

Pride Northwest, Inc.

Board Meeting December 11, 2015

Q Center

Minutes recorded by Maximilian West

#### In attendance\*\*:

Cameron Barry\*  
Chris Delap  
Chad Harder  
Andrew Loriego\*  
Angela Ongren,  
Admin Asst  
Debra Porta\*\*  
Aaron Reed  
Kenty Truong  
James Waldner\*  
Maximilian West

Cameron Barry participated via Skype

Absent:  
Sarah Vivian\*\*

\*denotes Pride Northwest board member

\*\* From Pride NW Board Meeting Sign-in Sheet

#### Call to Order

The meeting was brought to order by James Waldner, who presented the agenda. Kenty Truong read the Mission Statement. The Pronoun Policy was read by \_\_\_\_\_.

#### Agenda

A motion to approve the agenda, without changes, was offered by Andrew Loriego, seconded by James Waldner.

#### Approval of September 2015 and November 2015 Minutes

Kenty Truong put forth a motion to approve the September and November minutes, which was seconded by James Waldner. Approval was unanimous.

#### Christmas Wreath Update

Presented by Aaron Reed

There have been more than \$700 wreath sales to-date by Aaron Reed, Mr. Gay Pride Portland.

#### Addition of Board Member

The board invited Kenty Truong to join as a voting board member for Pride Northwest. Kenty accepted the invitation, confirming that he can fulfill the requirements of the position. Kenty's board membership is effective December 1, 2015.

### Approval of Launchpad Design Contract

Pride Northwest has entered into a contract with Launchpad Design (Chad Harder) to develop a logo for Pride Northwest.

### Website Update

Presented by Cameron Barry

Progress has been made on the website, with a tentative “live” date of February 1, 2016. Content development is needed in order to meet that deadline. Andrew Loriego suggested brainstorming for ideas to distinguish various website use beyond festival promotion and logistics.

Suggestions for content will be discussed at the Board Strategy Meeting December 18, 2016.

### Board Strategy Meeting

A board strategy meeting is scheduled for December 18, 2015 at Q Center, 6:30 to 7:30 PM, coinciding with the Youth Dinner.

### VIP Committee Report

Presented by Chris DeLap

-VIP has established interim ticket sales through Brown Paper Tickets (until the website is completed).

-Committee suggested tiered pricing: deeply discounted VIP tickets now, triggered by calendar dates for incremental increases, reaching full price sometime before the festival.

-Committee is working to draft a social media campaign that will be presented by the next board meeting.

-Committee suggested several ideas to enhance credibility and value of VIP.

### Entertainment Committee Update

The Entertainment Committee report was reported to the board at an earlier date.

### Youth Dinner Update

Presented by Debra Porta

Pride Northwest has organized a Youth Dinner that will be held December 18, 2015 at the Q Center, 6:30-8:30 PM. There is a fundraising goal of \$250-300; James Waldner authorized \$300 to meet the expenses, to be reimbursed by fund-raising. The intent is to create a community-based event—not owned by an organization. Pride is the official ‘host.’

### Policy Review

An ad hoc committee is currently evaluating Pride Northwest’s written and unwritten policies. We will review several policies, revise, and implement them this evening.

To recommend or suggest a new policy or revision to an existing policy:

1. Present by open forum or via email;
2. Board member drafts new policy;
3. Board meeting revises and approves;
4. Copies distributed to official file and digital record.

A. Office usage and Key Policy

Cameron Barry asked for addition of an email section.

Andrew Loriego made the motion to accept the policy, seconded by Kenty Truong; Acceptance was unanimous.

B. Expense Card Policy

The revision was made: If receipts are lost, the individual is responsible for replacement of the receipts.

Cameron Barry made the motion to accept the policy, seconded by Andrew Loriego; Acceptance was unanimous.

C. Pride Northwest (PrideNW) Social Media Conduct Policy

Andrew Loriego suggested an Instagram goal of three or more posts per day.

Andrew Loriego motioned to accept the policy with changes, seconded by Cameron Barry; Acceptance was unanimous.

D. Preferred Employer, Paid Holiday Policy

James Waldner will confirm the sick leave policy complies with Oregon law (2016 changes), reporting to the board at the January meeting.

Cameron Barry motioned to accept the policy, and it was seconded by Andrew Loriego; Acceptance was unanimous.

## Recognition

In his first action as Board President, James Waldner invited the Pride Northwest, Inc. Board of Directors to acknowledge the special occasions of the many people who contribute to Pride's work each year. James committed to purchasing cards and postage in 2016, asking that our outreach activities also capture calendar dates, occasions, names, and addresses of those who with us. The office admin support employee will manage the address list, bringing addressed cards for the coming month's recipients to each board meeting for signature and mailing.

## Amazon Smile

Presented by Kenty Truong

Amazon Smile is a program where 0.05% of a purchase is donated to a non-profit organization.

Pride Northwest, Inc. is set up as an Amazon Smile beneficiary organization. A shopper can go to [smile.amazon.com](http://smile.amazon.com) to select Pride Northwest, Inc. from a list of 501 (c)(3) organizations to receive 0.05% value of future purchases. Then, when shopping at Amazon.com, browse to [smile.amazon.com](http://smile.amazon.com) and begin shopping. FAQ information is available at

[http://smile.amazon.com/gp/chpf/about/ref=smi\\_aas\\_redirect?ie=UTF8&qid=1452285960&ref=sp\\_kl\\_3\\_0\\_2279808162](http://smile.amazon.com/gp/chpf/about/ref=smi_aas_redirect?ie=UTF8&qid=1452285960&ref=sp_kl_3_0_2279808162).

### Treasurer's Report

Presented by James Waldner

The Treasurer's Report will be submitted later to the final, approved version of the minutes:

December Treasurer's Report, submitted January 7, 2016, by James Waldner. As of November 1, 2015, the account balances were:

|                              |                          |
|------------------------------|--------------------------|
| Checking:                    | \$49,630;                |
| Savings:                     | \$30,000;                |
| Credit:                      | zero balance on \$3,000; |
| Total Cash on-hand:          | \$79,630;                |
| Total Cash/Credit available: | \$82,630.                |

Cameron Barry will assume Treasurer responsibilities beginning with the January board meeting.

### Meeting Adjourned

The meeting was adjourned at 7:25 PM.