**WSASEA Spring Board Meeting Minutes**

Tuesday May 6th, 2014

11:45am – 1:30pm

North Bend, WA

**Present:** Mike Grosso (incoming President), Diana Baker (Webmaster), Victoria Hill (Past-President), Danielle Richmond (Secretary), Tommy Skaggs (Vice President), Marlena Rae Robbins (WSAC), & Jeff Powell (WSAC).

The President called the meeting to order at 11:45am.

The WSASEA board along with Marlena & Jeff from WSAC spent the first portion of the meeting reading through each survey submitted regarding the Spring Conference and then discussed individual items related to the conference agenda.

**Lodge**: The feedback about the lodge was relatively positive. The board discussed the idea of changing up the location but the lodge is a tradition and it’s extremely cost effective.

**Room Sharing:** The fact that people are asked on the registration form whether they have someone they want to share a room with can be a detractor. Historically, people have never had to share a room so perhaps this question should be removed or altered for future years so that it does not hinder people.

**Breaks:** People noted on the surveys that there weren’t enough breaks and that things seemed rushed. The board tried to incorporate unofficial breaks because some schools won’t approve agendas if they see too many breaks. A suggestion for next time is to call them “transition times.” There also could be more movement involved for the breaks to help people.

**Networking:** In order to facilitate more networking, the idea was raised that the lunch tables could be broken up by school type, technology type, etc. in order to mix things up and help people network with others in similar situations to them.

**Keynote speaker:** Several surveys indicated that they thought the keynote speaker was too late in the day.

**Federal Update:** The board discussed whether the federal update by Suzanne was useful or not useful based on what some of the surveys indicated. There is a lot of information covered that has little to do with work study or student employment. Although several of the WSASEA conference attendees only do student employment, there are others who also do financial aid and find this presentation helpful. One suggestion was to ask Suzanne if she can do a “Federal Work Study 101” presentation next year which would have broader appeal. Another suggestion was to have Suzanne do a presentation on the Job Location & Development (JLD) Fund.

**Audits:** The discussion on internal and external audits was popular and came up in several surveys. The board agrees that it should be done again next year. One idea raised was to see if a Department of Education representative could come do a presentation on what they are looking for when they do an audit.

**JLD:** Most of the schools who attend the conference do not utilize the Job Location & Development (JLD) fund so it was discussed whether this topic should continue to be part of the agenda. However, for the schools that do use it, they have to have it on the agenda in order for the JLD fund to be used to pay for them to attend the conference. Additionally, it’s helpful for other schools to know that the JLD exists in case they decide that they would like to participate in it.

**I-9 Presentation:** This year was the first in recent history that did not include a presentation from ICE on how to complete the I-9 Form. Considering the turnover in this field, the board discussed having this presentation occur every other year to help newer members.

**HR Presentation:** One idea presented for the future would be a presentation on Human Resources best practices. **ACTION:** Mike will reach out to Kathy at Central Washington University to see if she could do a presentation at Fall Town Meeting and one at the next Spring Conference.

**Presenters:** For next year’s conference, it was discussed whether a general call for presenters should be sent out to the WSASEA membership. Perhaps there could be an incentive too. This way the board members are not responsible for both organizing the conference but also doing most of the presenting as well.

**Fishbowl Discussion:** This was new this year and went really well. About 25 questions were put in. An extra session to continue discussing the Fishbowl questions was added because there were so many topics put in. As opposed to the standard roundtable format, this gave an opportunity for shy people to ask questions of the group.

**Roundtable Discussions:** Overall these went well although the board discussed the need to make these less intimidating. One suggestion was to actually go around in a circle for a particular question and ask everyone to speak up. Another suggestion was that there needs to be more ice breaks on Monday and Tuesday to get people to know each other better and thus feel more comfortable talking with each other. Asking people to say their name and school each time they talk might also create more familiarity.

**Bowling Night**: The board discussed changing the conference’s fun activity (currently a bowling night on the 2nd night of the conference). Some suggestions were:

* Make it a sponsored activity so that cost isn’t a concern – this would require a review of the WSASEA by-laws & constitution regarding spending funds first. People could be asked to contribute as able and have WSASEA pay the rest.
* Do it on the first night as a bonding activity.
* Do something else that is not so physically demanding.
* Do a free activity nearby like visit Snoqualmie Falls.
* Do a board game night at the lodge.

**Fall Town Meeting:** The board briefly discussed planning for the next Fall Town Meeting. The new room at Central Washington University seemed better. The TED talk seemed to go over well. The dates discussed were September 10th or September 11th – a move since it is normally in October. Traffic is worse for those going over the pass on Fridays so that day should be avoided. Further discussion of the Fall Town Meeting was postponed until we have the new board in place.

**Summer Board Meeting:** The board discussed not having the meeting at CWU this year. Everyone’s campuses are open to hosting. More details on location & date will be sent out via email.

**Board Positions:** The board discussed the makeup of the WSASEA board itself. For the past few years, it has been difficult to get enough people to join the board. One idea is to make the Vice President be the same thing as the President-Elect which is how WASEA and NSEA operate their boards. This year we have 1 person per open position though so it is not an urgent issue. Another suggestion was to make a specific position in charge of overseeing the Spring Conference (e.g. a conference director like WASEA and NSEA have). The concern was raised that then this person could end up tailoring the conference to meet their own institution’s agenda. Additionally, the Vice President’s duties are largely related to the conference so perhaps this need is already being filled. An issue arose with the Spring Conference though wherein the Employer Panel fell through because it was unclear who was going to make the final call.

**Board Nominations:** A few nominations were received at the Spring Conference, but it needs to be opened up to the general membership as well. **ACTION:** Mike will send the nominations form to the Listserve with a May 31st deadline.

The President thanked the board and adjourned the meeting at 1:30pm.