



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

BOARD MEMBERS PRESENT:

Karina Ruiz, President	David Fridenmaker, Secretary
Randy Miller, President-Elect	Steve Kelly, Member At Large
Katrina Shum Miller, Past President	Donna Robinson, CEFPI International
Richard Higgins, Treasurer	Steve Olson, International Board Member

OTHERS PRESENT:

John Ramsey, Carla Terian

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

TIME/DATE: 7:30 am – 8:45 am, Wednesday, August 20, 2014

- 1) Approval of Minutes: Previous minutes (July 16th, 2014) – distributed via email. Approved.
- 2) Treasurer’s Report: Richard
Bank Balance \$21,076.02
- 3) International Report: Steve O.
 - a. Focus is on International Conference
 - b. Branding Task Force meetings: 1/3 of the way through, more to come.
- 4) Regional Report: Steve O.
 - a. Pinnacle Award for Modernization invitation out. Award will be made the Monday of the International Conference.
- 5) Governor’s Report:
 - a. None
- 6) On-Going Business
 - a. 2014 International Conference in Portland: Updates
 - i. PNW Reception: Thurs. evening. Richard confirmed ensemble of 12-40 people to play one set beginning around 4:30 to 5 pm. Richard to work with Jason to determine how many pieces and discuss honorarium
 - ii. School Tours
 1. Volunteer Tour Coordinators: Katrina reporting having identified 2 coordinators per tour.
 2. Checklist needed. Karina and Katrina will coordinate preparing a checklist for the tour coordinators to use
 3. Sponsorships: Rene Berndt working on sponsorships
 - iii. Regional Meeting Welcome
 1. Partner with Travel Oregon
 2. Jason will coordinate with Board members to attend 6 regional meetings on Friday, extend a welcome and distribute information at each meeting.
 - iv. Dine-Arounds:
 1. Jason is the coordinator
 2. 6-8 people to host event at a local restaurant for 10 people each event.

3. Should be within 3-4 blocks of light rail station.
 4. Look into whether volunteers are needed.
 - v. CEFPI Hospitality Event:
 1. Sunday. Help with local themes such as biking, photo booth, wine... Identify some good themes and get to Carla.
 - vi. Volunteers:
 1. Katrina needs a list of events requiring volunteers
 2. One person needed for each event with CEU's.
 3. Registration: Carla will send registration opportunities to Karina. Starts on Thursday.
 4. Donna will e-mail International Board members to ask what school tours and workshops they may attend and serve as volunteers.
 - vii. Non-golf Event:
 1. Katrina will send a description to Jason.
 2. 4T Trail event: Should we charge \$20/member and \$25/non-member, or find a sponsor?
 3. Rally NW to register to attend conference.
 - viii. Conference student rate:
 1. Attendees should contact Carla to get a coupon code. There are also group discounts for more than 5 in a group.
 - b. Chapter Events
 - i. Green Apple Day of Service
 1. Community Care this weekend. Randy will do a quick post & link back to Community Care Day.
 2. Kick-off event with AIA: Bio-habitat and Depave - Sept. 10 brown bag event
 - c. Membership update:
 - i. Currently have 78 members
 - ii. Randy requested standard membership packet. Donna will send "what's in it for you" packet to Randy. Carla will send Tier program information to Randy.
 - d. Board Member Responsibilities Discussion
 - e. 2014-15 Calendar beyond International Conference – Events Committee
 - i. Brainstorm event meeting after the next board meeting
- 7) New Business:
- a. CEFPI Philanthropy – Pencils of Promise
 - i. Discussed interest in getting CEFPI involved in philanthropic effort. Not being brought to International Conference. Is there interest in chapter involvement? Karina will talk with Renee about regional meeting presentation.
 - b. AIA Green School Championship
 - i. Katrina asked about interest? Probably an event in November on "Resiliency". Design Charette that will probably look at Grant School.
 - c. United Nations University Regional Center of Expertise.
 - i. Katrina discussed
- 8) Next Board Meeting – Wednesday September 17, 2014