



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

**BOARD MEMBERS PRESENT:**

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Karina Ruiz, President	David Fridenmaker, Secretary
Randy Miller, President-Elect	Jennifer Halleck, Member At Large
Katrina Shum Miller, Past President	Steve Kelly, Member At Large
Jason Bean, Governor	Steve Olson, International Board Member
Richard Higgins, Treasurer	Renee Alexander, Regional President

**OTHERS PRESENT:**

Donna Robinson, CEFPI International

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

**TIME/DATE:** 7:30 am – 8:45 am, Wednesday, September 17, 2014

- 1) Approval of Minutes: Previous minutes (August 20, 2014) – distributed via email.  
Approved as corrected.
- 2) Treasurer’s Report: Richard  
Bank Balance \$21,076.02  
No activity except for golf sign-ups. \$3,875 in golf sign-ups so far.
- 3) International Report: Steve O.
  - a. Branding Strike Force met a month ago and will be unveiling the new brand.
  - b. New membership structure will give benefit to larger groups.
- 4) Regional Report: Renee
  - a. Movement to help Hawaii Chapter join our region.
  - b. Some of the Hawaii Chapter Board members were invited to the regional board meeting on Sunday during the conference.
- 5) Governor’s Report: Jason
  - a. 80 current members and new members coming in.
- 6) On-Going Business
  - a. 2014 International Conference in Portland: Updates
    - i. PNW Reception: Thurs. evening.
      1. Reception will be across the street at the Ace Hotel, 1022 SW Stark.
      2. Richard confirmed ensemble at 4:30 pm. Honorarium request of \$250 to \$500, but probably \$250. Richard will find how many people will be in the ensemble.
      3. Encourage colleagues to attend on the front end.
    - ii. Renee will create reminders at hotel to let people know the Reception location when they check in.
    - iii. Donna is preparing information on how to get to the Conference Center from the hotel.
    - iv. School Tours
      1. Karina: Checklists and contacts have been sent to volunteers.
      2. Sponsorships: 2 sponsorships received for all trails.
      3. Cap the tours at 100
    - v. Sponsorships

1. Jason: \$30,000 goal. Close to goal. Renee will call each regional governor today.
  - vi. Regional Meeting Welcome
    1. Incorporate something local. Jason will get with Cissy today.
  - vii. Dine-Arounds:
    1. Jason is the coordinator
    2. 1-2 reservations at each restaurant.
    3. Try to assign a board member to each dine-around.
  - viii. CEFPI Hospitality Event:
    1. Renee has a suite at Courtyard. Use as a hospitality suite.
  - ix. Golf
    1. Jason: Sponsorships are set.
  - x. Volunteers:
    1. Katrina: Volunteers not limited to attendees. Will be sending out email to regional attendees. Do local firms have anyone that can help?
    2. Volunteer types
      - a. Registration desk
      - b. Session Monitors
      - c. Networking Events
      - d. Sunday evening event: Chapter board
      - e. Expo opening and Sunday Night: Regional board and Chapter board.
  - xi. Opening Session
    1. Randy: What time will Carole Smith be on the agenda to speak?
  - xii. Non-golf Event:
    1. Katrina: Not in main conference announcement and not getting much traction yet. Providing lunch at Portland Children's Museum.
  - xiii. Registration
    1. 560-570 registered. Target of 800
    2. 150-180 exhibitors
  - b. Chapter Events
    - i. Event committee:
      1. Jennifer, David and ??
      2. For next month brainstorm events and bring back some ideas. 3 events between the conference and the end of the year.
    - ii. Holiday social and/or fundraiser
  - c. Green Apple Day of Service
  - d. AIA-COTE Green Championships Summit with AIA-School Committee
    - i. Green Champions Summit, Nov. 12, topic is "Resiliency and climate change", and will be a design slam/charrette with Grant HS as the case study.
    - ii. Karina will represent CEFPI at event
    - iii. High School Student design lam/charette, based on the same topic and case study, to be complete prior to the Nov. 12 event
  - e. Philanthropy
    - i. If we have any organizations to consider, send to Karina for the next meeting.
  - f. School of the Future
- 7) New Business:
  - 8) Next Board Meeting – Wednesday October 15, 2014 at 7:00 am