Call in: SWS-PNW September Meeting

Call-in number:
United States: +1 (866) 299-3188
Access Code: 666-251-0532

Call to order
12:07pm

Determination of a quorum
Yvonne, Fiona, Karla, Katrina, Maki, Lizbeth, and Nate

Introduction of guests and visitors
No guests

Approval of February 3rd Minutes
Katrina will email the minutes

Finalize Chapter budget
Katrina made a motion to approve the chapter budgets and Karla seconded. Budget passed.

Finalize logistics for the Kelso Mini-meeting
Yvonne: We have the meeting scheduled to start at 8:30 but could shift it to start from 9am. That would compress the schedule a little bit. Fiona also stepped in to talk about presentation about mitigation.
Nate: I think we can push it back. I also had hard time getting in touch with a speaker from the beaver program. We can either fill that spot or try to move things back by 1 hour.
Yvonne: I think we should shift it to 9:00
Nate: I have a draft agenda but I won’t finalize it until we finalize speakers.
Yvonne: I would still start registration at 8am even when we shift the session to start at 9am
Nate: Who else is jumping in to fill out the spots? Katrina?
Yvonne: If we move the meeting to 9am, we can kill that spot entirely
Nate: We can also move lunch as well
Yvonne: Once it’s finalized, we can send another email. We can also give out scholarships at this meeting. That should be additional advertisement. We can send it out to our contacts to advertise as well.
Nate: We should let the national know about our meeting so they can advertise in the social media. I also had a question about the hotel accommodation for the speakers
Yvonne: Send me the names, contact info, and # of nights so I can send it to the hotel.

Draft the program agenda for the Membership meeting/luncheon at the Kelso meeting
Yvonne: We typically do the report out as a business lunch like membership numbers, budgets, etc for members. I can draft that up and massage next week or two. We can decide if we want to present. For logistics, I will bring a projector and a laptop. The
other question I have is posters. How are we going to handle that? I’ll check with the hotel. As far as field trips and workshops, people are going to carpool.

Nate: Anything else I forgot to do? I’ll finalize the speaker info by Friday and we’ll update the website on Monday.

Yvonne: Hopefully we have an idea on what registration would look like by the 15th and we can finalize the menu by 18th.

Nate: We’ll finalize the hotel reservation for the final speakers by Friday. I’m on the hook for the flyer as well.

Fiona: What about handouts at the hotel?

Yvonne: We’re using one single room, so we can just use computer.

Nate: The flyer I’m preparing would serve as handouts. We can just have a handful copies.

Yvonne: I think the speakers can bring their files and I can load up on my laptop.

Nate: I can also set up the Google Drive folder. They can upload it any day.

Yvonne: I’ll get started on the draft agenda for the business meeting. In general, we can report membership trends, #s of newsletters published, and election process.

Karla: What about setting up a donation table so we can get rid of stuff? That way we can cleanup and get some new merchandise for the SER meeting.

- Update on other Chapter businesses
  Yvonne: next newsletter?

Katrina: I’m thinking of October 15th. Let’s take some good pictures at the Kelso meeting to put on our newsletter.

- New Business
  None at this time

- Adornment

Adjourned at 12:56pm