

ORAHEAD Board Meeting Minutes: 10/20/2011 9:00-10:00

Attendees: Kari Hanken, Tim Spofford, Jennifer Gossett, Heather Stout, Harry Zweben, Karen Morehouse, Betsy Pacheco

Notetaker: Kari Hanken

**Topic: Future Conferences:**

Discussion of hosting the conference at a more affordable venue in a central location such as Salem. We want to mention this at the conference and also make sure this makes the listserve considering that some members could not attend due to resource issues.

**Presidents Report:**

Harry is working on a PowerPoint. He will ask each Board member to send 2 or 3 bullets about their role. Highlights: Financial, membership, website, CRCC, 2 recent conferences.

**Action:** Each Board Member send their bullet points to Harry

**Break Out Sessions:**

- Rick Muthiah-is going to facilitate the documentation group
- John H-is going to facilitate run suicide prevention group

The Board talked about what do to since we only had 2 members come forward to facilitate. We decided to table Financial Aid and Veterans-we are going to table these sessions possibly until the spring conference.

Jennifer G, Heather, Kari- willing to present notetaking models

**Action: Kari will contact Melanie Gangle to find out if she is willing to share a notetaking model from a private college perspective.**

**Conference Food:**

- Meal Numbers 50 per day to Surfsand-Karen M.
- All meal/food requests have been accommodated.

**Other Conference Action Items:**

- Decorations-Jennifer is taking care of this

- Name Tags-Karen is taking care of this
- Gift for speaker-**Betsy**
- Send out updated agenda-**Tim**
- Get a large print version of the agenda to post daily for the conference-**Kari**
- Send out email to membership about Pre-Dinner gathering for new members & reminder of door prizes-**Betsy**

Discussion to get to the conference early (11:00-11:30)

Betsy will keep a list of what needs to be done and who needs to do it. She will be arriving on Tuesday night to get things organized.

#### **Membership:**

Jennifer has received checks for membership

**Action**-Jennifer will forward them to the P.O. Box. She is keeping the membership forms and making a copy of each check.

We discussed the Vendor membership categories and worked on editing the category based on input from the membership.

Jennifer brought up the possibility that some members may fit under the vendor category and another category. The Board discussed adding a statement that addresses members who might fall into the vendor category and another category such as professional or institutional membership. **Action: Kari will send out to the group today for editing.**

#### **Other Business:**

Harry filed with the state so our ORAHEAD registry is good for another year-\$50.