WSASEA Executive Board Meeting

August 15, 2012, 10:30-3 pm

Central Washington University, SURC 140

Call to Order at 11:05 am

By: President, Victoria Hill

**In Attendance:** Victoria Hill, Mike Grosso, Diana Baker, Lauren Hardin, Kamara Brooks, Eric Bender, Gayle Dohrman

**Absent:** Ryan Keith, Past President – South Seattle CC

**Housekeeping –**

* Facility options are discussed. Computer log-in and courtesy parking pass for present members.
* Lunch – provided by WSASEA

**Job Descriptions/Responsibilities-**

* Job Descriptions of each member present were read aloud to the group.
* Mike requested information regarding physical historical materials. Victoria & Gayle to provide.
* Removed purchase of savings bonds and preparation of certification statement from Treasurer description. Change to prepare checks for SEOTY. Kamara to revise and submit to Gayle for web update.
* Transfer prep of certificates for SEOTY and guest presenters. Eric to revise and submit to Gayle for web updates.
* Board members were in agreement they understood their responsibilities.

**Meeting/Conference Expectations –**

* All were in agreement that events scheduled were feasible; no changes made. Executive Board Meeting (July/August); Fall Town Meeting (October 26); Winter Meeting (January/Feb); Conference calls as needed.
* Board members to meet after Spring Conference for updates and debrief. Will meet after Fall Town Meeting.
* Discussed meeting in other locations as possibility.
* Clarified Vice-President to coordinate Winter conference call.

**Secretary’s Report –**

* Discussed presence of pests and questions of lodging expectations of members for spring conference. Noted that Rainbow Lodge could be contacted to express concerns to see if anything can be done.
* Price is big factor and the Lodge is very cost effective for the location and amenities.
* No extra bed or meal fees. Proposed committee or Board to be responsible for bed checks at conference end.

**Treasurer’s report –**

* Report handed out by Kamara
* Up in registrations from the previous year and no extra guest meals. Keynote speaker was free of charge.
* Victoria Hill moved to accept report, Eric Bender to second, no discussion

**Old Business –**

* Table Spring Conference feedback discussion until Fall Town Meeting.

**New Business –**

* Discussed sending out info about Spring Conference planning and communication to members to encourage participation with the planning process. Share idea in newsletter and at Fall Town Meeting.
	+ Proposed creation of Volunteer Committee to help with planning. Committee would consist of member volunteers.
	+ A way to introduce members to idea of participating on Board and show what Board members do.
	+ Send out newsletter and Survey Monkey to discuss results at the Fall Town Meeting. Send survey to all WSAC member schools as well as list serve. Diana to put together draft and send to Board members.
* Add $15 non-member fee on Pay Pal. Still free for members. Encourage the non-members to pay cash or check.
* Gayle updated most web materials on website to change HECB to new name of WA Student Achievement Council (WSAC). Spring Newsletter posted news about change of name and next newsletter to have new names updated.
* Refunds for Spring Conference – feeling that Board needs to honor deadlines as we have food and room numbers that need to be submitted. Potential loss for Board as a result of a refund after stated deadline. Looked at by-laws and held discussion to carefully determine if there was any flexibility to the deadline.
* Send letter welcoming new student employment administrators and inform them of services and resources

**Conference Planning –**

* + Proposal of creating mini-sessions
	+ Use of Google Docs to facilitate the planning process so that all share the same information.
	+ Create small group discussion that then reports back to the larger group. Provide discussion points.
	+ Use of pre-filmed presentations. Mike to do research and report back to Board.
	+ FISH Presentation & Student Employee Recognition (WSEA).
	+ Federal Update & I-9 Compliance & Workforce Explorer
	+ Bring your resume to compare and contrast

**Membership Drive –**

* Email to all schools to formally invite them to renew or join the Association
* Newsletter to include membership drive information

**Fall Town Meeting –**

* Date: Friday, October 26, 2012
* 9am – 3pm
* Afternoon speaker: Yoga Instructor and workplace wellness
* Gayle to order beverages and Kamara to pick up food items
* Victoria to send out agenda with invite in September – will send to Board members beforehand