

**Minutes | APRA-NW Board Meeting | December 5, 2017**  
Conference Call | 1-2pm  
**APPROVED 1/10/2018**

Present: Kim, Kris, Krista, Lindsay, Alexis

Not Present: Rachel, Anna-Liisa, Lara

Consent agenda:

Minutes from November 7, 2017 Board Meeting – APPROVED AS PRESENTED

New Business:

Bylaws Review – Lindsay and Krista

- The Bylaws review continues. **We need to review Board role descriptions by the end of December; look for November 17<sup>th</sup> email from Krista.**

Cleaning Up Apra - NW Google Drive – Krista

- **Everyone needs to go through your respective section(s) on the Google Drive to look for duplicate files; archive/delete as needed.**

Spring Conference – Rachel (not on the call?)

- The date has been set for May 18, 2018 at OHSU. Kris shared that she has a new supervisor who is the Board Chair for Big Apra; possibly a speaker at our spring conference? Rachel has posted a Save the Date message on the website.

New Communications Board Member position

- We need a job description written in time for a vote at the spring conference. **Lindsay has drafted a communications person job description previously that is attached to the November 17<sup>th</sup> ByLaws email referenced above.**

Membership Email in early 2018

– The Board agreed to send a message in January/February under Kris’ name (when most of the renewals are done) that would be a thank you to renewals and welcome to new members. It will include the board bios and a blurb about the conference. What other items to include?

Committee Reports:

- Mentorship – Krista
  - Krista has started to implement some of the suggestions she received from current mentors/mentees. Depending on who attends the conference, she may look for testimonials from attendees who are participating in the program.
- Membership – Anna-Liisa
  - Anna-Liisa will send an invoice for OSU; okay to request an invoice for larger shops.
  - Update from Anna-Liisa sent via email:
    - Renewal notices started going out on 12/2
    - We’ve had 5 renewals (so far)
    - One new member this month (I will grandfather them)
    - Sending outreach email to lapsed members and the PNW listserv later this week/early next week
    - Have added Twitter to a host of different emails

- Webmaster – Alexa
  - Alexa has Twitter account set up and we are following a number of NW organizations. The password is the same as our generic email accounts. Alexa is working on a post for the conference on Twitter. She has all bios except for Lara's and they are posted on the website.
- Secretary – Kim
  - Nothing to report.
- Programming – Lara
  - No report.
- Treasurer – Lindsay
  - Bank account \$4,433 balance; Lindsay is still working through the previous treasurer's files but will have it wrapped up before our report to big Apra.
- Set next Board meeting date
  - The next Board will be the week of January 8<sup>th</sup> – Kim to send Doodle poll.

Respectfully submitted,

Kim Ositis, Secretary  
Apra-NW