



## NWHPEC Board Meeting

Date & Location: December 11, 2018 (call in)

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

### Financial Update

<b>Balance Sheet</b>	Account balance is below target. All outstanding payments received. Low AR aging balance, with no collection concerns.
<b>Membership</b>	48 Total Members
<b>Tax Prep</b>	Identified a new CPA who is willing to prepare our taxes in January. Voted to depreciate training asset.
<b>Year End Review/ Budget</b>	Data has been compiled to review 2018 and prepare a budget for 2019.

### Learning Experiences

<b>Experiences Held</b>	<b>3H Leadership:</b> November 14 <sup>th</sup> @CECC (Full) <b>Agile for Leaders:</b> November 15 <sup>th</sup> @ESCO (Full) <b>Building Blocks for Trainers:</b> November 28 <sup>th</sup> & December 5 <sup>th</sup> @MEC (Full) <b>Agile for Team Members:</b> December 6 <sup>th</sup> @ESCO (Full)
<b>Upcoming Events</b>	<b>3H Leadership:</b> December 12 <sup>th</sup> @CECC (Full) <b>TWI:</b> Dec 17-20 <sup>th</sup> @A-dec <b>Intro to Lean</b> placeholder Feb 14 <sup>th</sup> (need host) <b>8-step Problem Solving (Hoseus):</b> February 19-21 <sup>st</sup> (Overview @Legacy, Workshop @Warn Auto)
<b>Unsched. Classes</b>	<b>Lean Culture (Richardsons):</b> May 14-16 <sup>th</sup> Coaching for Engagement (OHSU may host) Voice of the Customer
<b>Benchmark Tours</b>	Gathering volunteers through the member survey.
<b>New ideas</b>	Gemba walk with expert + tour of 3-4 local orgs so participants can experience a true Gemba Walk.

### Old Business

<b>Insurance Review</b>	Recommendations sent to the board. Action items are being reviewed and acted on.
<b>Board Member Candidates</b>	Julie Simmons term ends this month. A new potential candidate has been identified, we will wait a few months to reach out.

### New Business

<b>New Member Visits</b>	Two are scheduled
<b>Board Member term renewal</b>	Dale made a motion to re-elect the Rick Alvarado, Richard Carroll, and Alex Thomason (President) in their current role. Frank provided a 2 <sup>nd</sup> . Board vote was unanimous. A proxy vote will be sent to each company rep.
<b>Metrics</b>	Continuing to gather engagement metrics. <ul style="list-style-type: none"> <li>• 100% connection in the past 30 days</li> </ul> Survey sent to all members on 12/5 with a reminder on 12/12, due 12/19. Hoping to learn: <ul style="list-style-type: none"> <li>• The most popular topics for 2019</li> <li>• Are our members "promoters".</li> <li>• Suggestions for improved communications &amp; media.</li> </ul>
<b>Member Survey</b>	

### Action Items

<b>Depreciation</b>	Jennifer will clarify the impact of this action (to our P&L).
<b>Igniting Innovation</b>	Topic at next meeting – What? How?
<b>Insurance Als</b>	Jennifer will continue to work through the Actions identified during the review.
<b>Bank Account update</b>	Remove Julie Simmons from account access.

### Upcoming Dates

<b>Year End Celebration</b>	Jan 23rd from 3-5pm
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