Attendees:

Nancy PeBenito, Section Chair
Jennifer Morgan, Vice Chair
Debbie Blalock, Treasurer
Christina Jensen, Program Chair
Susan Matter, Membership Chair

We started the meeting with introductions and a short discussion about our background and areas of interest. Everyone was enthusiastic about getting the section started and had many ideas of how to further the Association in the Northwest.

We have a volunteer for the Secretary position, but need to check records to see if their membership is current. Each person was given a handbook with the “Leadership Guides” for their position. We briefly reviewed each officer position roles & responsibilities.

Nancy gave a brief background of how AATCC has changed with different areas of interest focus (Materials, C2C & Chemical) and believe there is a big potential for membership and education opportunities in this section. We also went over the planned agenda. Since we are starting a new section, it has been a learning experience and challenge to know what we are supposed to be doing without previous people as examples. Many ideas were presented on ideas for programs and speakers for the next 1-1/2 years.

A discussion took place needing to develop the by-laws for our section. Nancy will be getting copies of the various AATCC section by-laws for review for ideas to develop our own. We discussed different sub-committees. A priority was established to have a Budget Auditing Committee and a Membership/Publicity committee and go from there.

We discussed and determined the dates and times of our section meetings. We will meet in October, January, March and June of each year. We are also planning a technical conference for April 2006. Our meetings will be planned for Tuesday evenings. The schedule for 2005/2006 is as follows:

- May 24th, 2005 Portland area
- June 14th, 2005 Seattle area
- October 4th, 2005 (location TBA)
- January 10th, 2006 (location TBA)
- March 14, 2006 (location TBA)
- Technical Conference April - TBA date and location
- June 13, 2006 (location TBA)

We have decided to alternate locations between the Portland and Seattle areas as there are a number of companies in each of these cities. Our first 2 meetings we decided to hold and “Open House” format to the new section, meet local participants and get feedback and ideas from the local market on what types of speakers and formats would be preferred.

Susan discussed potential for membership and offered to call companies in the NW section to personally invite them to the May and June introduction meetings. Nancy is starting a list of companies in the Portland area and will circulate through the officers before sending to Susan. There was a lot of positive feedback about potential membership opportunities in the area.

The meeting was adjourned at 4:45pm.

Respectfully submitted,
Nancy PeBenito