



**CEFPI OREGON/SW WASHINGTON CHAPTER
BOARD OF DIRECTORS MEETING MINUTES**

BOARD MEMBERS PRESENT:

Karina Ruiz, President	David Fridenmaker, Secretary
Randy Miller, President-Elect	Donna Robinson, CEFPI International
Katrina Shum Miller, Past President	
Jason Beam, Governor	
Richard Higgins, Treasurer	

OTHERS PRESENT:

None

LOCATION: DOWA-IBI Group Architects, 907 SW Stark Street, Portland OR 97205

TIME/DATE: 7:30 am – 8:30 am, Wednesday, April 1, 2015

- 1) Approval of Minutes: Previous minutes (February 18, 2015) – distributed via email.
Approved (see Attachment A)
- 2) Treasurer’s Report: Richard
 - a. Treasurer’s Report Submitted, dated April 1, 2015 (see Attachment B)
 - b. 6-Year Budget proposal submitted, dated March 13, 2015 (see Attachment C)
 - i. Developed by Richard, Karina & Randy
 - ii. Discussion:
 1. The budget needs to include additional expenses for events. The sponsorships are shown, but not the expenses.
 2. Schools Next needs a line added for both income and expenses.
 3. Richard is preparing an event specific income and expense report.
 4. Budget should be a tool and included on each board meeting agenda.
 - c. Conference Funds: Funds have been allocated to the chapter. See Treasurer’s Report.
 - d. Sponsorships: For last event, Donna reported that she is collecting the sponsorships from the event sponsors.
- 3) Governor’s Report: Jason
 - a. Regional Lifetime Achievement Award: Jason has received additional submissions from other candidates. Randy will review to determine course of action to take on nomination for Steve Olson.
 - b. Branding Committee: Reviewing organizational name using a branding consultant.
 - c. Chapter membership: 71 members this month.
 - d. Regional Membership committee: Just kicked off, no report.
- 4) On-Going Business
 - a. Chapter Events
 - i. 2015 Events:
 1. March 11: PPS Bond event was held at Glumac.
 2. March 31: Schools Next chapter and state judging was held. ITEK Team 1 will represent regional.

3. April: Stanford Design Thinking Boot Camp concept. Jennifer & Karina will discuss to plan event.
 4. May tour: Incorporate changing of the Chapter Board.
 - a. Katrina will check on a meeting space at Vestas.
 - b. Karina will write a description and forward to Katrina.
 5. Current and emerging trends in lighting controls and classroom technology (Steve/David C.) move to fall.
 6. Future Bond Programs: Plans & Challenges (Randy, Jennifer, David D.)
- b. CEFPI Philanthropy
- i. College Scholarship Program Update.
 1. Randy will continue working on scholarship program. First year to be 2016. Scholarships will be for graduating high school seniors.
- 5) New Business:
- a. Chapter Board Election: Positions that will be open include President Elect, Secretary, Treasurer and 1 Member at-large.
 - i. Call for interested candidates around May 1st.
 - ii. Nominations open approx. 2 weeks.
 - iii. Elections around May 15, with announcement at the end of May.
 - iv. Donna will check-in during the last week of April to develop the call for nominations.
- 6) Next Board Meeting – Wednesday April 29, 2015 at 7:30 am at DOWA.

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BOARD MEMBERS PRESENT:

Karina Ruiz, President

Randy Miller, President-Elect

Katrina Shum Miller, Past President

Jason Beam, Governor

Richard Higgins, Treasurer

David Fridenmaker, Secretary

Jennifer Halleck, Member At Large

Steve Kelly, Member At Large

Donna Robinson, CEFPI International

OTHERS PRESENT:

None

LOCATION: DOWA-IBI Group Architects, 907 SW Stark Street, Portland OR 97205

TIME/DATE: 7:30 am – 8:30 am, Wednesday, February 18, 2015

- 1) Approval of Minutes: Previous minutes (January 23, 2015) – distributed via email.
Approved (see Attachment A)
- 2) Treasurer's Report: Richard
 - a. No report.
 - b. 6-Year Budget – Status Update: Richard will schedule a meeting with Karina, Jason and Randy to discuss the 2015-16 Budget.
 - c. Conference Funds: Donna will look if the funds have been allocated to the chapter yet.
 - d. Sponsorships: Let Richard know of event sponsors and their contact information and he will invoice to ensure follow-thru.
- 3) Governor's Report: Jason
 - a. Regional Lifetime Achievement Award: PNR selected Steve Olson to receive this award.
 - b. PNR Vancouver Conference – June 2015: Randy will be attending.
 - c. Chapter membership: 66 members this month.
 - i. Steve will contact David Chesley regarding Interface employees that have expiring memberships.
 - ii. Katrina will contact LSW Architects employees that have expiring memberships.
 - d. New Membership System: Donna discussed the system and custom reports needed. Membership renewal notices back to September 2014 were sent in December and January, which could explain a decreased number of members this month.
- 4) On-Going Business
 - a. Chapter Events
 - i. 2015 Events:
 1. March 11: PPS Bond Update at Glumac. Randy will write description, Steve will confirm venue.
 2. Late April: Stanford Design Thinking Boot Camp concept. Jennifer & Karina will discuss to plan event.

Attachment A

3. Mid-March: Schools Next chapter and state judging (Katrina), probably the week of the 16th or 30th. Katrina will write description of event and send to Steve and Karina. Discussed possible sponsorships.
4. Current and emerging trends in lighting controls and classroom technology (Steve/David C.) move to fall.
5. Future Bond Programs: Plans & Challenges (Randy, Jennifer, David D.)
 - ii. Sponsorships.
- b. Philanthropy
 - i. College Scholarship Program Update.
 1. Julie Flattery & Jason Beam will discuss and report at the next board meeting.
 2. Jason will send an e-mail to Steve with information about the scholarships.
 - c. Hawaii Chapter: Richard to send a note to Michelle to transfer \$500 (approved at the January 2015 meeting) to the Hawaii Chapter as seed money to start that chapter.
- 5) New Business:
 - a. Chapter Board Election: Jason discussed needing to identify candidates active in chapter events for the chapter board for next year.
- 6) Next Board Meeting – Wednesday April 1, 2015 at 7:30 am at DOWA.

Attachment B

CEFPI
Oregon/Southwest Washington Chapter
 Treasurer's Report -APR15
 1-Apr-15

Account Report

Current balance **\$31,890.19**

Profit & Loss

1/22/2015	Previous balance	\$25,712.95	
		Income	expenses
1/23/2015	PNWR Governor travel - air		\$299.93
1/28/2015	PNWR Governor travel - expenses		\$349.53
1/28/2015	Holiday Social Epense -DOWA IBI		\$636.50
2/27/2015	OR share of International Conference	\$7,963.20	
12/19/2014	OR to Hawaii Chapter start-up		\$500.00
		<hr/>	
		\$7,963.20	\$1,785.96

PROFIT/LOSS **\$6,177.24**

Current balance **\$31,890.19**

Petty Cash

1/22/2015	Beginning balance	\$482.81	
	January Meeting expenses - Karina Ruiz		\$19.20

4/1/2015 **Ending Balance** **\$463.61**

OREGON/SW WASHINGTON CHAPTER BUDGET WORKSHEET

INCOME	Prior Year Budget	Prior Actual	Current Year Budget 2015	Current YTD Actual	Budget Year 2016
Chapter Support/Development (Sponsorships)	\$ -	\$ 700.00	\$ 2,500.00	\$ -	\$ 3,000.00
Recreational Events/Golf	\$ -	\$ 7,875.00	\$ -	\$ -	\$ 4,000.00
Other Meetings/Events (Virtual Meetings, Dinner Meetings, Tours)	\$ -	\$ 320.00	\$ 500.00	\$ -	\$ 750.00
Chapter Conference Revenue (Trail Tour)	\$ -	\$ 505.00	\$ -	\$ -	\$ -
International Rebates (new member incentive)	\$ -	\$ 300.00	\$ -	\$ -	\$ -
TOTAL INCOME	\$ -	\$ 9,700.00	\$ 3,000.00		\$ 7,750.00
EXPENSES					
<i>International Programs</i>					
Chapter Board International Conference Travel	\$ -	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00
Chapter Conference Exchange Program	\$ -	\$ -	\$ -	\$ -	\$ -
Travel International Strategic Planning Session (Every Two Years)	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Chapter Expenses</i>					
Chapter Onsite Board Meeting Expenses (+/- \$12 per meeting + special)	\$ -	\$ 200.00	\$ -	\$ -	\$ -
Recreational Events/Golf/Trails	\$ -	\$ 4,321.70	\$ -	\$ -	\$ 3,250.00
Other Meetings/Events (Virtual Meetings, Dinner Meetings, Tours)	\$ -	\$ 386.51	\$ 500.00	\$ -	\$ 750.00
Regional Conference Events (social)	\$ -	\$ 250.00	\$ -	\$ -	\$ -
Chapter Travel Expenses (PNW Board Meeting)	\$ -	\$ 449.57	\$ 500.00	\$ -	\$ 500.00
Chapter Conference Expenses (Regional Conference)	\$ -	\$ -	\$ 500.00	\$ -	\$ 500.00
<i>Chapter Development</i>					
Membership Development	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Scholarships/Sponsorships</i>					
Chapter Sponsors (GPSEN Sustainability)	\$ -	\$ 100.00	\$ -	\$ -	\$ -
Tuition Scholarships	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 2,000.00
Chapter Event Attendance Scholarships	\$ -	\$ -	\$ -	\$ -	\$ -
Misc. Scholarships	\$ -	\$ -	\$ -	\$ -	\$ -
<i>Operating Expenses</i>					
CEFPI Process Fees	\$ -	\$ 115.00	\$ 150.00	\$ -	\$ 150.00
AIA Process Fee (per event excludes conference)	\$ -	\$ -	\$ -	\$ -	\$ -
Other Meeting/Event Credit Card Processing Fee 3.5% (excludes conference)	\$ -	\$ 304.86	\$ 100.00	\$ -	\$ 250.00
Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -
General and Administrative	\$ -	\$ -	\$ -	\$ -	\$ -
Petty Cash Replenishment	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ -
TOTAL EXPENSES	\$ -	\$ 6,627.64	\$ 4,250.00	\$ -	\$ 8,900.00
Net Profit/(Loss)	\$ -	\$ 3,072.36	\$ (1,250.00)	\$ -	\$ (1,150.00)

3/13/2015