



**NWHPEC Board Meeting**  
**Date & Location: March 11, 2020 (ESCO)**

**Present:** Rick Alvarado, Jennifer Ayers, Richard Carroll (call), Josh Collins (call), Dale Gehring, Traci Rieckmann (call), Alex Thomason, Frank Twardoch  
 Special Guest: Theresa Mills

Financial Update	
<b>Balance Sheet</b>	Dues receive rate is higher than average in Jan/Feb.
<b>Membership</b>	Lost three members so far, gained five.
<b>Form 990</b>	Filed
<b>Financial Disp. F-1</b>	Updated to represent current recurring expenses.

Learning Experiences	
<b>Experiences Held</b>	5S Workshop w/Lean Portland @VPS iTech: March 3
<b>Upcoming Events</b>	3H Teamwork Session 1: March 19 <sup>th</sup> (may postpone) Intro to Lean: April 7 <sup>th</sup> (may postpone) Webinar - Remote Kaizen: April 8 <sup>th</sup> 3H Teamwork Session 2: April 16 <sup>th</sup> A3 Coaching for Problem Solving: April 21-22 <sup>nd</sup> Webinar – Energy Waste: April 23 <sup>rd</sup> Maintenance SIG: April TBD OHSU Tour: May 29 <sup>th</sup> TWI: Aug 17-21 <sup>st</sup>
<b>Unscheduled Classes</b>	Future Webinars (finding topics/speakers) Benchmarking Tours (scheduling in process)
<b>Trending</b>	No requests at this time

Old Business	

New Business	
<b>Metrics</b>	Continuing to gather engagement metrics. <ul style="list-style-type: none"> <li>• 50 touch points (everyone contacted this month)</li> </ul>
<b>Survey</b>	26 members responded (60%), provided some good insight for potential learning experiences; will need to monitor COVID.
<b>Board Term Renewals</b>	Dale made a motion to accept the following term renewals at the stated periods. Alex 2 <sup>nd</sup> . <ul style="list-style-type: none"> <li>• Alex Thomason (2 year)</li> <li>• Richard Carroll (1 year remaining)</li> <li>• Rick Alvarado (2 year)</li> <li>• Frank Twardoch (1 year)</li> <li>• Josh Collins (2 year)</li> </ul>
<b>Membership Guidelines</b>	Changes were approved, document has been updated. Will be sent out in an announcement to all primary contacts later this month.
<b>Meeting date</b>	Move to the 2 <sup>nd</sup> Thursday of each month to avoid holidays.

Action Items	
<b>Form F-1</b>	Make approved updates (Jennifer)
<b>Membership Guidelines</b>	Share with members (Jennifer)

Upcoming Dates	
<b>April Board Meeting</b>	April 9 <sup>th</sup> (call)
<b>Annual Strategy Session</b>	May 13 <sup>th</sup>