

ASLCSC *Coeur d'Alene*  
Retreat Minutes  
Monday August 20<sup>th</sup>, 2007  
10:00am-3:00pm  
LCSC Harbor Plaza Suite 215 (10:00am- 12:00pm)  
Bonsai Bistro (12:00pm – 3:00 pm)

- I. Meeting Called to Order by Chairperson Ashley Anderson at 10:15 a.m.  
ASLCSC members present: Ashley Anderson, Jennifer Duncan, Katrina Williams, Julie Brown, Serena Worobel (12-1:30 p.m.). Absent: Terri McCree
- II. Job Duties Outlined for each position- Ashley read through each job description and then asked each council member if we had any questions regarding our positions and duties for the year. Three questions were brought up:
1. Who does the Treasurer report too?
  2. What exactly are the Sec/Treasurer's web site responsibilities?
  3. What is the exact procedure to procure funds for CDA events?
- Ashley will have the answers to these questions by the next council meeting if not before.
- III. ASLCSC Fall Meeting Schedule- The Fall Meeting schedule was discussed and no changes were made.
- a) The fall meeting schedule that was decided upon at the August 6<sup>th</sup> meeting was discussed and no changes were made.
  - b) The Fall meeting schedule remains as follows:
    - a. When: The second Friday of each month (September 14, October 12, November 9, December 14)
    - b. Where: Harbor Plaza Suite 215
    - c. When: 1:00 p.m. – 2:00p.m.
  - c) E (executive)-Board meetings were discussed as a necessity for the council to go over agenda issues and internal housekeeping matters before each official Council meeting that is open to the public. One possibility brought up by Ashley is to have an E-Board Blog so it is not necessary to schedule a physical E-board meeting every month. This was agreed to be the best option, Ashley will look into the viability of this option and report back to the board before the September 14<sup>th</sup> council meeting.
  - d) Attendance: Ashley briefly reminded the council that attendance is mandatory to all scheduled meetings, however, if a member cannot attend; advance notice needs to be given to the Chairperson (Ashley) as soon as the member knows they will miss the meeting.
- IV. Member Contact Information: All member contact information and work/school schedules were updated and verified. Ashley will e-mail final copies to all members as soon as changes have been made.
- Lunch at Bonsai Bistro 12:00 pm in Back Room**
- V. Member Goals~ each member present explained their personal goals for the ASLCSC-CDA 2007-2008 year.
- VI. Ideas for Student Events, Recognition, & Activities
- a) Fall Events: The fall events that were agreed upon were:

- a. Corn Maze (October 20<sup>th</sup> tentative date) - Julie will research this activity and get back to the members at the September 14<sup>th</sup> meeting.
- b. Christmas Tree tag/cut party (December 15<sup>th</sup> \* tentative date)- More information will be forthcoming
- b) Spring Events: The spring events that were agreed upon (tentatively) were:
  - a. Super Bowl Tail-gate party (Late January)
  - b. Tubing- (February)
  - c. Spokane Indians game or possible beach party (May)
- c) Recognition Events: Ashley briefly touched on Frank Wilkey retiring but no definitive decision regarding a gift was made.
- d) Recognition Events: Ashley mentioned that the ASLCSC-CDA should make a point of recognizing the faculty this year. Jennifer suggested an end of the year banquet possibly at Green Briar's, no definite decision was made and the discussion was tabled for another day yet to be determined.

#### VII. River Review Newsletter:

- a) Goal date for 1<sup>st</sup> publication- Goal date for first publication is September 27<sup>th</sup>.
- b) Ashley asked Serena what she needs from the Council to make a successful newsletter; Serena mentioned she needs one article on the office move for the LCSC business office Ashley volunteered to write the article. Serena also mentioned that she would like a list of dates for the calendar section of the news letter and Ashley volunteered to send her the dates of events before the deadline.
- c) Serena mentioned that last year the newsletter had no set date when it was available, The council then suggested that a deadline is established. The new dead line for submissions is the First Friday of every month, this ensures that the Newsletter will be ready for distribution at each Council meeting (The second Friday of every month).
- d) Who will drop of and pickup the newsletter at the printers has yet to be decided.
- e) Action printers will continue to be the printers for the newsletter; Serena will contact them and see if we can have a standing order for the first Friday of the month, and maybe a discount as well.
- f) A mention of the special needs for students~ learning, etc. and a contact number. Ashley briefly touched on this, making sure that Serena will put this information in the newsletter, Serena agreed.
- g) Plan in place for PR/Media Chair replacement when Serena graduates this Fall- Ashley asked Serena if she had any candidates in mind, Serena said she knew of no one who could take her position, but will contact Rocky Owens ask him for advice, Ashley will also contact Kelly Vanderlinden for suggestions on suitable candidates.

#### VIII. Date for Lewiston LCSC Visit

- a) Tuesday or Thursday~ ASLCSC Lewiston Committee holds meetings those days  
Ashley will contact the President of ASLCSC-Lewiston and find out which day would be best to visit.

#### IX. LCSC Lewiston President Thomas Visits on Wednesday, September 12, 2007

- a) Time: Available from 9:00am- 11:00 am  
Time decided upon is 9:00 a.m. – 10:00a.m.

- b) Attendance: Who can make a meeting from 9-10 or 10-11?  
Ashley stressed it is important for as many members to be present for this meeting with President Thomas. Ashley, Jennifer, and Katrina will definitely attend, Julie will consult her schedule and get back with Ashley, Terry and Serena are yet to be determined.
- c) Agenda Prepared for meeting~ Goals & Key Issues ASLCSC Cd'A focused on  
Ashley and Jennifer will prepare an agenda.  
Julie asked that a copy of the agenda be available in advance so all members can be prepared, all agreed and the agenda will be made in advance and distributed to all members as soon as approved.

X. Questions for Kelly Vanderlinden

- a) Budget-
- b) Getting Events Paid for~ Myndie Vanhorn
- c) All Pictures & Biographies Ready for Website & Display

Kelly was unable to attend, Ashley will schedule a meeting with Kelly as soon as possible to discuss these issues and report back to the council.

XI. Back to School BBQ August 27<sup>th</sup>, 2007 from 11:30am- 1:30pm

Ashley mentioned that although not mandatory the BBQ would be a great way to connect with the student body and encourage participation and attendance at council meetings.

Ashley, Katrina, and Julie will definitely attend, Jennifer will try to attend, and Serena and Terri are yet to be determined.

XII. Next meeting is Friday, September 14<sup>th</sup> at Harbor View Plaza, Suite 215 from 1pm – 2pm

XIII. Adjournment~

The meeting was adjourned at 3:00 p.m.

Respectfully submitted by Jennifer Duncan