



ALASKA, ARIZONA, CALIFORNIA, HAWAII, IDAHO, NEVADA, UTAH, WASHINGTON, AND THE PACIFIC RIM INCLUDING WESTERN CANADA, AUSTRALIA,

## **PCCHA Executive Board Meeting Notes**

**100718 @ 1:30PM (Hawaii Time) 60 minutes**

**Present: Patrick Haines, Laurie Morgan, Michelle Laabs, Donna Hash, Brian Davies, Julee DeMello, Luwissa Wong**

**Not Present: Barbie Vanderboegh, Cynthia Mauzerall, Laurel Halsey, Belinda Vea**

### **Minutes**

#### **1. Review of Meeting Minutes**

- a. Julee moved to approve September's meeting minutes, Michelle seconded.

#### **2. Department Updates**

- a. Member at Large: Research and Grants
  - i. Not present, no updates
- b. Member at Large: Awards
  - i. Brian will be presenting Ruby Rich Burgar Award during the membership meeting. The recipient will not be present to accept the award but Brian will accept on her behalf.
- c. Treasurer's Report & Update
  - i. Julee will send out the reports.
  - ii. PO Box worked well
  - iii. Julee raised the question about changing the signature authority for PCCHA bank accounts so that the PCCHA credit card can be used. Michelle suggested Chase as a possible bank. Julee will look into it and let the board know the next steps during the November board meeting
- d. Secretary Update
  - i. Not present
- e. Newsletter Update
  - i. Luwissa will put together the next newsletter to be sent out to the membership
- f. Historian Update
  - i. Donna is working on the google drive, updating the minutes/newsletters
  - ii. Laurie suggested capturing photos from the conference and sending it to Donna to include in the google drive
- g. President Elect Update
  - i. Update below under item 4

- h. Past President Update
  - i. Not present
- 3. **Region 6 Update:**
  - a. Not present
- 4. **Board positions 2019**
  - a. Michelle is working on recruiting board members for 2019. She will send Luwissa content to start the recruitment process.
  - b. We have the following vacancies:
    - i. VP Elect 2019
    - ii. VP 2019
    - iii. Student Rep
    - iv. Regional Rep (beginning June 2019)
    - v. Members at Large
- 5. **Conference 2018 Update and Roll Out**
  - a. Attendance is looking good
  - b. Website – ACHA staff was a great help
  - c. Program was done by the MFA student at SJSU
  - d. Laurie asks that the EC engages with the sponsors
  - e. Each member asking for CEUs will need to sign in, attend the breakout session, and complete the evaluation online
  - f. Michelle will work on door prizes
- 6. **Additional Agenda Items**
  - a. Member meeting and What to Expect
    - i. Presenting of Awards
    - ii. Order of things
    - iii. Finalize agenda for 10/9/18

Donna made motion to adjourn the meeting, Michelle seconded.