

Minutes | APRA-NW Board Meeting | January 10, 2018
Conference Call | 12-1pm

All members present.

Consent agenda:

Approve Minutes from December 5, 2017 Board Meeting - APPROVED

New Business:

Spring Conference – Rachel

- May 18, 2018 @ OHSU

The landing page for the conference has been created but is hidden; Rachel has locked in the location at OHSU and rooms in the building and a block of rooms at a local hotel (Hyatt House).

New Communications Board Member position

Communication Chair *DRAFT*

The Communication Chair [Director?] shall be responsible for management and coordination of all central communication for Apra-NW, including newsletters, social media and emails to the membership and list-serve. The Communication Chair will create and distribute content to engage and inform the membership and together with the Board of Directors will coordinate timing of all communication to the membership. Executing these duties takes 3-4 hours per month.

APRA has some rules about what the titles can be; Krista is making those changes as she goes through the Bylaws review.

Next Steps: Krista says that the goal is to have the Bylaws changes and the new communication director position would be proposed at the spring conference with the information sent out beforehand and hopefully be voted on at the conference.

Event at OverDRIVE/ 2018 (Alexa)

Hyatt Regency Bellevue in Bellevue, WA on Monday, February 26, 2018

Jason from Alexa's office is attending; he has volunteered to be the point person for an event; Lindsay says that we should have money in the budget to host a happy hour; Alexa will ask Jason about how many attended last year.

Old Business:

Attendance at Chapters Meeting (March 8-9, 2018)

Possibly Alexa can attend? Kris is considering using the calling in option; Kris' new boss is the conference chair of big APRA and she might think that Kris should go; Kris will investigate the calling in logistics to see if other folks can attend virtually. Kris' experience was that the first half-day was the most useful from her experience.

Share the Knowledge (February 5-16, 2018)

Kris doesn't have the bandwidth to put something together; Kris will send info on what it means to put together a session and what that entails.

ByLaws Review – Lindsay and Krista

- Lindsay and Krista are reviewing Bylaws changes and still waiting for updated role descriptions to come in from everyone; send along any edits to the Bylaws, if you have them. Lindsay and Krista have a meeting later in January to start incorporating changes with the hope to have a draft in mid-February for the board to review.

Cleaning Up Apra - NW Google Drive – Krista

Everyone should go through the area for their role to see what can be archived and what can be deleted; the deadline is the February board meeting to look at your Google Drive area to see if it needs attention.

Anna-Liisa – gmail account; has been cleaned up through the beginning of 2014; still are over 1,000 emails left. Prior to Fiscal Year 2015, she has made two folders for Membership and under Treasurer and putting things in there; more recent items are being divided up with more detail. Perhaps this task could fall under the umbrella of the new Communications Chair?

Email to All members in 2018? From December meeting – to include board bios, info on the conference; decided to wait until mid-to-late February when we have more info on the conference and when we have more members.

Committee Reports:

- Mentorship – Krista
 - It has been quiet with the holidays; waiting to send the February email (include a welcome blurb); will be checking as new members roll in to see if anyone requested a mentor
- Membership – Anna-Liisa
 - The renewal email went out as well as an outreach email to the list serve and lapsed members; 85 renewals so far; 78 people who were active members at the end of 2017 who have not yet renewed – this includes OHSU – the check is in the mail. A fairly large number of people who have not renewed; will be another email in March to non-renewed to let them know that their membership will be renewed. Anna-Liisa has fixed the security issues and found a workaround with Alexa's help; a member thought that fraudulent charges on her card might have been from the security issues but that seems unlikely since payments are handled by PayPal. Members will be getting an automatic reminder in a month from Wild Apricot;
 - Possibly consider doing a survey of lapsed members – what would make you want to come back to Apra-NW – what led to you leaving? Wait until after the next reminder email.
- Webmaster – Alexa
 - Not a lot with the webmaster duties; waiting on the conference details; have put a notice on the front of the website with the date and location. Okay to add pictures to the bios page.
- Secretary – Kim
 - City of Seattle Business License invoice – Lindsay has taken care of this. Kim updated the Secretary job description; one item that was listed was “partnering with programming, conference, etc. to organize, copy, and distribute event materials and handouts (including attendee lists)”. The group agreed that it made sense to add “if needed” to this sentence to show that it was not a primary duty of the Secretary.
- Programming – Lara

- Lara has had some troubles finding the time and energy to put into this role; she is now working in an executive search field and needs to step down, unfortunately. The Board sadly accepted Lara's resignation.
- Programming will be handled in-house with Krista taking the lead to set up program with folks here at UW for a one-off; and then the position will go on the ballot in the next regular election.
- Krista – possibly a program around advocacy with big APRA as there are UW people (Krista's boss) who are part of that as well. Possibly for February; not going to try to do it monthly.
- Treasurer – Lindsay
 - Paid the City of Seattle Business license; processing incoming payments; started the year with a \$6,666.69 bank balance.

Wrap up & Next Steps

- Set next Board meeting date – Kim will send out a Doodle poll for the week of February 12th.

Respectfully submitted,

Kim Ostitis
Apra-NW Secretary