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
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.