



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

BOARD MEMBERS PRESENT:

Karina Ruiz, President
Randy Miller, President-Elect
Jason Beam, Governor

David Fridenmaker, Secretary
Steve Kelley, Member At Large

OTHERS PRESENT:

Vonnie Good, Deb France

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

TIME/DATE: 7:30 am – 8:30 am, Wednesday, June 17, 2015

- 1) Approval of Minutes: Previous minutes (May 20, 2015) – distributed via email.
Approved unanimously (see Attachment A)
- 2) Treasurer’s Report:
 - a. Treasurer’s Report Submitted, dated June 15, 2015 (see Attachment B)
- 3) Governor’s Report: Jason
 - a. Regional Conference is this week. Randy is in attendance and is planning to go to the regional board meeting.
 - b. Branding: No update
- 4) On-Going Business
 - a. Chapter Events
 - i. 2015 Events:
 1. School Tour June 30 at 9:00 am: Happy Valley Middle School
 - a. Information: Steve will send information to Karina for distribution.
 - b. Sponsors: Steve will ask companies involved with design of the school about sponsoring the event.
 2. Design Thinking Bootcamp: We need to decide on a date, maybe in the fall.
 3. Summer Social: Discussion
 - b. CEFPI Philanthropy
 - i. Karina will contact Julie Flattery about being a co-chair for this committee.
- 5) New Business:
 - a. Chapter Board Election:
 - i. Welcome to new board members.
 - ii. Bylaws: Karina will forward a copy of the chapter bylaws to the new board members.
- 6) Next Board Meeting – To be determined.



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

BOARD MEMBERS PRESENT:

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

OTHERS PRESENT:

None

LOCATION: Workpointe Offices, 601 SE Clay St., Portland OR 97214

TIME/DATE: 7:30 am – 8:30 am, Wednesday, May 20, 2015

- 1) Approval of Minutes: Previous minutes (April 29, 2015) – distributed via email.
Approved unanimously (see Attachment A)
- 2) Treasurer’s Report: Richard
 - a. Treasurer’s Report Submitted, dated May 15, 2015 (see Attachment B)
 - b. Richard spoke with Fred Long yesterday about SchoolsNext expenses to chapter.
- 3) Governor’s Report: Jason
 - a. Membership at 80
 - b. Vancouver conference is coming up. Randy is planning to attend.
- 4) On-Going Business
 - a. Chapter Events
 - i. 2015 Events:
 1. School Tour in June: Steve will contact Boora Architects about visiting Happy Valley Middle School in June.
 2. Design Thinking Bootcamp: Consider for a possible fall event.
 3. Keep tracking other event ideas.
 - b. CEFPI Philanthropy
 - i. Jason reached out to Julie Flattery to be a co-chair for this committee.
- 5) New Business:
 - a. Chapter Board Election:
 - i. President: Randy Miller
 - ii. President Elect: Steve Kelly
 - iii. Past President: Karina Ruiz
 - iv. Treasurer: Richard Higgins
 - v. Secretary: Deb France
 - vi. Member At Large (1-Year): Vonnie Good
 - vii. Member At Large (2-Year): Lydia Burns
 - viii. Member At Large (3-Year): Jennifer Halleck

- b. Schools Next
 - i. Katrina reported that Vancouver team came in 2nd place. Vancouver iTech Preparatory Academy is still interested in participating in the program.
- 6) Next Board Meeting – Wednesday June 17, 2015. May be combined with a June Chapter event.

CEFPI
Oregon/Southwest Washington Chapter
 Treasurer's Report -JUN15
 17-Jun-15

Account Report

Current balance **\$32,330.62**

Profit & Loss

5/20/2015 Previous balance (MAY15 Treasurer's Report) \$32,330.62

6/5/2015 School Next F&B Awards

	Income	expenses
		-\$117.96

	\$0.00	-\$117.96
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PROFIT/LOSS **-\$117.96**

Current balance \$32,212.66

Petty Cash

4/29/2015 **Beginning balance**

4/28/2015 Meeting Expenses - Karina Ruiz

\$442.11

\$9.48

5/20/2015 **Ending Balance**

\$432.63

	Income	expenses	Profit/Loss
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Event P/L Summary

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	\$ 900.00	\$ 750.00
Chapter Conference Revenue (Trail Tour)	\$ -	\$ 505.00	\$ -	\$ -	\$ -
PNWR Conference Revenue (every 6th year - 2014, 2010, 2016)	\$ -	\$ -	\$ -	\$ 7,963.20	\$ -
SCHOOLS NEXT Competition Chapter Event (Sponsorships)	\$ -	\$ -	\$ -	\$ -	\$ 500.00
International Rebates (new member incentive)	\$ -	\$ 300.00	\$ -	\$ -	\$ -
TOTAL INCOME	\$ -	\$ 9,700.00	\$ 3,000.00	\$ 8,863.20	\$ 8,250.00
EXPENSES					
<i>International Programs</i>					
Chapter Board International Conference Travel (Governor or designate)	\$ -	\$ -	\$ 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	\$ 459.57	\$ 750.00
SCHOOLS NEXT Competiton (Chapter Event)	\$ -	\$ -	\$ 140.00	\$ 117.96	\$ -
SCHOOLS NEXT Regional Travel (Chapter portion as estimated by PNR)	\$ -	\$ -	\$ 1,000.00	\$ -	\$ 1,000.00
PNR Conference Events (social)	\$ -	\$ 250.00	\$ -	\$ -	\$ -
PNR Mid-year Board Meeting Travel Expenses (Governor or designate)	\$ -	\$ 449.57	\$ 500.00	\$ 649.46	\$ 500.00
PNR Conference Expenses (Governor or designate)	\$ -	\$ -	\$ 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 (HI Chapter Start-up)	\$ -	\$ -	\$ -	\$ 500.00	\$ -
<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 Replensihment	\$ -	\$ 500.00	\$ 500.00	\$ -	\$ -
TOTAL EXPENSES	\$ -	\$ 6,627.64	\$ 5,390.00	\$ 1,726.99	\$ 9,900.00
Net Profit/(Loss)	\$ -	\$ 3,072.36	\$ (2,390.00)	\$ 7,136.21	\$ (1,650.00)

6/17/2015