



### **AKEN Board Meeting Minutes**

Monday, May 14, 2018 from 11:00am-12:00pm by Zoom

**Attendees:** Alex Olah, Alda Norris, Emily Alvey, Danielle Reed, Rebekah Moras

Meeting started at 11:05 am

1. **Introductions:** Danielle gave brief overview of board, mentioned six meetings for year; each board member present mentioned what they do (Alda- secretary, Alex- membership, Rebekah- vp, Dani- president). Clarified for potential student liaison Emily that not everyone works for the same entity- Alda is at UAF, others on call are at UAA, Diane- treasurer is at ANTHC). Emily is a distance UAF student in Kodiak interested in an interdisciplinary PhD.
2. **New Student Liaison:** Dani created student flier, find it in AKEN folder on Google Drive.
3. **Treasurer update:** Diana emailed that “The Treasurer’s report is that we have \$3618.43 in the AKEN account. No new membership fees have been received since the last report and the PayPal account balance is \$0.00 (I already transferred the previous payments over to our Alaska USA acct).” A previous member just renewed after not realizing they lapsed. Can someone sign off on \$15 reimbursement to Rebekah for AKEN snacks at 4/30 general meeting? She can then work with Diana for reimbursement.
4. **AKEN email:** [alaskaeval@gmail.com](mailto:alaskaeval@gmail.com). Rebekah will check from now until end of fiscal year, then hand off. What criteria for archiving versus deleting? Will ask Diana. Alda will put email on website; can be used on fliers now that we are checking it.
5. **Website:** Put event with registration for April General Meeting up on website (3/29) and made membership bios public (3/29).
6. **Committees:** Alex Olah is the new Membership Committee chair.
7. **General Meeting:** Discussed feedback, Alex suggested more interaction. Board agreed it’s a good idea to add an “open sharing” type slot at end of meeting where people can share thoughts, job openings, etc. for membership. Every third Thursday suggested for upcoming year to alternate general and board meetings. Rebekah will work on scheduling the next general meeting.

8. **Conference 2019:** Anchorage BP booked for Thursday, 4/18 (posters) and Friday, 4/19 2019. Committee will discuss ideas such as keynote speaker and Zoom for some sessions. Will try to make accessibility principles a central piece. Rebekah will schedule first working committee meeting. Dani will work on a “save the date.” Emily will share it with her professors.
9. **Listserv:** Need to figure out how/when to use Google group versus membership list from Wild Apricot. Can we use the listserv for evaluators to get other evaluators to pilot their surveys? E.g. Meghan’s Birchwood Camp survey. Not resolved.
10. **Newsletter:** Needs to go out by end of May. Should be a membership-only document. Dani will discuss listservs with board before deciding how to distribute. Will be used to advertise general meetings, highlight AKEN members, and highlight general AEA news (webinars, 360, Coffee Breaks, conference, etc.).

**Adjourned 11:51am**