



**The Clover Park Technical College Chapter of the American Association for Women in
Community Colleges**

General Membership Meeting

Monday, July 22, 2013, 2-3 p.m.

Building 11, Radio Station Conference Room

Present: Jean Carmack, Debbie Collins, Kendra Fitch, Lisa Fortson, Janet Holm, Claire Korschowski, Kathi Medcalf, Jamilyn Penn, Michelle Simpkins, and Annemarie Solbrack.

Call to Order

Claire Korschowski called the meeting to order at 2:07 p.m. Tawny Dotson asked Claire to chair the meeting in her absence.

Approval of Meeting Minutes

Claire called for a motion to approve the meeting minutes from the June 24, 2013, meeting. Lisa Fortson made a motion to accept the meeting minutes as stated. Kendra Fitch seconded the motion. The motion carried.

Approval of Bylaws

Claire opened the floor to approve the bylaws as presented. Tawny sent the bylaws for review in an email on July 12 to the membership. Claire asked for a motion to approve the bylaws. Debbie Collins made a motion to accept the bylaws as presented. Lisa seconded the motion. The bylaws were unanimously approved. There was no discussion.

Luncheon

Claire updated everyone on the details of the luncheon. The luncheon invitation was sent to the All Faculty and Staff last week. The idea is to invite not only people at this college but also other people that we know in the area.

Lisa has received several registration payments through the Click and Pledge. Costs are broken down individually: \$15 for the luncheon, \$25 for the membership dues, and \$15 for the book. The deadline for registration is July 31. Registration will be accepted at the door.

The luncheon is scheduled to begin at 11 a.m. on Tuesday, August 6, in the Sharon McGavick Conference Center. There will be a sign-in table. The first half hour will be a

networking session, which will allow for late arrivals. At about 11:30 a.m., the event will get started with serving a variety of boxed lunches, drinks, and desserts catered by the Rainier Room. The room will be set with round tables and linen table coverings. The table centerpieces will be the door prizes. There will be informal introductions depending on the size of the group and then we will roll into the panel discussion.

Lisa and Heather Ervin will be at the registration table. The Click and Pledge will be available for luncheon registration, membership dues, and purchasing the *Lean In* book.

There are three distinguished speakers on the panel: the chancellor from Pierce College, Michelle Johnson; Mary Moss from the Lakewood City Council; and Joyce Oubre from our Foundation Board. The board decided to craft some questions to ask the panel and would like the general membership to ask some questions as well. The questions can be submitted in advance to the board, so they can be ready prior to the event. Tawny will facilitate the panel discussion.

At the end of the lunch, there will be a pitch about membership and explanation of what you will get from your membership. Sharon Freeman will talk about programming for the year and how we will roll out the *Lean In* book and book discussions.

The board decided that throughout the year people can pay membership dues, and there will be a non-membership price, so at all times we are inclusive of anyone who wants to attend events. We are exploring payroll deduction for the \$25 membership dues. Membership is open.

Volunteers for Luncheon

Claire encouraged the group to consider volunteering to assist with duties before, during or after the luncheon. The Programming Committee is still looking for volunteers. The committee is focusing on six programs throughout the next year. Claire distributed volunteer sign-up sheets for the luncheon and programming. We will need help from people before luncheon to put the decorations and linens on the tables. There will be cleanup. Claire encouraged people to sign up and help.

Another area to volunteer is membership. Claire's job as vice president is to help with membership and recruit members and facilitate membership ensuring that everyone has paid and distribute membership information. A process to collect membership will need to be developed for the payment and collect information and determine how we need to communicate with members on what they are going to get for their membership dues. Claire will meet with eLearning to see what our options are for using Canvas as a tool to track membership and create an online community.

There will be one more general membership meeting prior to the luncheon. Lisa suggested that the subject line of the meeting request be changed from the AAWCC Kick-Off Luncheon Planning Meeting to the AAWCC General Membership Meeting because some members are unclear if they should attend the meeting. Debbie will revise the meeting request.

Adjournment

Tawny adjourned the meeting at 2:52 p.m.