

Board Meeting Minutes

August 4th, 2022

4:00 pm

Attendees:

Craig Madsen

Tom Platt

Hannah Tomlinson

Ken Visser

Doug Warnock

Meeting Called to Order: 4:11 p.m.

Secretary's and Treasurer's Reports: Minutes approved as submitted (Hannah). No change to treasures report. Current balance is \$6,073.47 (Craig).

Fall Meeting and Tour:

- The revised meeting schedule is posted to pnwsrm.org/meetings.
- Hannah, Ken, and Tom have created a call of presenters/posters that will attach as a supplement to the registration flier.
- Hannah will be the MC and introduce presenters at the meeting social and dinner.
- We will have to supply lunch and dinner to our guests. We should expect to feed six additional people and include that cost as part of our operating budget for this meeting.
- Country Catering in Davenport, WA will handle dinner. Dinner is \$30 per person. Craig will ask what the caterers expect for tips, so we can include that cost as part of our budget. Christ Kitchen will cater box lunches (\$16 per person). Refreshments for the social will cost \$400 and feed 30-40 people.
- Budget and registration proposed fee is \$145 @ 30 people to break even.
- Hannah will send out the flier to the University of Idaho. Ken can email the flyer to the cross-pollination list of neighboring societies.

- Registration date post is 9/21 @ \$145 and \$160 for a late fee registration. Student registration fee is \$100 and \$115 for a late fee registration. There is money set aside within our chapter and section to accommodate and cut students a deal to attend our meeting.
- The dead cutoff date is 9/28 for a meal count on registration. Registration after the cutoff date will not guarantee meals. Full refund until the first cutoff date of 9/21 and 50% thereafter. Cutoff registration dates will be mentioned on the flyer and our return funding policy on the website. Tom will update our website to reflect these changes.
- We will need a Porta Potties— pull behind a vehicle for Thursday-Friday (\$300). Details of who will pull the porta potty will be discussed at our September meeting
- Hannah will bake and donate cookies to the event for snacks.
- We have included \$150 budget for incidentals
- Tom has a line on AV Equipment. Craig will bring a laptop for presenters to share slides.
- Carpools will be arranged at the social event on Wednesday evening at the Wren Pierson Building. We need to mention there will be no group bus for the field trips on the flier.

Nominating Committee Report (Doug and Craig): Will Keller is willing to be a director. Richard Fleenor is considering to run/be nominated for secretary. We're missing an interested party for President. Hannah is willing to keep running for secretary but cannot take on a higher up position due to future family planning. Chapter meeting is tentatively scheduled for November 3rd, 2022 @ 7:30 p.m., via Zoom.

Meeting adjourned by 5:05 p.m.