# WACA Board Meeting 

January 17, 2009

1. Welcome \& Agenda
2. Review of Fall board minutes. Tira Hancock moved to approve minutes as written. Jennifer Durham seconded. Motion passed.
3. Communications:

Tira: the online newsletter went out as scheduled. Another is due this month and one more right before the conference. We will discuss what will be in at this meeting. There was an issue with the mailing, but it was corrected. Parking information needs to be added to the newsletter, along with election information. Think throughout the meeting what needs to be there. Caity will give info on registrants so they can be included.

Commentary:

- We all need to recruit for this election.
- Locations for socials need to be selected.
- We need to include information about dressing up for theme.
- Delegates should bring one gift from their area, and everyone who brings one can take one. Add reminder.

4. Committee Work:
a. A group met with Tenly
b. A group met to discuss WACA Bucks
5. Committee Reports:
a. The hotel has 4 different barbecue theme menus:
i. Consensus is to have a buffet meal
ii. Mix up salads, not three green salads (pasta, potato)
iii. Will order fewer meals for Friday
iv. For lunches: Cibatta, Croissant
v. For dinner Buffet B with $2^{\text {nd }}$ dessert option
b. WACA Bucks:
i. Use raffle size tickets, pre-made
ii. Two color-code tickets by day and by vendor vs. workshop
iii. Coordinated by high school and middle school reps. They would be responsible for getting the tickets.
iv. Each vendor will get the approximate number of tickets that there are delegates. They will not be able to get more once they have distributed what they have been given.
v. Board members stand at the door of workshops as people leave or pass out at the beginning. The board member is responsible for distribution.
vi. Move gifts out in front of banquet room and have a board member there as a "helper" to deal with possible theft issues.
vii. Perhaps just have them out before the meal. Maybe on registration table. Just during the two lunches.
viii. Reminders to partners of the WACA bucks policy and how to distribute when initially greeting them.
ix. Information sheet will be in the presentation envelope and for the vendors
x. WACA bucks will also be distributed at the area meetings by area reps
6. Resource Table:
a. Leslie (past president) is responsible for gathering all the resources. If you have favorite books, e-mail Leslie and ask her to add them. Let Tim know if there are new titles, and he will put them on the website. Also good to add to the newsletter. Remind people to bring money or P.O.s.
b. Discussion about "It's a steal." Why did we stop doing it? There were problems: people were bringing blank pages. People were plagiarizing, claiming other people's work from previous years, copying out of books, etc. Meet the pros has kind of taken its place. Is there a way we can refresh the website to add new things? We could use surveymonkey or e-mail ideas to be put on the website. Emphasis needs to be on what people created themselves. There is a concern about copyright issues. A suggestion was made to send presentation materials before presenting so it will be on the site right after. Another idea was to attach the handouts when you register. It's a steal meets the digital age. Put out half sheets that says, "your idea," with category to check. Then add them in. Could distribute and collect them during area meetings. Area reps type and e-mail to Tim.
c. Conclusion: Put in the newsletter to bring an original idea that you can share at your area meeting.
d. Make it an agenda item in area meetings
e. Send e-mail in evaluation

## 7. Technology

a. Logo completed
b. Website 2008: 76,924 unique visitors (different computers)
c. 98,148 pageviews
d. Top keyword searches - idea share
e. Online bookstore: Doesn't cost anything. Made $\$ 10$ in referral fees. 14 sales. Not all books on our resource table can be here because Amazon doesn't carry them. Will put a note about it in the program this year.
f. Online registration is up and running. Can use a P.O., because the cost to us is minimal. But credit card payments must be mail-in due to costs associated with credit card security.
g. Online survey: about half the delegation responds. Set up with the same questions as last year. Send Tim additions. He will send draft. (One addition we discussed was to survey people about whether they would be willing/able to travel to the east side.) Kari: Could we
somehow survey why people don't come to WACA. Can add additional surveys through Survey Monkey.
h. WACA e-mail. Let Tim know if we're not getting anything. Spam? Clean up contact list.
i. Website is still up for hotel. Some rooms still available. 26 rooms available. She will open more rooms on Tuesday. Still have link to sign up to receive the newsletter. Also set up a Facebook Group.
8. Treasurer's Report:
a. Currently, we have 172 delegates registered; 21 board members, for a total of 193. We have 76 who have paid by check for their P.O. or credit card. 35 reg. for ASB law; 24 for ASB leadership. Two districts have said superintendent will not allow us to travel outside the district, and they will not honor P.O.s These are a binding contract, but it would require us to hire an attorney. The expense would not be worth it. These numbers are a little low, but not so far below normal. Often people will book the room and then get the paperwork in later.
b. Area reps must send out more e-mails and make phone calls.
c. Two partners have withdrawn. One got a $100 \%$ refund, due to extenuating circumstances. One got a 60\% refund. Brent determined these situations. He will report.
d. There is concern over the economy. We still have to book rooms, order meals. Fortunately, we do have a cushion. Our balance is tenuous pending registrations. Currently 66 rooms are booked for Tuesday night; 183 Wednesday; 177 Thursday. Need to fill 50 for Tuesday; 200 Wednesday; 200 Thursday. Rooms are still available. Comment: some people have expressed intention to book at the Red Lion to save costs. Survey at end.
e. Caity went over the details of expenses incurred so far this year. Fall meeting, mailings, postcards, web hosting, etc. Air miles from Darrell's card have been used. Now generating on card in Caity's name. When given as a conference prize, air miles expire in one year. This is printed on the certificate.
f. Decoration budget: $\$ 50$ per meal and $\$ 50$ per area. Reasonable if we are making things ourselves. That's the point - to give ideas to the groups.
g. Jennifer - Ask movie theaters, stores, etc. They give away seasonal decorations to the first person who asks.
h. Give-aways and favors: Caity demonstrated the field bag. Design to be printed in a one-color design, and the notebook, which comes with a tablet. Eleanor will ask Tenly about pens. Still working on the USB drives. Every board member brings 450 small items. Will have enough for board members, too. Big ticket items: Everyone brings one big (\$75 or more) for the drawing on Friday. If no big item, bring two small items for WACA bucks. Delegates will be asked to bring one $\$ 5$ item to exchange. Idea: bring a t-shirt or something from their school. Area reps can bring extras.
i. Discussion about when items are distributed. Small items for WACA Bucks. On Friday, big items, air miles, partner gifts-everyone in for drawings if they do the survey.
j. Reimbursement forms distributed. Sign receipts if you have them.

## 9. Decorations:

a. Karen showed a table display using mason jars, corn/beans, straws, paperclips and playing cards and checkered cloths.
b. Marie has tablecloths that have 50 feet of Western pennants, table cloths for main reception area. Also has all tablecloths for area tables.
c. Idea for lobby entrance: four wine barrels/general store look.
d. Cowboys: John has cowboy hats. Caity has flannel shirts. Oriental trading company. Every board member bring two pairs of jeans? Karen will take care of easels.
e. Need rope.
f. Karen has fencing
g. John will talk to someone who works at a fencing company to see if we can borrow.
h. Staircases?
i. Should we have one person in charge of oriental trading. Karen will give Caity a list, and she will place the order. So tell Karen anything you need.
j. Delegate names in area rooms. Sue?
k. Area social invitations will be handed to delegates when they arrive. Thursday morning, slip something under the door to invite them to the round-up at sundown. No door hangers.
I. Wanted posters for the board photos. Kari Bradley with Tim helping.
m. Thursday lunch - Kari
n. Thursday dinner - Marie
o. Friday lunch - Jenn. Ideas about colors. Three Dog Night song. True Colors song. Batik with colors running down.
10. Program Coordinator's Report.

1. Conversation with Premier Agendas. They were iffy about whether they were going to do the conference, but they still will. They said they needed info by Feb. $10^{\text {th }}$, but that is not doable, so Tammy told her that she would provide information 10 days in advance as was done last year. Waiting on the date. As a group, if I have everything by Feb. 1, we'll be fine. That's two weeks to call and get everything that hasn't been turned in.
2. Presenters - Still need 11-12 more 50-minute presenters
a. Marty Fortin: the Velveteen Rabbit
b. Mary Taylor: Skyward
c. Josh Meek - ASB law
d. Sue Fisk-ASB law
e. Caity - veteran's day
f. Rich Bonner - state auditor's office
g. Tom Burmister - Homecoming assembly at Foss (pending)
h. Chuck Ptolemy - (pending)
i. Scott Roseberg -- coaching
j. Sue Metzler - high school
k. Kerri Dowd - 7 Habits
I. Lonna Yenne--dance
m. Ryan Akiyama-using research/data to improve student activities
n. Jeremy Brookman-fundraising toolbar
o. Dick Caldwell - High school rountable
p. Roberta Hasstedt - community service/fund raising
q. Kim Stewart
r. John Norlin - high school
s. Adam Guessman - high school
t. Karen Blomquist
u. Eleanor - first year teachers (middle/high)
v. Tim Turner
w. Panel-formal assemblies High school (pending)
x. Panel-formal assemblies middle school (pending)
y. Panel - Fundraising/Community service high school (pending)
z. Panel -Fundraising/Community service middle school (pending)
aa. Panel—events (pending)
bb. Panel (optional)
cc. Kari Bradley - recognition/inclusion or panel (pending)

A concern about sessions being mostly geared for high school. Two
A concern about vendors presenting as an alternative to being partners? We will need them to be partners in order to present. If sponsors go into the 50-minute slots, we will need to adjust the 30 minute spot later in the schedule.
3. Meet the pros: Has 13 so far. Need 35-37 more. When trying to recruit people, ask what's your favorite book? Suggest that they share what you use. One community service project that works. It's 10 minutes four times. The goal is to have 25 per session. Fewer = more crowded tables. Question: Every presenter gets a packet and meet the pros presenter gets a copy of the other people's materials. Idea: bring a minimum of 50 copies for presenters and then either handouts for your group or collect an e-mail list at your table. Limit to one-page. Ask presenters to think about it.
4. Speakers showcase: Needs to run the gamut from middle through high school. May also be a good interhigh topic, or the people could be brought in to the staff. Ask them to do their best to broaden it. If we get Richard Thomas, we have four. All men, all similar, but this is a starting place. Here are four different ways to address this general topic. Purpose: showcase local, lower cost speakers. Doesn't necessarily need a title. Time: 3:20 to 4:30. Four different rooms of about 100 people each. Transition from them to session one.
5. Sponsor spotlight: Currently this time is session 4 from $3: 40$ to $4: 10$ on Thursday between two 50-minute sessions. Only 51 people attended last year, and 22 of them were board members.

At this point, the sponsors haven't been told specifics for this year. Jo and Marie came up with five or six partner/sponsors who could be invited to participate. (In the past, only sponsors were given this opportunity, and it was limited to 5). These presentations need to be educational and meaningful, not infomercials. Their descriptions must be compelling so that delegates will want to attend, and they must have descriptions to Tammy by Feb. 1. Possibilities:
a. Herff-Jones (not a sponsor at present) with Leadership in the Movies. Marie will contact.
b. Josten's with a recognition piece, but not just buying their program. Tammy will talk with Scott from Josten's.
c. Marty \& Susan Fortin with info on Leadership Camp. Jo will talk with Marty \& Susan.
d. Premier with a session on student achievement, organization, 7 habits of Highly Effective Teens. Tammy will call Heather.
e. Radio Parties with a topic on dance behavior. (They have been a sponsor in the past, and they are on rotation for the 2010 conference). Jo will contact.
f. Balloon Wholesale. Optional. They are not planning to come. They were promised a vendor space one year, and they didn't get it. We need to right a wrong, so we will offer a partnership, and then let her teach a clinic. Karen moved that we will offer a partnership and then invite her to teach a 50-minute session. Caity seconded. Motion passed. Jenn will talk with her about this arrangement.
g. Fun Rent: renting inflatables. Tammy will talk with them.
h. QSP: Jane will contact.
i. YES: Marie will contact.
j. At the exec board, a conversation needs to take place to move sponsor toward presentations with educational meaning, not infomercials. The exec board will discuss what curriculum criteria they will need to meet. Choosing to use Lifetouch, for example, isn't even our choice. We need there to be an educational focus. This is how it used to be. It is not successful when only 5 people go to a session. Examples: Herff-Jones: Leadership in the movies; Jostens: student recognition; Fun Rent: safety issues with inflatables.
k. Comments from Jo: Not clear exactly who are sponsors. Handout was distributed to demonstrate what is known now. Confusion about who are what level sponsors. Caity has some information about some of the sponsors. Need to contact Brent and get the current info. Jo and Marie's plan is to go to the people during the conference, introduce themselves, schmooze, distribute a packet for next year, build a face-to-face relationship. Jo needs help clarifying who are sponsors. DJ, T-shirts and Games were bronze sponsors. Photography was silver. Gold is $\$ 2,500$; Silver is $\$ 1,500$; Bronze is $\$ 750$. Platinum is $\$ 4,000$. Talk to Spinnatar about making plaques. If Spinnatar doesn't agree to this, we can go with paper certificates in a photo frame. Jo talked to the Entertainment Book people, and they are not coming. 8 sponsors are known at this time. Outgoing board member plaques are Jenn's responsibility through a company in Bellevue. Photos with WACA board members that go on websites and to the sponsor. Certificates for partners and nicer for sponsors. Recap: Known 8 sponsors. Going to check on QSP, which would make 9. Going to check with Spinnatar on plaques. If they
can give them as a sponsorship. If not, Marie would check with Neff to see if they can do certificates. Marie and Jo will take care of framing if there are certificates. Eleanor will ask Brent about question marks on her handout. Would also like to know if there is an update on the spreadsheet, which is dated a week after the conference. Needs to be communication between Jo and Caity, so she knows what the money deposited is for.
I. Tammy puts packets together for presenters.
m. Pre-conference sessions are Marty and Susan.
n. First-timers: Leslie is in charge. Just need to be sure that she knows to run that meeting, which starts at 5:30. Meeting in Heritage E last year.
o. Review Wednesday: Reminder everyone is on their own for dinner. Welcome them when they come to areas. General welcome will be before David Garibaldi.
p. Review Thursday: Welcome \& Chad Hymas. Partners, area meeting. Lunch. Partners, sessions 3, 4 (sponsors), and 5, relax, BBQ, party.
q. Review Friday: clock hours, session 6 meet the pros, area meetings \& elections, session 7 meet the pros. (Breakfast is always on your own).
r. Mini schedules: Tammy will do a one-page schedule like last year.
s. Evaluations: presenter evaluations. Whoever introduces hands them out, collects them and hands them back to the speaker. Presenter pins are available for this year.
t. Presenters: Certificates, ribbon, pins. Recommendation: presenter/partner the same. Sponsors should be a little glitzier. Thank you notes will be created.
u. Clock hours: Taken care of.

Side note: No full breakfast on Tuesday.
11. Partner coordinator report: No information currently available, but Marie and Jo will work on it and make it happen.
a. Nametags. Make sure that there are sleeves to go with them. Horizontal format.
b. Ensure that there is clear communication to Caity. Monies will go directly to Caity. Partner packet will be changed to only have Caity's address.
c. Mini-gifts to say thank you to partners. Getting a certificate. T-shirts? Sheriff's badges? Water bottles? Thank you notes and mini badges. Joe and Marie will take care of this.
12. Sponsorship:
a. Recognition at booth that says what level sponsor they are. Little card stands with cards saying which level. Marie will print cards.
b. Recruitment: Have we all tried to do anything about finding sponsors.

## 13. Speakers

1. Showcase: Three of the four are booked. Lt. Gov. Brad Owen (bullying), Jeremy Johnson (a caring school environment); Bill Durham (power of words); one spot is still open. Tammy is working on these. Possible biggest loser guy. This is on Wednesday after partners from 3:20 to

4:30. Each will speak for 30 minutes. Delegates select two speakers. (Then session 1 at 4:40;
5:30-7:30 First timers, dinner and partners). 7:30 David G.; Then area socials.) [Becky - Richard Thomas - see richardthomasonline. Bullying/harassment/diversity. Awake/aware/alive]
2. David Garibaldi - Wed. night : 7:30 p.m.
3. Chad Hymas -Thurs. morning: 8:00 a.m.
[Area meetings: Talk with partners from our area]
Discussion about partner showcase. People don't like infomercials. Talk with sponsors about presenting content that is valuable with or without their project. Define parameters. Maybe 50 minutes instead of 30 .

## January 18:

Becky and Kari joined the meeting.

Sidenote: Decorations: Everyone will bring recycled newspaper. We will use balloons to fill feed sacks. Marie will bring a helium tank. Tira and Caity will bring feedsacks. Jenn, Caity, Tammy and Karen will bring jeans. Need 30 total. They will communicate with Karen about numbers.
14. Entertainment:
a. Wednesday area socials:
i. Area 5-8: Captain's Sports Bar \& Grill
ii. Area 1: Crab Shack: 101 East Columbia Way
iii. Area 2: Tommy O's Aloha: 801 Washington Street
iv. Area 3: Who-Song \& Larry's
v. Area 4: Salmon Creek Pub
vi. Area 9: Little Italy (not called - Carrie needs to call)
b. John's hospitality suite
c. Thursday night - Hoedown
i. Line dancing instead of a comedian or entertainer
ii. Western Games
iii. Gambling - craps, blackjack, Texas hold 'em? No prizes.
iv. Photo op - sponsor does this. Get a Western backdrop
15. Recognition:
a. The whole board is introduced Wednesday night more formally and elaborately, and again on Thursday morning, but just a quick little run through
b. Partner recognition. Encourage people to go to them. Thank them for being there right before the sponsors are recognized.
c. Sponsor recognition. Suggestion: Wednesday night right at the beginning of the conference. Have the sponsors listen to David speak, and then recognize them after David's speech. Helps people realize how they're supporting us. Encourage people to go and see them again.

Remind people to thank them. Introduce, give plaque, take photos for the website with the sponsor partner coordinators. (Sue will take photos. Print photos to give them at the end. Will bring photo printer or can use Walgreens. Marie will bring photo paper).
d. Thursday Round-Up:
i. Suggestion to wear long-sleeved colored collared shirts during the day with vests and then for the evening change to a white collared shirt with bolo tie. Likely someone in your building will let you borrow. Caity has several. Available on e-bay 18 for $\$ 36$. Borrow cowboy boots to borrow, if possible, but don' buy.
ii. Hall of Fame - Kevin and Becky. Sue has plaque, just needs photo of Chuck. Needs a month in advance. Eleanor also needs to get a photo to Sue. Kevin writes everything up, and Eleanor will present at the dinner. Sue will also order the award.
iii. Advisors of the year—Susan. Just remind Susan that there is a slot for her. Give her a time limit.
iv. Retiring board members-give them the choice whether to get a plaque. Jenn orders those plaques from the place in Bellevue for areas 1, 3, 5, 7, 9 and president, secretary, communications and technology. Eleanor will get the contact information, or Leslie has it. The company may be called Washington Awards. Also get the ring size from Leslie for her past president's ring from Royal T (Scott Thompson) at 360-254-7870. Also ask if they ever made the ring for Josh Meek.

1. Area meetings:
a. Starting with area meeting social for networking
b. Should be a business meeting.
c. Should be based on previous agenda, which should be archived. Needs to be added to SOPs as a job for a specific person. Tira will e-mail it to Eleanor. Eleanor will add the new points and distribute to area reps.
d. Teri has all the names and e-mails. Distribute list.
e. Idea share—half sheet of paper, complete and collect. Area reps will type these for the website.
f. Discussion of ideas if time permits.
g. Constitutional changes or even review.
h. Possibly review budget and make members aware of costs of conference - general overview. Caity will provide that info. Caution about how much information to share. Open to suggestions if you have positive solutions. Detail ways that costs are being cut.
i. Spirit exchange. (T-shirts).
j. Also have small gifts for drawings.
k. Area angels? In e-mail prior collect nominations. This year call principals to get a middle and a high school person to spotlight.
I. Thank you's postcards to someone who supports you. We will mail them. To principals, to ASB or someone else who supports.
m . Website: area list with who attended.
n. Issue: smaller groups from Eastern Washington's larger geographic area. Readdress the possibility of combining areas, either formally or have meetings together.
o. Each rep will bring 450 stuffers.
p. WACA bucks - either two small or one big. Both if you can get it.
q. Resource table suggestions to Leslie.
r. Area socials: About 9 p.m. People will buy their own appetizers and drinks, but we need room. Areas 1, 2, and 3 cannot combine. Other areas may. May be difficult to find places that late, and also many people may not want to venture out after travel. Many will want to socialize. Can't guarantee what they'll buy or how many people from 9-11. Need six walking distance places.
2. Board clothing
a. Wed.: Orange longhorn shirts, jeans, hats
b. Thurs.: White long-sleeve button-down shirts, black vests, jeans, bandana
c. Friday: school colors
3. Elections:
a. Question about area 6. There is no rep for one year. Lori Anderson expressed interest, but must be elected. To eliminate the position from the board would require a vote. Will combine for area socials. Karen will conduct an election. Odds are up for election this year.
b. Other positions up for election are Tech (Tim) and communications (Tira) and Secretary (Teri) (The president trio would make a determination about reappointing Tira and Tim's position. Or it can be opened for application. Teri's secretary is up for election.)

Side note: Copier problems. Caity will look into repairs for the copier. If not repairable, she will work with the copier tech about surplusing. If it is repairable, it will be stored at Marie's. Tammy moves that Caity has full authority to make a decision about repairs and storage of copier. Jenn seconded. Motion passed. Need to get rid of it. Bring it to the conference and sell it?

Room for area 4 - John B gets a comp room
1 comp suite - 5 upgrades on 7 th floor.

Eleanor will decide on the upgrades.
Caity showed big sign for registration area.
Panel: at least one middle and one high school rep on the panel discussions. Or a high school and middle school panel each session. Topics:

- Serious assemblies for high school
- Serious assemblies for middle schools
- Fundraising for

19. 2010 Conference:
a. Dates \& Location: Vancouver Hilton is booked, so we will need to change the date if we are going to have the event here, to Monday, Tuesday, Wednesday instead of Wednesday, Thursday, Friday. Sunday, March 21-Wednesday, March 24. These were the only dates available. (Have checked with Suncadia, Skamania, Heathman, and the Great Wolf Lodge). Don't have the facilities to accommodate.) Must have two ballrooms and 10 break-out rooms. Discussion needs to follow about where to have the conference in 2011. This hotel is not proving to be an effective venue.
b. The colors of Leadership: A canvas to be created. Idea came from Adidas t-shirt with markers. There need to be 9 markers/colors on the t-shirt. Integrity, courage, compassion, On the back WACACOLOR. "For those colors which you wish to be beautiful, always prepare the pure white ??? " Leonardo daVinci. Art teacher will batik. Song will be Three Dog Night. Paint will pour down, theme appears. But the hotel may not allow this. Or brush strokes on paper that looks white, but when wet paint brushes are used, the message shows up. Decorations: butcher paper on the table with crayons, colored pencils and markers. Perhaps in green bean cans or little paint buckets.
c. An idea would be to have a canvas with wax letters to resist paint, and take turns painting with brushes until the message shows up. Another idea would be to have people painting squares in the corner and then assemble the pieces.

Side notes:

Tenly will work to get different colors of tablecloths.

Sue brought in examples of name signs. We will use covered wagons and horses in Western colors.

Invite partners to attend sessions so they can get ideas.

Table decorations - should be things that we don't mind having stolen. (Kari Bradley). Also can mention that decorations that people can learn from, but please don't take them. Talked about having a table on Friday with all the decorations we don't want to take home, then they can take what they need. Kari will do some for the bathrooms as well.

Staircases? Wagon wheels if they are available. Corrugated fencing. Black silhouettes (Tira will do 10 cactus and horses; John will do some cowboys silhouettes).

Need to have a $12^{\prime} \times 12^{\prime}$ PVC pipe frame for backdrop. Caity will send a list to Marie of what to buy, and we will assemble here. PVC team - Caity, Marie and Becky.

Send minutes to those who aren't here. Get confirmation that they have read it. Highlight action items/things that have changed.

Will have a large stage to meet Garibaldi's specifications. He has a big backdrop for his presentation. He will do four paintings. (He's under $\$ 3,000$ for schools). We will not be able to put the backdrop up until he's gone. Lectern on the stage that we can move.

Area rooms: Decorations up to area reps. Tell area people that it is a western theme for Thursday night.

Woodburned signs. Five. Pointing. General store, resource room, area meetings, from main lobby past coffee stand. Partners.

Eleanor - when she does the matrix, everyone's name will be on the top, places to be on the side. X's when it's your turn. She will complete the matrix when the program is completed. Add to the matrix someone to direct in the lobby and someone to monitor the give-aways near the banquet doors.

Confirm clothing -Wednesday: t-shirts and jeans and a hat from oriental trading. Thursday; jeans, colored collared long-sleeve shirt, vest, bandana. Dinner, jeans white shirt, vest, bolo or western skirt or jeans. Friday: school colors.

Pull out page for decorations in minutes?
Anything western that might fit, but think big.

Marie is assigned notes under the doors.
Beth -will just do things when she gets here
Kevin - hall of fame/bathrooms

John - Silhouette cowboys

Carrie -hall tables (e-mail Kari Bradley)

Teri--Bathrooms

Leslie - resource table/registration

Directional signs: Registration/information, resource room, area rooms, restrooms, partners, lobby, coffee shop. Watering hole. Will e-mail with Kari to confirm names of signs.

Stationery: If you need stationery. Tim will e-mail the Word document and logo to all of us or put it on the website and let us download it.

Caity may be leaving ASB in three years. Would like to throw hat in ring for president 2011, weaning herself out of treasurer and training someone to do the job, even through president-elect year. Would be willing to do the work in the meantime. Treasurer is an appointed position. Must look at financial background.

## Newsletter:

- Announce that the position of treasurer. Must attend conference to apply. Job description will be on the website. Applications will be available at the conference. Will be appointed by the trio at an executive board meeting in April. Doesn't have to be a bookkeeper. Must be someone who deals with finance - could be a business ed teacher, DECA, whatever.
- Two newsletters will be very similar. Area socials, area locations, Round-up western attire for BBQ. Area meetings - spirit exchange; come prepared with an original idea to share at area meeting. Reminder about online store, cash, check, credit card, Pos., address labels to stick on partner entries. Bring your own water bottle to cut costs. February only to registrants. This one is to everyone. Reminder about free WACA registration drawing for filling out survey (Feb.). Camera to take photos of decoration. Panel discussions. Idea share updated. Open positions: Elected 1,3,5,7,9. 6 one year. Secretary. Appointments for comm., tech., treas.

Other:

- 10 minute website overview at lunch on Thursday. Tim will get that together.
- BlueHost does have a general spam filter. There is a level of filter that we can use, but it will cost \$1 a month per account. If it's really a problem, let Tim know.
- Change is wonderful, but stability is needed on the board, so Jenn is reappointing Tim and Tira back to the board, so those positions are not open.
- Would like to change meeting times from Saturday, Sunday, Monday to Friday evening through 2 p.m. on Sunday. Still hotel cost, but one dinner, as opposed to two. No subs needed. (Sept. 25-27. Location TBA). January meeting would be Jan. 8-10. April exec. Board will be 18-19 at Camano tentatively.
- Tammy will do an e-mail about the panel discussions, since that's not firmed up yet. Short on middle school.
- Reminder Feb. 1 is the deadline for information for program - presenters, meet the pros, etc.

