

Date: 29 July 2011

**Chapter leadership changes from 2010:**

- ✓ New President elected - Bonnie Miller
- ✓ New Vice President elected – Mike Adamkiewicz
- ✓ New Bylaws Committee Chair/appointed Board- Susan Cruikshank
- ✓ New Education Committee Chair/appointed Board- Vani Jain returned after interim off
- ✓ New Interim Event Management Committee Chair/appointed Board - Mike Adamkiewicz
- ✓ New role of appointed regional Event Managers/non-Board: Kathy Howland for North Bay with Debra McFayden as back-up, Debra McFayden for Peninsula with Kathy Howland as back-up, Gina Hashem and Kakali Hossain for East Bay, and Katya Shrayber for South Bay.
- ✓ New Volunteer Committee Chair/appointed Board- Samantha Spiegel and Heather Brown appointed Co-Chair.
- ✓ New Communications and Technology Committee appointed member/non-Board Co-Chair Karen Morris.

**2011 Event Calendar on track:**

- ✓ Feb Annual Planning Meeting
- ✓ April Peninsula Educational Event
- ✓ May East Bay Educational Event
- ✓ June Peninsula Educational Event
- ✓ July Peninsula Networking Event
- Sept South Bay Educational Event
- Sept Sacramento Networking Event –new area, member request
- Oct North Bay Educational Event
- Oct East Bay Networking Event
- Nov Annual Year End Holiday Event

**Additional updates:**

Bylaws Committee

- ✓ Drafting a revision to term of elected and appointed Board

Communication and Technology Committee

- ✓ New business practices written for iContact email distribution, website management, and event photography
- ✓ Website revisions early 2011

Education Committee

- ✓ New SME panel and speaker panel appointees
- ✓ All 2011 speakers and topics secured

Event Management Committee

- ✓ Continuing the zero cost (members) to low cost (non-members) registration fee and continuing to use ACRP online registration support.
- ✓ Continue to attract capacity attendance at events
- ✓ Refined Event Management business practices
- ✓ All 2011 event venues secured, successfully used 2 new venues in Q2

Sponsorship Committee

- ✓ Sean Gerstenlauer and Bonnie Miller manage new and ongoing sponsors. Several single event and no annual sponsors
- ✓ Sponsorship business practice and vendor invoice/code of ethics revised
- ✓ Sponsor tracker created

Membership Committee:

- ✓ Continuing with low (\$20) Chapter membership dues

Volunteer Committee:

- ✓ Many new volunteers oriented and assigned, a few returning from interim time away, many continuing from last year.
- ✓ Most volunteers assigned to crew at regional events
- ✓ 2011 Volunteer Directory created including continuing 2010 volunteers
- ✓ New business practice for confirming NCCACRP status of new and continuing volunteers

Back up for all Committee Chairs/Board:

- ✓ This goal has been in progress since mid-2010 and is mostly accomplished.
- ✓ President and VP continue to provide further back up to all Committees.

Business practices:

- ✓ President reviewed and initiated revisions or creation of new with/by Committee Chairs and members

2011 Budget:

- ✓ Reviewed conservative and best case scenarios in Q1. Revisited in July-Aug.
- ✓ Decreased revenue from sponsorship in Q1-2 and one-time additional costs for projector and banner
- ✓ This is balanced by conservative management of event expenses and several potential new/returning single event sponsors.

Prepared/submitted by: Bonnie Miller, President