



## NWHPEC Board Meeting

**Date & Loc: March 22, 2018 – Conference Call**

**In Attendance:** Rick Alvarado, Jennifer Ayers, Dale Gehring, Steve Richardson, Alex Thomason, Frank Twardoch, Julie Simmons. Guest: Josh Collins  
**Not Present:** Richard Carroll

Old Business		New Business	
<b>Tagline</b>	<p><b>Helping members create a culture of continuous improvement through shared learning experiences.</b></p> <p>*This is a purpose statement and a leading sentence that describes what HPEC does. Can be used on our website, membership materials, and conversations with people who want to know more about us.</p>	<b>Board Continuing Ed</b>	<p>Jennifer, Rick @ AME. Anyone else have a Continuing Ed opportunity? Contact Jennifer.</p>
<b>Secretary of State Docs</b>	Submitted.	<b>Membership feedback</b>	<p>Gaining good feedback through meet &amp; greets. Learning about gaps and where we can add value. 19 complete, 7 scheduled through early. Waiting to hear from 10. (36 total)</p>
<b>Learning Experiences</b>		<b>Membership Inquiries</b>	<p>New Member: Moonstruck Chocolates becoming. Two additional inquiries and site visits the first week in April.</p>
<b>Classes Held</b>	<p>None</p> <p><b>Intro to Lean:</b> April 17<sup>th</sup> @Phoseon (FULL), April 30<sup>th</sup> at ATI</p>	<b>Strategic Planning</b>	<p>Topics: Future topics, speakers, classes, assessments, course names.</p>
<b>Upcoming Events</b>	<p><b>Leadership Forum</b> with Col Athens: May 29<sup>th</sup> (Followed by Exec Session)</p> <p><b>IK/CK Basics:</b> May 29<sup>th</sup> @Columbia Edgewater</p> <p><b>PDCA:</b> June 7<sup>th</sup> @Phoseon</p>	<b>Financial Update</b>	
<b>Classes requested</b>	Intro to Lean (2 hosts identified), TPM (possible), TWI (possible)	<b>Finances</b>	<p>Currently in the red compared to goal. Recouping past due payments and collecting 2018 dues will bring us back into the green.</p>
<b>LHE</b>	3H: Leadership: Leading with Respect for the Heart, Head, and Hands. Pilot class on calendar in May.	<b>Membership</b>	<p>43 Total (Timbercon discontinued membership this month). 27 dues received</p> <p>Will announce Moonstruck Chocolates as a new member. Visiting two potential members the first week in April.</p>
<b>Benchmark Tours</b>	<p>Pilot a tour in April/May. Woodfold may be our first host. Topic: Health and Safety Best Practices</p> <p>TWI Class: \$65 per day for host (\$325 total per person), \$90 as a guest (\$450) to break even. Ensure class announcements only list the total cost and not the per day cost.</p>	<b>Collections</b>	<p>\$13,925 collected, striving for ~\$30K. The remaining payments are in process.</p>
<b>Class Pricing</b>	Continuing to gather feedback from members and reach out to potential speakers. Will finalize upcoming topics/classes in our Strategy Session.	<b>Policies</b>	<p>Dale, Jennifer, and Alex will continue to finalize policies for: Signatures on accounts, Self-reimbursement, Expense reports, Receipts, Cardholder Agreement.</p>
<b>Future Topics</b>		<b>Perkins</b>	<p>Will set up a meeting in April/May with Dale, Jennifer, &amp; Kim to help clarify timing on tax returns, chart of accounts, and other financial processes.</p>
<b>Upcoming Dates</b>		<b>Annual Audit</b>	<p>Planning to hold in April.</p>
<b>April Board Meeting</b>	April 26th (in person)		
<b>May Strategy Session</b>	May 9th (7am – 1pm)		
<b>May Board Meeting</b>	May 24th (via telcom)		
<b>Col Athens Leadership Forum &amp; Exec Session</b>	May 29th (8am – 9:30 am) Exec Session (10-11am)		