

ANPDWA Meeting/Phone Call 6.18.18
Minutes & Action Items

Participants on the call: Lauri Ledbeter; Lauri Jankowski; Stephanie Pommer; Amy Novik; Jennifer Minhas; Susan Hanser; Ann Moore; McKenzie Williams; Leigh McDonnell; Margaret Orn; Joan Reiland; Sara Morasch; Leslie Harder; Vanessa Cameron; Wendy Fordham; Laurie Mooney; Marie Therese Timbol-Padriga; Jenifer Petersen; Amy Aaselund, Valerie Stalsbrotten

Agenda	Meeting Minutes	Action Items, Owners, and Due dates
<p>Goals for this phone call - LJ</p> <ul style="list-style-type: none"> ● Quick review of work so far ● Share results of survey ● Discuss next steps and prioritize work ● Suggestions for committee chairs 		None
<p>Review of work to date</p> <ul style="list-style-type: none"> ● MOU - LL ● Quick tour of ANPD webpage & links - LL ANPDWA ● Trello Board – LL Trello ● Survey – LJ use <i>Trello link above</i> 	<p>Lauri L shared submission of memorandum of understanding (MOU) & confirmation from ANPD for formation of ANPD WA</p> <p>Lauri L shared ANPDWA website via screen share & Trello board for committee work</p> <p>Lauri J shared results of the May survey. 36 people responded! Most from western WA. A handful from Eastern WA. Preliminary committees formed based on preferences.</p>	

<p>Next steps & committee assignments Bylaws – <i>LL share resources</i></p>	<p>Bylaws are needed to proceed with affiliate formation and should proceed all other work. There are resources to guide the work shared on both the website and Trello</p>	<p>Lauri Ledbeter and Melani Magnum-Williams will lead this committee. To be completed by September 3</p>
<p>Non-profit tax ID & bank account <i>LJ</i></p>	<p>Once bylaws are written and approved, the affiliate can be designated as a non-profit and establish both tax ID and bank account. There a few resources collected on Trello.</p>	<p>Elaina Robinson & Marie Therese Timbol-Padriga will lead this work. To be completed by October 1</p>
<p>Membership – dues, application, rosters, discuss Eventbrite functionality <i>LJ & LL</i></p>	<p>Decide on dues structure and application method, establish & maintain roster.</p>	<p>Ann Moore and Amy Nowik will lead</p>
<p>Develop/organize board & elections</p>	<p>In collaboration with Bylaws Committee, define/recommend positions & roles of board members, as well as length of service. In addition: Develop plan, timelines, and recruit officers for election Develop "Willingness to Serve" Form Develop/implement online election</p>	<p>Vanessa Cameron, Wendy Fordham, and McKenzie Williams will lead</p>

Education – brief query of education possibilities <i>LJ</i>	Brief discussion of educational format possibilities and frequency. Will need bylaws in place and tax ID established before moving this from planning phase. Could be yearly education offering or more frequent webinars, or both.	Lauri J, Jennifer Minhas & Leslie Harder will lead
Journal club	Establish online journal club	Matt Liechty & Sarah Morasch will lead.
Communication Networking	Leigh McDonnell stated she had an interest in networking and volunteered to lead the work in this area.	Leigh McDonnell, Wendy Fordham, Marie There se Timbol-Padriga interested
		Invitations to Trello sent by Lauri L
Set next all affiliate meeting date	<p>A meeting is planned for those who are attending the national convention in July. <i>07/18/2018 07:00 - 07:45 AM</i></p> <p>In the past, this was an opportunity for members to meet with others from their local affiliate. Lauri L. shared that the format has changed this year and it will be an informational session for all US ANPD members who are also affiliate members.</p> <p>Several participants felt the 5 pm phone was difficult to manage. The group agreed to try moving the next phone call to 6pm on August 20th</p>	<p>RSVP to ANPD national by June 1 if you plan to attend the affiliate meeting. Link to agenda and RSVP available on the ANPDWA website.</p> <p>Send out link to august phone call Lauri L</p>
Minutes recorded by Lauri Jankowski (If I missed someone who attended or misrepresented who volunteered, please let me know and I'll make edits.) Send edits to Lauri.Jankowski@outlook.com		