

Agenda | APRA-NW Board Meeting | September 23, 2021

Conference Call | 12pm PT

<https://us02web.zoom.us/j/84057155858>

Present: Amelia, Sophia, Lindsay, Mackenzie, Cheryl, Anna, Kim, Anne, Annette

- 12:00pm – Welcome, Land Acknowledgement – **Amelia**
 - Approve minutes from June 2021 board meeting
- 12:05pm – Introductions – **All**
 - Name, pronouns, board role, work org and role
- 12:10pm – Icebreakers – **All**
 - Share a fun fact about the place you grew up
 - Draw it from memory! (paper and pen/pencil required)
- 12:25pm – Diversity, Equity, and Inclusion – **Amelia**
 - Continue discussing DEI at each board meeting
 - Dignity in the workplace: https://ssir.org/articles/entry/dignity_is_the_bedrock_for_workplace_belonging
 - Anti-Racism Daily Newsletter (Friday email & weekly workplace edition): [Anti-Racism Daily \(the-ard.com\)](https://www.anti-racism.com/)
 - At Woodland Park Zoo Mackenzie's has been reworking the young professionals group by changing the minimum donation amount to \$1
 - Lindsay is on a DEI Data working group at the UW to discuss issues of DEI data using the APRA DEI Data Guide as a bedrock – discussing when/how identity data should be used & creating UW specific recommendations on using DEI data responsibly: [Apra : DEI Data Guide \(aprahome.org\)](https://www.aprahome.org/dei-data-guide/)
 - Lindsay pointed out that in the field of data science self-reported data is not necessarily seen as being reliable but for DEI data it is the most ethical way to gather this information
 - At WSU Sophia was working on a project to add the ability to choose multiple races & ethnicities to the CRM
- 12:30pm – Board Recruitment and Election Process – **Amelia**
 - Current process
 - Kicking off & reworking the election process (challenging during the pandemic)
 - Discussion: how can it be improved?
 - Streamline & improve election process before Spring of 2022
 - Read Prospect-L election process discussions
 - Reach out to our personal contacts about applying (individual outreach has been the most successful way to recruit board members)
 - Individual outreach may include former & current coworkers, professional networks, existing APRA members & past APRA board members, current & former APRA mentors & mentees
 - Use social media to post open positions (APRA International Job Listings, LinkedIn, email)
 - Explore internally recruiting the president/shorting the presidential term
 - Create a board member pipeline by including a potential board interest question on membership and renewal forms
 - Explore using a slated board for next year
 - Change presidential term/cycle (requires a change in the bylaws)
 - Consider having the past president remain on the board for a year in a purely advisory role (ex-officio president resource)
 - Explore holding two roles at the same time (ex/ Treasurer/Incoming President, Secretary/Outgoing President)

- 12:50pm – 10 minute break
- 1:00pm – Budgeting/Treasurer Report – **Lindsay**
 - If conference stays fully virtual we will use the funds to provide additional scholarships
 - Bylaws have been updated to include complimentary conference admission for all board members
 - Conference travel is covered but lodging is not
 - Reimbursement policies
 - Current policies are in the bylaws
- 1:20pm – Programming – **Cheryl**
 - 2021-2022 timeline and content discussion
 - Create calendar with programming ideas
 - Book in Common
 - Offer low cost/free webinars
 - Trivia happy hours
 - Partner events with other chapters
 - Promote other chapter's events
 - Professional development panels/webinars/discussions: portfolio reviews, portfolio optimization, relationship management, etc
 - Coordinate panels around specific topics
 - APRA International conference recap event (to hear takeaways from the APRA conference)
 - Explore new member specific event
 - Volunteers and speakers
 - Conference scholarship recipient Jenna Proctor agreed to create content
 - Vivien Trin from the Oregon Food Bank interested in hosting a change management session
 - Work with Matt
 - Accessibility
 - Captioning for virtual events
 - Ask accessibility questions ahead of time (like APRA international)
- 1:40pm – Communications – **Anna**
 - 2021-2022 timeline
- 1:50pm – 10 minute break
- 2:00pm – Conference – **Kim**
 - In person/virtual/hybrid
 - TBD
 - Speakers and topics
 - 10 minute TED talk ideas: fundraiser accountability, fundraiser metrics, versatile donor strategies (adapting to the pandemic), organization board issues (Cheryl might have a speaker for this)
 - Reuse conference ideas that don't pan out for programming
 - Find vendor sponsors
 - Create a process for soliciting sponsors
 - Accessibility
 - Explore captions for virtual discussions
- 2:50pm – 10 minute break
- 3:00pm – Onboarding Check-In – **All**
 - Google Drive and Gmail – **Mackenzie**

- Board meetings and attendance – **Sophia**
- Wild Apricot walk-through – **Mackenzie**
- 3:30pm – Committee Reports/New Board Member Check-In – **All**
 - Communications – **Anna**
 - Membership – **Annette**
 - Mentorship – **Anne**
 - Secretary – **Sophia**
 - Webmaster – **Mackenzie**
- 3:50pm – Wrap-Up
 - Next meeting
 - Questions and concerns

Sophia

- Send out board summit minutes
- Send out doodle poll for October board meeting
- Read Prospect-L board election discussions
- Explore slate concept
- Explore by laws to consider changing presidential term (with Amelia)
- Create a list of past board members with contact info (with Lindsay & Mackenzie)
- Update list of potential board members main google drive > administrative/board business > elections > 2021 elections
- Add October meeting agenda to the main gmail so that everyone can add to it
- Add meeting minutes to main gmail (secretary folder)

Kim

- Create list of potential conference speakers
- Explore captioning for virtual portions of conference
- Explore asking accessibility questions ahead of time (like APRA International)
- Brainstorm ideas for keynote speaker & confirm speaker availability
- Confirm conference date
- Brainstorm potential vendor sponsors
- Create process for soliciting sponsors
- Add fields about board/volunteer interest in the conference registration

Annette

- Add to/update list of potential new members
- Add “board interest” question to membership form (with Mackenzie)
- Add “board interest” & “speaker interest” question to renewal form (with Mackenzie)

Mackenzie

- Add list of past board members to website
- Add old/current newsletters to website
- Add past meeting minutes to website

Cheryl

- Create programming calendar
- Promote events from other chapters
- Explore Matt's programming ideas
- Explore captioning for virtual events
- Explore speaker for the topic of board issues

Anna

- Create communications calendar
- Explore/update blog

Anne

- Find mentor for recent mentee addition