

January 15 *Report of Goals, Activities, Accomplishments, and Plans for July – December.*

June 15 *Report of Goals, Activities, Accomplishments, and Plans for January – June.*

S/R/C: Northwest (WA, ID, MT, OR)

Date: June 1, 2018

Current/Upcoming Leader(s): Liz Coleman, President

Email: colemanl@lanec.edu

1. Describe your major S/R/C goal(s) for the past six months:

- Increase chapter membership and attendance at annual conference by inviting Leonard Geddes to be our Keynote speaker and presenter for our pre-conference session.
- Recruit and fill open board positions of President-Elect, Secretary, and Treasurer.
- Create three official non-board positions one to assist the secretary with communication, one to maintain the website and blog, and one to help the president with the conference planning and execution.
- Promoting regional participation educates others about the national organization.
- Offer a conference that was indeed larger with proposals and participation.

2. Activities implemented to accomplish this/these goals (attach documents if appropriate). If goals were not met, please indicate what was preventing your SRC from meeting these goals? (indicate what resources or training that your group needs).

- Held our annual conference on May 11 & 12, 2018 at University of Portland.
- Thanks to the pre-conference presentation keynote by Leonard Geddes, attendance at the conference grew from 80 in our previous year to 114. We had planned for a larger turnout so prepared a larger space.
- We reduced our fees to students who presented to \$15 to cover the cost of food only. This increased the number of session offerings and included more content from the tutors' perspectives.
- We organized roundtable discussion topics during lunch, focusing more conversations across institution member rather than college groups hanging out together.
- Board met via Google hangouts every week for planning conference.
- Held our annual board meeting and nominated the next round of board members:
 - Jeffrey White from University of Portland (previous Treasurer) as President-Elect
 - Kristen Morgan, Pierce College, as Secretary
 - Adrienne Beebe, Chemeketa, as Treasurer
- Created additional volunteer positions to be assigned by and support board members:
 - James Gapinski, Chemeketa, will continue as Webmaster and Blog writer
 - Jossie Brown, EWU, will lead communications working with our secretary
 - Megan Damon, Pierce, will be a volunteer coordinator for the conference
- Our board will meet every two weeks over the summer.

3. Summary of any S/R/C Funding requests, including outcomes:
We applied for and received \$1,000 funding for a portion of the following; keynote speaker, the venue rental and food. These funds were used for these purposes.
4. S/R/C-related activities at the Annual Conference:
Several of the board members attended last year's national conference. We purchased enough totes with the CRLA brand and offered them to our local conference attendees last year. We have enough remaining for next year's conference. We advertised the national conference in our conference program, newsletters and will continue to keep the blog refreshed with reminders of the conference and volunteer opportunities. As incoming president, I will attend the conference and we hope to host a hospitality suite again at the 2018 national conference.
5. Your last S/R/C newsletter or communication was sent to members on December 15, 2017.

Your next S/R/C newsletter or communication will be sent to members on June 29, 2018.
6. Describe your major goal(s) for the next six months:
 - Improve regular communication and organization of plans and documents.
 - Survey our members to find the best weekend and location for our 2018 conference. We hope to schedule it earlier in the year than May 11 & 12 for a variety of reasons.
 - Evaluate effect of the nationally recognized keynote speaker and Pre-conference facilitator on attendance.
 - Acquire funding from CRLA at every opportunity.
 - Provide an opportunity for the new board members and volunteer leaders to work effectively and efficiently together.
 - Increase membership, by keeping the blog active, and offering resources to our members as well as a vibrant conference.
 - Initiate the creation of an Advisory board with membership from past leadership, national CRLA leadership, other regional professionals with expertise.
7. What services and activities you are considering to help meet the goal(s):
 - We have initiated a Trello Team Drive to organize the tasks to be completed by individual and group team members.
 - We have created a Google Team Drive to house documents that we will share information including Blog and newsletter articles and important documents. This will replace a Google folder that has become unwieldy. We will create folders strategically so all information will have a place.
 - Two surveys are being created. First to assess the impact of Leonard Geddes, a nationally known speaker on the attendance and awareness of our regional organization. Second, to solicit opinions about locations for the conference and possible weekends to find the time and place that will generate the largest audience.
 - Regular meetings are being scheduled every other week during the summer. Trainings on the use of Trello and Google Team Drive is provided to those who need it.

- Outreach for Advisory members
- Create a hospitality event at the national conference to invite more members from the NW region

1. Assistance you need from the Coordinator of S/R/Cs and/or the CRLA Board?

I am not certain of everything yet, but I expect the following for now. This is my first time in a leadership role, and I will have help from the past president, Jenn Silkey and other board members, but your help will also be welcome!

- We will need help planning a Hospitality event at the national conference for our NW members
- We might explore a Pre conference and Keynote speaker from the CRLA board membership at our next conference. If so, I will want help identifying who can present about what, and who may be closer to the west coast to reduce travel costs.
- Membership in our newly established Advisory Board
- Anything else you can suggest!

2. Does your S/R/C Page accurately reflect the current and/or upcoming SIG leader's name and contact information? ___Yes No If not, please include updated information.

The webpage address has changed to <https://www.nwcrla.com/>

Our blog address is <https://www.nwcrla.com/blog>

The President information is: Liz Coleman
colemanl@lanecc.edu

Please email this completed form and any attachments to the SRC Coordinator, Lauren Humphries, at lauren.humphries@bucks.edu.