

Cascadia RVW Annual Board Meeting January 31, 2015

Board members in attendance President: Lynda Byrd, President Elect: Elaine Ploegstra, Secretary: Penny Duex, Treasurer: Janet Adolphson, Registrar: Sage Macleod, Event Coordinator: Barbara Hatred, Advisor: Suzanne Larson

Adjunct Leadership members: Web Editor: Christine Taylor

The meeting was called to order at 11:10 AM by President Lynda Byrd.

Lynda welcomed the assembled members and quickly moved to the agenda items.

Reading of the minutes from October 18th, 2014 General Meeting at Fidalgo
Suzanne Larson moved to waive the reading of the October General meeting minutes. The motion was seconded by Christine Taylor and accepted by acclamation.

Board Updates:

Advisor to the Board by Suzanne Larson: Suzanne spoke briefly. Her only comments was she is glad to be working as an Advisor and supporting the new board and also looking forward to another year.

President's report by Lynda Byrd: Lynda chose to wait until later in the meeting to make comments as agenda unfolded.

President Elect report by Elaine Ploegstra: Working on Event sites for 2016. Port Townsend will need deposit paid by April which will be coordinated with Treasurer. Five sites are confirmed so far. Elaine also questioned if Job Descriptions are posted on website. After discussion, descriptions are on a thumb drive and will be posted to the website by Christine Taylor for viewing by members who may be interested.

Treasurer's report by Janet Adolphson: Janet gave a printed report and added that we ended the year within budget.

Beginning balance 01-01-14: \$7,522.81
Income \$1,994.91
Expenses: \$3,926.23
Ending balance on 12-31-2014: \$5,591.49

Secretary's report by Penny Duex: No comments. Guyla passed on everything fully up to date, nothing new to report.

Registrar's report by Sage Macleod: Delighted to see the every event is filling up quickly.

Club Leadership Reports:

Membership Chair: Sharon Fowler: not in attendance. Sent Spread sheet of current Cascadia Membership.

Janet questioned what to do if Cascadia dues are paid but national dues are not. President Lynda Byrd asked to be notified in those situations and she would speak directly with member to resolve.

Web Administrator's report by Christine Taylor: Event website is up and working with one known problem related to the Oct. event registration. Christine is working to make sure that old information is no longer posted. Problem is that this information is listed in multiple spots, so when link is deleted it can still be embedded in another link. These can be corrected, but Christine needs to know where the incorrect information was found so it can be corrected.

Old Business:

- **Membership Chair:**
Previously using three lists to track member dues and waiver information. Wavier information is updated for the most part and is given to the president to get waivers as needed. Board agreed that the Membership Chair position has served the purpose and is no longer needed. The remaining functions will be rolled into the Treasurer and Secretary positon on a trial basis. Elaine Ploegstra moved and Barbara Hatred seconded. Accepted by acclamation.

New Business:

- **Cascadia Clothing;** Board agrees to switching Cascadia clothes vendor to the vendor that is used by National RVW. Rather than waiting to build a minimum order, members will now be able to order one item with either Cascadia or RVW logo and ship directly to member. Proposed that we announce at next event and have a computer on hand to help non tech members navigate our web site. RVW.com>make profile>members only>apparel and goods. Suzanne Larson will make sure the new vendor has the Cascadia logo.
- **Yearly budget review:** Discussion lead by Treasurer Janet Adolphson reviewing actual income and expense report to create a new proposed budget. Increased a few expenses to reflect actual monies spent for ink, paper and supplies. Added new expense item Web Master to expense report.

Estimated income \$4,281 (Auction Year)

Estimated expense \$3825

Question came up if we should be recording charity donations collected throughout the year. Janet will check with National and adjust budget accordingly.

- **Registration Review/New process.** Sage MacLeod reports process is going much smoother this year. Events date can be booked Thursday thru Monday, even though official event dates are Friday thru Sunday. This will help the park assist us better and members will not have to move sites.
Sage also plans to visit parks directly that do not respond to phone calls/emails to minimize registration and check in issues.

Board adjourned for lunch at 1230 and reconvened at 100pm.

- **Event Activities 2015:** Barbara Hatred took us through each event and which ones had captains and which one did not. Her goals for the year are as follows:
Promote new member involvement.
Continue to have club photographs of all events for showing at Volunteer Appreciation in Oct.
Promote spontaneous and small group activities: Physical activity such a bocce, horse shoes, biking and/or walking, weather permitting and venue appropriate.
Adding puzzles and crafts or other informal small gatherings ie: discuss RV maintenance.

Barbara has been in touch and working with Event Captains for Ferndale Event. Theme of event is "Big 5" where everything will happen in fives. Westport and Leavenworth have no Captains. Both are festival weekends and it was suggested that we get and post scheduled events of each festival so member know what is going on in town.

October the Board will be the Event Captains and host the Volunteer Appreciation Event.

Question presented about fund raising and do we want to have one at every event. Board would like to see every event have a local charity represented. Event Captains can decide what charity they would like. If they are uncomfortable with this task, then someone from the board will take over the responsibility. Discussion about community charity support from Cascadia will appear in the National magazine soon.

Secretary Penny Duex was asked to be responsible for collecting all charity funds and for sending out a letter and the donation to the charity as part of her secretary function.

One Event email will be sent to Events Captains and those involved in the event as well as members registered for the event. The email will contain links to information posted on the website. Janet will create a Marco to input email addresses to target each event. This should reduce the amount of emails going out for each event.

It was also suggested that scribes need to be educated on timeline for submitting event write ups and a deadline communicated. Scribes so far this year are Kathy Oxner, Leanna Davis and Laura Scholefield, all of whom volunteered at October's General Meeting.

Good of the Order:

- **National Chapter Financial Statement:** Due to national by February 15th, 2015. To be prepared by Treasurer and reviewed by President.
- **Update to Newcomer Packet:** Secretary will take on responsibility to mail out welcome letter to each new member and include a Cascadia patch. Would like to see Members with sewing machine bring them to selected events and offer to sew patches on clothing.

The Board decided that the Sunshine Girl functions might be better served by the Secretary as she is involved in the ongoing communications and activities of the Board. Lynda Byrd will talk with Nola Wynn (current Sunshine Girl) about this change. Penny Duex, Secretary, will get the Cascadia cards from Guyla or Nola.

Misc.

This is an Auction year. Lynda Byrd, Linda Clark and Suzanne Larson will chair the auction. President Lynda Byrd would like every Board member to be responsible for presenting an auction item during the live portion of the auction.

Remember to have FUN!

With no other business to conduct the meeting was adjourned at 1:30PM

Penny Duex
Secretary