

Minutes | APRA-NW Board Meeting | February 14, 2018
Conference Call | 12-1pm

Present:

Kim, Krista, Lindsay, Krista, Anna-Liisa, Rachel and Kris

Consent agenda:

Approved Minutes from January 10, 2018 Board Meeting as presented.

Old Business:

Spring Conference – Rachel

1. Keynote Speaker progress
 - Really wanted someone who would focus on how changing tax landscape could affect non-profit fundraising, inspired by this webinar: <https://washingtonnonprofits.org/webinar-how-the-new-federal-tax-law-impacts-charitable-nonprofits/>
 - Reached out to:
 - o David Streeter at Washington Nonprofits
 - o Lilisa Hall at the Non-Profit Association of Oregon
 - o Meredith Higashi at Philanthropy NW
 - o ...thus far, none have been available to speak; group decided to move away from this topic.
 - **Other suggestions or should I choose a new topic?**
 - o Amy Turbes from Creighton University
Alexa's boss Jason has worked with Amy; Rachel will reach out ASAP.
 - o Shelby Radcliffe at Willamette University
 - Amy Carrier(sp?) – Kris' new boss at OSU Foundation
2. Theme – Collaboration (basic theme)
 - Since we're at the Collaborative Life Science Building... I want the theme to center around collaboration and partnership (which can work with a lot of different topics)
 - o **Any catchy title suggestions?**
 - o Work in lots of opportunities for discussion to emphasize the theme
3. Branding
 - The CLSB building is next to Portland's Tillicum Bridge (meaning Bridge of the People)
 - I like the idea of using the bridge as part of our branding for the conference "Bridge to Collaboration" or similar theme – group in agreement.
4. Location
 - Collaborative Life Sciences Building (730 SW Moody Ave, Portland, OR 97201)
 - CLSB 2S060 (150 people tiered lecture hall); as well as 2S030, 2S034, 2S036, and 2S040 - all of which are 16 person classrooms.
5. Time/Date
 - Friday, May 18, 2018
 - 8:30am to 4:00pm with Happy Hour to follow
 - Structure: 1 Keynote, 3 break out session (2 presentations, 1 panel), board business, breaks, and lunch
6. Happy Hour following the conference
 - H Bar at the Hyatt House ([2080 SW River Drive](#), Portland, Oregon 97201)
7. Hotel

- Hyatt House® Portland / Downtown ([2080 SW River Drive, Portland, Oregon 97201](https://portlanddowntown.house.hyatt.com/en/hotel/home.html?corp_id=G-APRA))
- Group Rate Code: G-APRA
- Please use this Reservation

Link: https://portlanddowntown.house.hyatt.com/en/hotel/home.html?corp_id=G-APRA

8. Cost

- **Any reason not to be consistent with last year's pricing? \$100 non-member/\$80 member;** keeps last year's pricing. Possibly push only the \$5 difference between non-member price and the membership cost of \$25.
- Need to post info for the Scholarship with the website event post and in email from Rachel.

TO DO:

- Rachel will put together a paragraph with the conference and hotel information to go on the website.

- Sponsorships
 - o iWave: jacinta.macleod@iwave.com
 - o Brandon Barngrover at Blackbaud: brandon.barngrover@blackbaud.com
 - o Jennifer Filla at Prospect Research Institute: jen@prospectresearchinstitute.org
- Call for Speakers – **send out next week, due by end of March...?**
 - o Good examples of call for speaker emails/forms on Prospect-L; publicize through AFP and local Portland group (Willamette Valley Development); Rachel is going to attend the webinar on the future of Prospect-L; as many should attend as possible. Panel – invite a fundraiser?; Stewardship;
- Registration

ByLaws Review – Lindsay and Krista

Lindsay will send list of questions that she and Krista have compiled regarding the Bylaws review. We will consider this at the March meeting and share to the membership at large as part of the spring election. Need to share with membership 45 days before voting. Next step in Bylaws review is on-boarding and off-boarding processes.

Cleaning Up Apra - NW Google Drive – Krista

A reminder to clean up your folders or saying that you're okay with having someone else. Kris says President looks okay; there were Board meeting minutes in May and June in 2017; Kim to look for the duplicate Meeting Minutes folder on the Google Drive and tidy up. Alexa – there's not a webmaster folder currently but everyone could at least save their onboarding materials there. Anna-Liisa will delete older membership emails that aren't relevant and make sure that everything is in folders. Lindsay continues to work through the treasurer folder; Krista will send an email with a final due date reminder.

Event at OverDRIVE/ 2018 (Alexa)

Hyatt Regency Bellevue in Bellevue, WA on Tuesday, February 27, 2018

New Business:

DAF webinar, March 21, 10-11:30am – Krista

7 hosting locations and a view at your desk options; all hosts were willing to host in the future; registration form is ready and description blurb is written; goal is to send out the invites on all platforms tomorrow morning. Lindsay and Krista

will be helping Emily and Dan to broadcast the webinar (not hosting). Will be doing a test run; will look at recording; Krista will draft a post-event survey; small thank you gifts or cards for Emily and Dan as a thank you; Krista will do that;

Out of Office policy for Apra-NW email accounts

Direct the emails back to the main apra-nw email account; Anna-Liisa checks it regularly but will be out next week; moving forward – let's have the communications chair check the account; Kim to check main apra-nw account next week while Anna-Liisa is out. It's mostly membership emails. **Moving forward, if you're going to be out for more than a day or two, set up an OOO on the account and let the rest of the board know.**

Misc.

Apra is collecting Chapter news – sharing the DAF program; the conference blurb at the end of February.

Committee Reports:

- Mentorship – Krista
 - Not much to report; one new mentee last month. Alexa shared a great tweet about another group that celebrates the mentee/mentor. **The night before the Spring Conference, let's have an event inviting mentors and mentees to attend; could be in a conference room at the hotel.**
 - **Mentor/mentee resources page on the website?** Articles and book recommendations; Rachel and Krista to collaborate.
- Membership – Anna-Liisa
 - Fairly decent; 29 people who are members who have renewed yet from 2017; will be getting an email soon, 167 active members; 42 lapsed members in 2016 – will be archived soon. Numbers are down from last year; talked month about sending out a survey to non-renewing people to find out why they didn't review; should we do this? Anna-Liisa will work on this and bring a draft to the March meeting.
 - Anna-Liisa has cleaned out the mail inbox; there were 1000 and there are 3 messages now! Anything prior to FY2017 were put in general archive folders.
- Webmaster – Alexa
 - No updates; event postings for March event are done; have had some troubles with people registering for the wrong event location; will do another post for the DRIVE conference Happy Hour next Tuesday; will do another post when the conference info is ready to go. Rachel – for the emails and tweets for the conference? How to proceed? Rachel would appreciate assistance on publicity; **Alexa will do the website updates and tweets; email should come from Rachel as she is the main event coordinator.**
- Secretary – Kim
 - Big action items – send out earlier minutes and meeting recap earlier!
- Programming – Krista
 - See March info above; Krista reached out to Jason to see if we've done a programming survey in the last year or two; a possible idea to gather more info from members.
 - Krista attended a training regarding writing policy; **Krista will reach out to the speaker** see if he could possibly do a webinar for us; maybe next year?
- Treasurer – Lindsay
 - Bank balance: \$6,666.69. Lindsay completed our form 990 filing with the IRS; next up is the Chapter financial report and a Chapter board list (Kim coordinates on this as well).

Wrap up & Next Steps

- Review action items

- Set next Board meeting date
 - Week of March 12 with a few later afternoon times (Kim)
 - Items for March meeting agenda:
 - start discussing the election
 - Final Bylaw changes to review before submitting to membership the required 45 days in advance
 - Board newsletter in March; Krista will solicit a request for contributions