**Date**: June 1, 2017  
**Time**: 9:00 AM

**Call in information**:  
US: 1-800-582-3014  
Canada: 1-888-626-9463  
Passcode: 837490314#  
Host Passcode: 567446688#

**Participants:**  
Tamara Knudson (VP)  
Brittany Jenewein (Communications Officer)  
Erin Rechisky (Secretary)  
Orlay Johnson (Student Subunit Rep)

**Regrets:**  
Alix Blake (Pres)

Gabe Temple (Pres-Elect)  
Martina Beck (Treasurer)

Mark LaRiviere (Past Pres)  
Student Rep from UW Student Subunit  
Student Rep from EWU Student Subunit  
Student Rep BC Student Subunit

Note: Action items are highlighted in yellow.   
Items that still need to be resolve/dissussed in future monthly calls are written in red.

1. **Determine Quorum:** No quorum.
2. **Approve Meeting Minutes:** March minutes have not yet been distributed for review. (Erin could not attend the March meeting and has received meeting notes from Brittany.) April minutes not approved because we do not have a quorum. March, April and May will need to be approved in upcoming call(s).
3. **Officer Reports:**
   * President's report (Alix Blake): not on call, but sent Tamara an update.
     1. The western division officially approved the 2020 meeting in Vancouver.
     2. WD Meeting -The meeting in Montana last week was a lot of fun. Alix will write up a review for Brittany and a write up for the newsletter.
     3. BCWF Call – June 8th (Thursday) at 9AM – need to follow up to get a phone number
   * President's Elects' report (Tamara Knudson):
     1. 2017 AGM continued wrap up
        1. Need to follow up with outstanding registrations, and advertise silent auction items.
        2. Presentations are available on the Chapter website (Under Meeting). There are still a few outstanding that need to be uploaded. Tamara and Brittany will ensure they are posted.
        3. Remaining silent auction items: Poster, Floy tag, OTN hats, Can Geo. Received $450 from Steven Cooke (Carleton University) for the Vemco receiver. Tamara sent certificate to Steven Cooke. Tamara will send photos of remaining silent auction items to Brittany for posting to website.
   * Vice President's report (Gabe Temple): not on call because he is en route to Kelowna BC to visit venues for 2018
     1. 2018 Update –he will update the ExCom when he returns
   * Past-President's report (Mark LaRiviere): not on call.
   * Treasurer's report (Martina Beck): not on call.
   * Secretary's report (Erin Rechisky):
     1. Still need to send thank you letter to trade show participants and
     2. write up March minutes
   * Communication Officer's report (Brittany Jenewein):
     1. 2017 AGM wrap up
        1. New people to list serve (8 new).
        2. Presentations still to be posted on website: Ashley Bromberg, Daniel Schill, Bryan Witte, Curtis Roth
     2. ExCom Election
        1. Election nomination forms have been posted. June 16th deadline. Posted to listserve and facebook. Nominations to Mark.
        2. Brittany will ask ExCom “what is the best part of being on the ExCom” to spread awareness of the election.
     3. Newsletter
        1. Announce student paper and poster winners. Brittany will ask Naomi (poster) and Sam Wilson (presentation) for a summary of their poster/presentation for newsletter. Have they been notified? Martina should send a check with information and request for a summary of the paper/poster. Brittany will follow up with Martina.
        2. Book review needed by mid-June. Orlay will provide one to Brittany.
        3. Newsletter will be sent mid-June after ExCom election nominees are due.
   * Student Representative's report (Orlay Johnson):
     1. New officers for UW student sub-unit. Orlay will distribute it.
     2. Orlay is working on guidelines for judging presentations at the AMGs, and for students.
     3. Three questions from the meeting:
        1. Should all students be in 1 session, or keep in subject area? No (keep in subject area).
        2. Do we want to recognize the runners up with a certificate? No.
        3. Should we have a certificate for undergraduate presentation? If so, put it in their school paper which might encourage other undergrads to participate? TBD.
4. **Student Sub-Unit reports:** not on call.
5. **New and Old Business**:
   * Request for a contribution for the WD AFS Student Colloquium (Nov 14-17 at U of I). Student rep. is asking each chapter to contribute. TBD.

**Adjourn:** Call adjourned at 9:30 AM.

**Next Chapter ExCom meeting:** Scheduled for June 22nd, 9:00 AM, but may be changed.