

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 (OR, WA, MT, ID)

Date: June 15, 2017

Leader(s): Jennifer Silkey, President

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

- Increase our chapter membership and improve our annual conference attendance
- Enhance and improve the experience for our conference attendees
- Recruit and fill the pending Executive Board position opening (President-Elect)
- Provide local professional development information and activities
- Update our chapter by-laws
- Expand involvement of our members in operations and conference planning; develop broader participation in the chapter to ensure long-term sustainability
- Promote regional membership interest and participation in the national CRLA organization

2. Activities implemented to accomplish this/these goals (attach documents if appropriate):

- Held our 2nd Annual Conference, May 12-13 at the University of Portland; attendance nearly doubled from 42 in 2016 to 81 in 2017. We had to close registration several weeks before the conference, as our venue capacity was only 80.
- Had 4 strands at this year's conference, including the newly added Equity and Inclusion, to provide a rich experience for our conference attendees.
- Used our CRLA funding to host a dynamic keynote speaker and attendees overwhelmingly were satisfied with his presentation.
- Drafted updated by-laws; we will distribute to membership beginning Sept. 1st and use email voting Nov. 8-10.
- Collected and reviewed responses to our post-conference satisfaction survey (see attached). We were very pleased with the survey results – this conference was the best yet!
- Appointed a Communications Officer, James Gapinski from Chemeketa Community College, to manage our website and social media.
- Established two committees and appointed chairs; Conference Planning Committee chaired by Matt Dudek from Chemeketa Community College and the Keynote Selection Committee chaired by Chareane Wimbley-Gouveia of Linn Benton Community College
- Purchased a license to use Quickbooks; Treasurer will be able to provide statements more quickly and thoroughly.
- Created a Blog on the website. This will allow for communication and networking among members and between the Board and membership.

- Held our annual membership meeting (at our conference) and Liz Coleman from Lane Community College is our President-Elect. Our Executive Board is fully staffed. We have been meeting weekly for pre- and post- conference planning and debrief. We plan to meet monthly over the summer. Our next board meeting is June 28, 2017.
- Collected a list of colleges in our area and researched contact information for key individuals that might be interested in NW CRLA; conference informational emails were sent to this group. Several attendees were from schools that had not had prior contact with NW CRLA since our revival.
- Developed on-going professional development opportunities in the region through creation and expansion of our website, regular newsletters and networking opportunities at our conference.

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

The bulk of our funding requests (see attached documents) were related to our conference. Our conference this year was rated even better than our conference last year in terms of meeting the professional development needs of attendees from our region. The additional funding allowed us to make choices that added to overall attendee satisfaction and to send them back to their institutions with a NW CRLA branded tote. Our overall registration and money collection were greatly enhanced with our ability to collect online payments.

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

We intend to host the regional meeting. We will have "Northwest Chapter" ribbons available for badges. We are also planning a get together that evening. Last year we were able to do a hospitality suite. We contacted the hotel for this year's event and it there do not appear to be facilities for a suite. We are considering a dinner or other gathering. We would love to hear any ideas for activities that other S/R/C's have done in the past. We will have "Save the Date" cards for our regional conference as well as a detailed call for proposals. We intend to have marketing pieces (format TBD) with our website to pass out to regional attendees.

5. Your last S/R/C newsletter or communication was sent to members on: **June 2, 2017 (see attached)**

Your next S/R/C newsletter or communication to be sent to members on: **August 22, 2017**

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

- **Enhance the year-round value of NW CRLA membership (and by extension, CRLA membership). We discussed at a recent board meeting that we want to have both a vibrant, well-attended, annual regional conference and an active, supportive chapter with value to members that are not able to attend the regional conference.**
- **Fully establish 3 committees and have them meet over the summer to allow us to spread more of the conference planning work over the entire year and involve more of our membership.**

- **Update the by-laws to help us with our strategic planning and other activities.**
7. What services and activities you are considering to help meet the goal(s):
- **Continuously add content to our website; specifically our member blog and library.**
 - **Hold committee and board meetings.**
 - **Secure a keynote speaker for next year's conference.**
 - **Host a regional meeting at the national conference.**
 - **Host a regional activity at the national conference.**
 - **Purchase items for marketing NW CRLA at the national conference and for next year's conference.**
 - **Continue to send out newsletter to our regional members.**
 - **Contact NADE and distribute the funds in our account that we do not own.**
 - **Update and implement our strategic plan.**
8. Are you submitting a Funding Request? Yes No
If yes, please submit with this report.
9. Assistance you need from the Coordinator of S/R/Cs and/or the CRLA Board?
Several members of our board will be attending the national conference. We'd like more information on what else we can be doing to ensure our revived chapter stays healthy and strong. We would welcome any available mentoring from experienced S/R/C leaders. We are looking for ideas on what we can do for our local members that are attending the national conference (in addition to the regional meeting).
10. Does your S/R/C Page accurately reflect your name and contact information? Yes No If not, please include updated information.

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Please email this completed form and any attachments
to the Coordinator of S/R/Cs so that it may be placed on the CRLA website.