

**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:** NWCRLA

**Date:** 12/20/2018

**Current/Upcoming Leader(s):** Liz Coleman

**Email:** colemanl@lanec.edu

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

- Developed an improved system of communicating and collaborating among Board members through a Google Team Drive. Organized older files and folders and systematized where to put appropriate documents.
- Improved the website for accuracy, clarity and interest
- After surveying members, we moved the conference date from May to March
- Changed the conference location to reduce cost
- Evaluated the positive effect of Leonard Geddes as our speaker last year. Our membership grew, and we have learned that many of our stakeholders are seeking CRLA certification, informing us to make the decision to invite a national CRLA board member to be our speaker this year.
- Initiated the creation of our Advisory board

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).

- We designed a flyer for our conference in time to bring it to the national conference. See attached.
- See our website at <https://www.nwcrla.com/>
- Started using MailChimp to communicate with members. It's easy, has analytics on reception, looks professional, and recipients can unsubscribe.

3. Summary of any S/R/C Funding requests, including outcomes:

\$1,000 received in June 2018 was spent for our Keynote and preconference presenter: Leonard Geddes. Having well known name was the positive attractor for new people to become members and attend our regional conference.

4. S/R/C-related activities at the Annual Conference:

- Presented at the LACSM SIG preconference session.
- Promoted our conference, and encouraged attendees to submit proposals
- Held a luncheon for our NW members
- Had discussions with board members about inviting a speaker for our regional conference. They helped us select Shawn and discussed how they can support his attendance.
- Presented a 90 minute session on Emotional Intelligence – well attended and reviewed

5. Your last S/R/C newsletter or communication was sent to members on 11/16/18

Your next S/R/C newsletter or communication to be sent to members on 12/20/18

6. Describe your major goal(s) for the next six months:

- Host a conference in March that is well attended and attracts new members to CRLA.
- Create a system to encourage a wider pool of nominations for open Board Positions increasing the healthy and diversity of our organization.
- Expand our recently developed Advisory Committee consisting of past presidents, Jon Mladic, and others for ongoing input and advice
- Survey our regional stakeholders to discover methods for improved outreach to those who are unable to attend our conference. Possibilities may include mentoring, on-site trainings from members with experience, funding for food at regional meetings, etc.
- Build a system to expand our member participation in volunteer projects.
- Find a Washington institution that would like to host the conference every other year to reach our northern states regularly.
- Apply for and receive CRLA funding at every opportunity
- Change our bank account used by NWCRLA, and create a regular system of updating signers when leadership changes.

7. What services and activities you are considering to help meet the goal(s):

- Clear and regular communication with current members and non-members in our region
- Weekly meetings with the current board using Zoom
- Designed a Google form for nominating board members
- Board members are meeting weekly, even during the break via Zoom.

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

- We will apply for the annual \$1,000 to help pay for cost associated with our conference in March and the execution of other goals related to outreach.
- We will request National CRLA SIG funding if necessary and appropriate.

9. 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.

Liz Coleman, President  
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Please email this completed form and any attachments to the SRC Coordinator, Lauren Humphries, at [lauren.humphries@bucks.edu](mailto:lauren.humphries@bucks.edu).