

## IYANW BOARD

### Meeting Minutes

Sunday, February 21, 2010

#### **I. Call To Order**

Tonya Garreaud called the meeting to order at 1:10 p.m. on Sunday, February 21, 2010 at her home in Portland, Oregon.

#### **II. Present**

The following board members were present: Tonya Garreaud, Paul Cheek and Jennifer Shonk. Denise Weeks participated by Skype.

#### **III. Committee Reports**

##### **A. Treasurer- Karin via Tonya**

1. Travel Expenses on the Election Forms: Needs to be rewritten since the explanation on the current form does not fit with the overall budget at this time. The board discussed including that the meetings will take place in the most economic way possible and to cover a percentage of cost up to a certain amount so that the distribution will be even among board members. Karin will work on this percentage based on mileage/travel method and our budget.
2. Projected Budget for 2010: Karin and Tonya will work on an operating budget and resubmit to the board. The new budget should include a quarterly breakdown to track funds and the following changes:
  - a. Increase library to \$200
  - b. Adjust newsletter amount to account for glossy printing
  - c. Adjust website programming/hosting fee to \$150
3. Grant amount: Karin will discuss this with Judy to project for the entire year.

##### **B. Membership- Paul**

1. Membership report (see attached): Data is from January 12, 2010. The Board discussed the need/methods to get members to rejoin before January each year so that we can have a better idea of our operating budget.
2. The board revisited the idea of offering a member only class. Denise and Paul expressed interest in offering a member only class and will work on the details to be posted on the IYANW website.

##### **C. Communication – Denise**

1. Communication report (see attached).

2. E-newsletter: Next edition is set for March to include: Studio sponsored Haiti relief benefits, grant application, library column, join/renew membership, Karin O'Bannon Scholarship awarded to Jennifer Shonk.
3. Spring Newsletter: Denise with check with Don for submittal date. Content to potentially include: articles on health, student interviews, membership events, highlights from the region
4. Publication goals: Four electronic and two print newsletters per year. Denise will send publication schedule to the Board.

D. President- Tonya

1. Outreach: Recruitment postcard was sent to area studio and teachers. Tonya received and updated a welcome letter for new members after learning that IYNAUS does not send any notification out to new members.
2. Convention: Planning is coming along smoothly. The convention is close to capacity and volunteer posters were distributed.
3. IYANW presence at the Convention: see Outreach below.

**IV. Old Business**

- A. Lending Library – The board discussed looking into purchasing a DVD conversion device for the VHS cassettes in the library. Jen will ask Amy Duncan if her computer has a DVD drive and if so whether or not she would be willing to take on this project.
- B. Outreach at Convention:
 

IYANW Presence: Since regional tables will not be present at the convention, the board discussed ways to make our association visible as the hosting region. Ideas are as follows:

  1. Volunteers: Have snacks available for volunteers in the volunteer staging area as well as a visible 'Thank You from IYANW' and our recruitment postcards. Additionally, a thank you should be sent to volunteers post-convention.
  2. Teachers: Plan a night out with teachers from the region at a local restaurant. Tonya will send a brief invitation/RSVP to get an idea about interest and the number of attendees. Jen and Tonya will then figure out an appropriate venue.
  3. Board: The IYANW Board will plan to have lunch together one day during the convention.
- C. Goals: The Board continued the dialogue that began last year concerning our long-term and short-term goals and developing actions to support our

purpose. These goals and actions should, over time be incorporated into the Board Nominee Application. Additionally the board discussed the idea of facilitating satellite meetings to serve as the general member meeting in October. We will continue to brainstorm via email with each other to develop this idea which can potentially be incorporated into member only classes.

- D. Election: An election will take place this year. Some potential nominees were discussed. The nominee materials will need to be changed concerning the travel budget. This topic will be revisited in the June meeting.

#### **V. New Business**

No New Business.

#### **VI. Set meetings for 2010**

- A. June: Sunday, June 6, 9:00 a.m. - 12:00 p.m. (PDT) via Skype or phone. The Portland area folks can gather at one location (TBD) to make this a little easier.
- B. October: Sunday, October 24, 9:00 a.m. - 12:00 p.m. (PDT). This will be an in-person meeting the weekend of Chris Saudek's workshop in Portland.

#### **VII. Summary of Actions- Jennifer**

##### **ALL**

- Review goals and clarify for ourselves and future boards about who we are serving to revise for upcoming election. Begin to develop actions to support our short- term goals

##### **JUDY**

- Report to Board about scholarship budget for the remainder of the year

##### **DON**

- With Denise and Paul figure out hosting a member's only class and post update on website

##### **TONYA**

- Write piece for E-news advertising library
- Write IYNAUS to request regional funds for hosting the convention

- Check about supplying snacks to convention volunteers from the regional board
- Develop a list of restaurants with Jen for a potential regional teacher get together during the convention
- Email regional teachers attending the convention re: interest in having an evening out with others from region with an RSVP follow-up
- Research DVD conversion device with Jen
- Write letter to IYNAUS regional support/new membership concerning the receipt of notification of membership in real-time data if possible so that IYANW can send thank you acknowledgements to new members and renewing (non-teacher) members
- Email board to members about October meeting planning
- Update language on ballot concerning travel funds – with Denise

#### **DENISE**

- Talk to Don about deadlines for newsletter. Send dates to board along with electronic schedule.
- Look into member-only class in Seattle or Bellingham and inform Don/Paul to update website
- Update language on ballot concerning travel funds – with Tonya

#### **PAUL**

- Contact Elizabeth re: Care McIntire's membership in 2010 not 2009
- With Don and Denise figure out member's only classes and post update on website

#### **JEN**

- Develop a list of restaurants with Jen for a potential regional teacher get together during the convention
- Talk to Amy Duncan about potentially converting VHS cassettes to DVD's and other library assistance
- Research DVD conversion device with Tonya
- Send Thank You to Julie Burtis for library contribution

#### **VIII. Adjournment**

The meeting was adjourned at 3:55 p.m.

Minutes Prepared by Jennifer Shonk