

AAWCC – PCC Chapter Board Meeting

March 11, 2009

Members Present:

President: Cherie Maas

VP of Finance: Sandy Koester

VP Membership: Heather Lang

President Elect: Jen Piper

Web Mistress: Karen Sorensen

VP of Records: Diane Thornton

Members Not Present:

VP of Communications: Shannan Cox

This meeting was specifically to discuss our chapter membership practices and policies.

What can we do to increase membership? Ideas?

Silent auction?

Should we collect dues only once a year?

Have a one big event we charge for and include the dues in the cost?

We're probably going to have to start charging for events with the budget constraints.

Maybe wait until next year then charge more for non-members or charge the cost of member dues to non-members?

Still offer scholarships to both members and non-members? Yes, but the application needs to explain why they need the scholarship.

Karen wants to encourage members to use the list serve more. It's a great communication tool for sharing professional/personal development opportunities within the group.

Can we change the process of handling new memberships?

Heather proposed Membership form and dues be sent to VP of Finance. VP of Finance inputs it on membership list and forwards to VP Membership to send thank you and adds name to list serve. Karen can create an Executive Board only list serve so we can share membership tracking documents.

Heather's position is ending and we need to elect someone that has a lot of energy and spirit for the position. Then hire Campus Representatives so we get more leadership from each campus.

Cherie will send a general email to all campuses for the 2 VP positions and the Campus Representative positions coming open.

We will work on changing the by-laws to include new Campus Representative position's to the Executive Board as well as the corrections needed for the VP of Membership and VP of Finance. Changes will be posted to be voted on by the membership.

By-Laws changes: *Changes are in BOLD*

The Vice-President of Finance shall:

- (1) Be responsible for the collection of membership dues.
- (2) **Inputting new members in membership list**
- (3) Be responsible for preparation and maintenance of budget, including an annual report to the membership.
- (4) Maintain proper financial records and file an annual financial report with the AAWCC Regional Director and the AAWCC Vice President for Finance.
- (5) Verify current membership status for the annual report

The Vice-President for Membership shall:

- (1) Collect membership forms and keep updated membership list.
- (2) Update and distribute membership application forms and membership cards.
- (3) Submit annual membership report to AAWCC Vice President for Membership.
- (4) Coordinate membership table at quarterly meetings.
- (5) **Work with Campus Representatives for ongoing membership recruitment**

The President-Elect shall assist the President and shall:

- (1) Preside at meetings in the absence of the President.
- (2) **Work with Campus Representatives to** coordinate events sponsored by the chapter.
- (3) Submit semi-annual activity report to AAWCC Regional Director.
- (4) Perform other duties assigned by the President.

Campus/Center Representatives shall work with:

- (1) **VP of Membership on on-going Membership recruitment**
- (2) **President Elect to coordinate campus events**