map of conservation plans all over the world on Tableau Public.
 - Annette: Hired someone to reorganize garage.
 - Anne: Started playing piano again for 30 minutes a day.
 - Jason: Learning German with daughter on Duolingo.
 - Anna: Successful meeting presenting research to leadership.
 - Amelia: One-year anniversary of team's new prospect management system.

New Business:

- Apra Chapters Share the Knowledge – Lindsay
 - This week of free chapter-sourced programming will take place in June.
 - Previously, Apra-NW has offered webinars and panels. The programming is typically (but not always) board-led.
 - Lindsay and Matt discussed prior to the board call offering a panel discussion on portfolio reviews, which would likely be held live but which could be recorded if necessary.
 - The rest of the board agreed to the topic. Lindsay will share with Matt that he can move forward in getting members together for the panel.
 - Lindsay plans to ask her director of prospect management to share about changes currently being implemented at the University of Washington, and encouraged the board to think about small shops outside of higher education who may also be able to participate.

Old Business:

- Elections – Amelia
 - Amelia shared that the nominations form is live.
 - She noted that as in previous years, the board will likely want to reach out individually to members who may be interested in serving. She asked the board to review a refreshed list of likely candidates on the Google drive to identify individuals with whom they may have a professional or regional connection. She will follow up in two weeks to prompt the board to begin individualized outreach.

Committee Reports:

- Conference – Jason
 - The conference currently has 47 registrants.
 - Jason will drop another reminder next week and then follow up the week of Monday, May 10.
 - Cecilia Hogan Award
 - Anna has included a note about award nominations in the conference reminder going out the week of Monday, May 3.
 - Lindsay will contact the winner of the 2020 award to confirm her attendance.
 - Zoom
 - The board members able to attend the virtual conference prep meeting on Monday, May 10, will test some polling and breakout room functions with Jason.
 - Jason will share a previous slide format with the group for the business meeting presentation.
 - Upon request, the team will also look at recording the portions of the conference not held in breakout room format.
 - Lindsay will look into hiring a service to add captions to the video afterward, or possibly uploading the video to YouTube to take advantage of YouTube's auto-caption feature.
 - Jason will confirm with the presenters that they consent to being recorded.
- Programming – Matt
 - April Event: Book in Common (7 participants)
 - Turnout was a little low, with 15 registrants but only 8 attendees, but the conversation was robust.
 - May Event: Conference
 - June Event: Apra Chapters Share the Knowledge
- Mentorship – Anne
 - Anne is working with Mackenzie to correct an error with the mentorship form which has interrupted the mentorship program.
 - There are currently three mentees for Anne to set up with mentors.
- Membership – Annette
 - 112 active members. 12 new members due to conference registration, including six brand new organizations.
 - Annette will send the names of brand-new members to Anna for a new-member highlight in the next newsletter.
- Webmaster – Mackenzie
 - Mackenzie has updated the website with elections info and the conference event.
- Communications – Anna
 - Anna has sent conference and board nominations emails out, and all reminder emails are scheduled.

- She is also sharing information about the conference, Cecilia Hogan award, and board nominations on Twitter.
- Anna plans to distribute the next e-news after the conference to include a recap, as well as either a final push for board nominations or a note about voting in the election.
- Secretary – Amelia
 - Amelia will send a batch of approved minutes to Mackenzie to be uploaded to the website.
- Treasurer – Lindsay
 - The chapter bank account balance is \$14,269.80.
 - Lindsay plans to update the budget now that the conference is finalized.
 - Lindsay got a notice about the chapter's Seattle business filing and will take care of it.

Wrap up & Next Steps:

- Review action items
 - Amelia:
 - Send finalized chapter minutes to Mackenzie for website
 - Follow up via email with board week of May 10 to begin potential board nominee outreach
 - Look into captioning options for conference recording
 - Anna:
 - Promote Vivien Trinh CCF article on Twitter
 - Distribute next e-news after conference (feat. conference recap and nominations/election note)
 - Anne:
 - Correct mentorship form error
 - Connect three mentees with mentors
 - Annette:
 - Send new member names to Anna for highlight in next e-news
 - Jason:
 - Share previous slide format via email for business meeting presentation
 - Confirm consent of conference presenters to be recorded
 - Prepare to test Zoom capabilities at conference prep meeting on May 10
 - Lindsay:
 - Share with Matt approval of portfolio review panel topic for Apra Chapters Share the Knowledge
 - Contact winner of the 2020 Cecilia Hogan Award to confirm conference attendance
 - Update budget
 - Seattle business filing
 - Mackenzie:
 - Upload finalized chapter minutes to website once received from Amelia
 - Matt:
 - Begin recruiting portfolio review panelists for Apra Chapters Share the Knowledge
- Next Board meeting:
 - May: The conference business meeting will serve as the board meeting.
 - June: If possible, final week following close of elections on Wednesday, June 23.