

# EXECUTIVE BOARD AGENDA

**SEATTLE CHAPTER**

## Date 04.15.20 | Meeting called to order at 11:05 AM .

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Phone** | **E-mail** |
| Tony Houts | President | 425.280.6725 | tonyhout@amazon.com |
| Tona Khau | Vice President |  | TKHau@sno-isle.org |
| Robert Taft | Treasurer |  | robert.taft@soundtransit.org |
| David Wright | Secretary | 206.972.3532 | davidtedwright@gmail.com |
| Bob Tribo | Immediate Past President | 206.992.2353 | tribobob@amazon.com |
| Linda Gettman | Director at Large | 206.853.4725 | lgettman@westernoffice.com |
| Jay Arcarese | Associates Committee, Chair | 206.383.5738 | jarcarese@rentacrate.com |
| Robert Blakey | Credentialing Committee, Co-Chair | 206.673.4830 | rlblakey@gmail.com |
| Annette Bailes. | Credentialing Committee, Co-Chair | 206.890.4043 | annettepbailes@aol.com |
| Melanie Danuser | Education Committee, Chair | 206.582.4258 | melanie.danuser@neec.net |
| David Longmire | Employment Development, Chair | 206.953.0806 | DLongmire@museumofflight.org |
| Cindy Strickland | Membership Committee, Chair | 206.235.1973 | cindy\_strickland@knoll.com |
| Chris Schellhase | Membership Co-Chair | 206.551.6004 | chrischellhase68@gmail.com |
| Annette Bailes. | Member Recognition/Photographer | 206.890.4043 | annettepbailes@aol.com |
| Matt Hasse | Programs Committee, Co-Chair | 206.406.8146 | mhasse@pods.com |
| Tara Galang | Sponsorship Committee, Chair |  | tgalang@corporatecare.com |
| Lianna Collinge | Association Management, Exec Dir | 253.265.3042 | lianna@aminc.org |
| Fawn WilsonJose Diaz | Association Management, Acct ExecSponsorship Committee, Chair | 253.265.3043 | fawn@aminc.orgjose.diaz@siemens |

11:30 Call Meeting to order. Tony Houts

1. Welcome and call to order.
	1. Confirmation and Test of all attendees on the call.
	2. Everyone will be on mute from the onset.

## 11:35 - 11:40 Immediate Business

1. Financial Overview
* Can all committees have a budget available for strategic planning.
Taft said he received financials
* Building a calendar of events
* Rob and Tony will investigate into reserve account with Fawn
1. A reminder that the next few Board meetings will be conference call only.
* Zoom will be used next month.
* Next month is strategic planning session – all execs are required to attend. 9:00-3:00pm
* Zoom will be utilized for the reminder of the year. Fawn will send out a link on how to use.
* Everyone needs to send schedule for that day so we have a good idea on agenda.
1. A quick recap on Chapter stance on COVID 19 information.
* National has been sending good content
* Chapter 3 is scheduled tonight.
* Please keep liking and sharing social media
* Covid-19 resource center on national
* Firm up or build out, develop content. Programs, return to work plans.
* Facility fusion is online

## 11:40 – 11:50 State of the Chapter – President Tony Houts

1. Chapter Ongoing Outstanding Actions -
	1. Review Next Steps
		1. Roles and Responsibilities of the Exec and the Committee Leads
		2. Additional roles (Strategy driven activity)
	2. The cycle of information - Exec Board - BoD - General Membership Meetings.
	3. Next Strategy Meeting - May 2020 - New Exec Board to memorialize Strategy Actions. (Theme for 5 or 10-year plan)

## 11:50 – 12:00 Budget Report

1. Committee Budgets

## 12:00 – 12:45 Vice President’s Report – Tona

1. Overview from Tona, Committee Reports - Chair’s to brief the BoD where necessary.

Members should use this time to discuss already submitted proposals or provide impactful updates to the wider BoD.

* Executive Admin - Fawn
* Programs –
* Please be thinking of different programs that can be in webinar format. Please contact Tona and Fawn with suggestions.
* Membership – Cindy
* 320 members 10 more than last time we meet.
* New Program recruitment – increase by ten percent. They would receive credit for a lunch learn for the first recruitment. 2nd L&L and $25 GC and 3rd L&L +GC and Chance to National Meeting.
* Cost to chapter $15 for L&L
* $1450 ten members brought in three members each
* $2000 asking budget
* Process for knowing who brought who-who
* Making sure to document restriction
* Add a member benefit to the advertising.
* Shout out to new members and their recruiter in NYCU
* Education – Melanie
* Symposium has been postponed until November 10th but has not been published to the members yet.
* Sponsorship – Tara
* Golf is still in the works and there are some changes as far as venues.
* Please make sure you are talking to your vendors for sponsorship
* Associates – Jay

## 12:45 – 1:00 General Board discussion

Open discussion time for the board:

* Robert discussed how to use a background when on a call.
* Rob discussed press release with Governor Inslee

Meeting adjourned at 12:13 PM

## Next Meeting

**Wednesday 05.13.20, 11:30 am, expect this month to continue as a Virtual/Conference call. You will be receiving a Zoom invite.**