



Minutes Monday, March 26, 2018
AKEN Board Meeting via Zoom
11:00-12:00pm AKDT

1. Treasurer update:
 - a. \$3818.29 in account at Alaska USA with a reminder sent out for dues. At least three emails have been sent regarding renewals and notices of expirations.
2. Committees:
 - a. Alex Olah (CHD) is interested in serving on the membership committee. Rebekah asked if a nomination is necessary to appoint a committee chair. Corrie clarified that it is not required in bylaws to elect them and we can direct appoint.
 - b. Rebekah has made a list of groups in Alaska, both private and state, that do evaluation. She will provide the list to Alex for recruitment efforts. Alda and others will add names to send fliers to such as instructors of evaluation courses.
 - c. Danielle also mentioned preparing an elevator speech to take to Alex and other folks helping with recruitment efforts.
3. **General Meeting - April 30th, 12-1** (shortened from 11:30, board felt 1 hr was best)
 - a. Location: Center for Human Development? Tiaja could be liaison.
 - b. Speaker: If no volunteers, watch an AEA coffee break? Rebekah will ask Michael from the Trust if he would like to present.
 - c. Danielle has a generic template she can share for a flier.
4. Conference 2019
 - a. Potential budget: TBD based on booking BP Energy Center
 - b. Dates & Location update from Rebekah: preferred times at BP (March 8th and 22nd, 2019) are already booked. She will put in another request by April 1st to get priority, we need to choose a different Friday. Rebekah will be available the day before to facilitate poster set up. We need to look into food costs if BP requires us to use their catering.
 - c. "Working Committee" with accessibility coordinator needs to be assembled. Alda and Diana are happy to promote the event but not serve on the committee. Corrie is willing to assist the committee but not be the prime coordinator.
 - d. [Conference Archive here](#). Last conference's registration fees were \$25 for regular members, \$10 for students, \$65 for nonmembers (which included a year of membership along with conference registration)
5. Listserv management- Corrie adds or unsubscribes people upon request through Google groups. Danielle asked how strict do we want to be about members versus non-members receiving information?
6. [LAC - AEA Local Affiliate Collaborative](#) contact

- a. Updated Corrie's contact information; may switch to current Board member in fall
- b. Rebekah, Dani, & Alda may participate in national calls- first Friday each month

7. Newsletter

- a. Dani suggested starting a newsletter through Wild Apricot that advertise general meetings, highlights AKEN member, highlights AEA news (webinars, 360, Coffee Breaks, conference, etc.). Corrie agreed that regular communication with members is important and could be tied to bi-monthly meetings (6 per year). Board agreed that first issue should be sent by end of May (before June general meeting).

Next meeting: Monday, May 14th at 11am

Adjourned at 11:42 AM