



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

BOARD MEMBERS PRESENT:

Karina Ruiz, President	Jennifer Halleck, Member At Large
Randy Miller, President-Elect	Steve Kelly, Member At Large
Katrina Shum Miller, Past President	David Chesley, Member At Large
Jason Beam, Governor	Renee Alexander, Regional President Elect
Richard Higgins, Treasurer	Donna Robinson, CEFPI International
David Fridenmaker, Secretary	

OTHERS PRESENT:

None

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

TIME/DATE: 7:30 am – 8:45 am, Wednesday, July 16, 2014

- 1) Approval of Minutes: Previous minutes (June 18th, 2014) – distributed via email. Change “Agenda” to “Minutes” in document title. Approved as corrected.
- 2) Treasurer’s Report: Richard
Bank Balance \$21,076.02
- 3) International Report: Renee
 - a. Aug. 19/20 Branding Workshop to be held. Venue to be determined.
 - b. CEFPI looking at School of the Future for High School students.
- 4) Regional Report: Renee
 - a. First Newsletter has been sent out. Planning on 2 times per year.
 - b. Regional meetings 2 times per year. Expanding by adding a June and post conference call.
 - c. International Board Member change. Kelly Tanner from the Washington Chapter will take the position.
- 5) Governor’s Report: Jason
 - a. See below for 2014 International Conference.
- 6) On-Going Business
 - a. 2014 International Conference in Portland: Updates
 - i. Local content: Jason will follow up with group on local content/local flair, restaurant options. (Jason)
 - ii. International Conference sponsorship: keep sponsorship ideas coming. (Jason)
 - iii. Golf and Children’s Museum activities will be for members and guests only. Revisit opening event to non-attendees after more registrations come in.
 - iv. Website: Donna will put events on the website as highlighted events.
 - v. School Tours: 4 Trails confirmed. Karina will send session descriptions to Donna.
 - vi. Regional Reception: Clackamas Chamber Orchestra will play 1 set at the beginning of the reception. (Richard)
 - vii. Regional Architectural Exhibit and Award: Katrina will help organize with Volunteer group. Donna will send some examples as template. (Renee)
 - viii. School of the Future: Saturday is tentative display date. (Jennifer)

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- ix. Travel for School of the Future students: Who pays for travel? Katrina will check with Barbara.
 - x. Flyer for Facility Directors: Karina will craft a flyer to send to school Facility Directors about the conference. Donna will distribute.
- b. Chapter Events
- i. July 23rd event
 - 1. Venue: Glumac Engineering, 900 SW 5th Ave #1600, Portland, OR 97204
 - 2. Sponsorship: Jason will work on sponsorship.
 - 3. Dick Steinbrugge, Beaverton Public Schools will attend and let us know what they are doing in Beaverton.
 - 4. Postcards for International Conference: Jason will bring some to event to distribute.
 - ii. Pre-Conference event: Katrina suggested CEFPI partner with the AIA COTE committee to host a session on the Green Apple Day of Service in September. The Board agreed that we should participate on this, especially since the AIA was going to set it up. No other formal events will be held before the conference.
- c. Membership update:
- i. Currently have 80 members
 - ii. E-mail distribution list: Donna will send the list to Karina.
 - iii. School District membership pilot program ends at the end of the year. It may be extended with modifications.
- 7) New Business:
- a. Board Member responsibilities discussion. Considering committees such as event planning, content providers, and sponsorships.
 - b. 2014-15 Calendar beyond International Conference. Holiday event and fundraiser and several events in the spring discussed.
 - c. Chapter event fees for non-members and/or sponsorships discussed.
 - d. "Clock Hours" Can chapter events provide "clock hours" for school district members. (Jennifer)
 - e. Green Apple Day of Service: Katrina will obtain timeline. Should we partner with AIA and be part of the event?
- 8) Next Board Meeting – Wednesday August 20, 7:30 am. Location TBD. Plan on a longer meeting time in August and September.