

## **Washington Activity Coordinators Association Winter Board Meeting**

**January 8-9, 2011**

### **All Members Present**

#### **I. General Business**

##### **a. Fall Meeting Minutes**

Motion to approve the minutes: Eleanor L

Second: Fosh

Result: Passed Unanimously

##### **b. Agenda**

Motion to approve the agenda: Ryan A

Second: John B.

Result: Passed Unanimously

##### **c. Treasurer's Report (Norm)**

1. Norm passed around a packet of the budget information to date.

Motion to approve: Tira H

Second: Jennifer D.

Result: Passed Unanimously

#### **II. Officer / Committee Reports**

##### **a. Marie – Vendors**

1. There are a total of 7 vendors confirmed for the Conference with an expected 5 more she is confident will confirm/attend.

2. 78 letters have been sent out to vendors from previous WACA and WASC.

3. Plans to scale back vendor area to accommodate smaller numbers.

4. Requested that we consider modifying partner time to a continuous time of availability from 8:00 am ---- 3:00 pm. This included discussion of different vendor setup locations.

Motion to approve time change and location to "main traffic areas" : Eleanor L.

Second: Ryan A

Discussion: concern about moving forward on this decision without all of the information from the Hilton with regard to power outlets, etc.

Motion to Table: Emilee

Second: Jen D

Result: Motion to table passed unanimously

**Final vendor area plan will be determined after communication between Alyssa, the Hilton, Marie, and Tammy and will be communicated via email to those with the need to know.**

5. Kevin stated that as we continue our SOP work, we need to discuss/consider vendors as a resource to delegates, as a revenue source for WACA, or maybe both.

b. Tim – Technology

1. Shared ideas for great use of social networking (Facebook, Twitter) and updated WACA website

c. Tira – Communications

1. Newsletter will go out after this meeting so that it can communicate information determined over the course of this meeting.
2. Needs input to revise delegate survey

d. Ryan – Secretary

1. Postcard promoting conference registration needs to be mailed by end of January.

e. Tammy – Program

1. February 4 is the deadline for presenters to apply/submit information to Tammy so it can be included in the program prior to going to press.
2. February 24 is the “drop dead deadline” for the program before it has to go to press. Information prior to this date would be helpful in order to give time for proofing, etc.
3. Jen D. stated that she has an inexpensive source for 3 ring binders at 88 cents each.

f. Alyssa – President / AWSP recap

1. it felt worthwhile to attend AWSP as a vendor, though the Assistant Principal’s conference in February may be a better fit in terms of audience, etc.

2. thinks maybe that attending AWSP as vendors should be considered as a job requirement for president / president-elect
3. Marie suggested we also consider attending the Athletic Directors conference as vendors

g. Kevin – President Elect – 2012

1. Standard Operating Procedures: gave an update regarding the ongoing draft/revision process of our SOP's. This work will continue through the Spring Exec. Meeting.
2. Constitution – it is ready to be put on the website
3. 2012 locations: facilitated a discussion about possible 2012 conference locations. Costs comparisons for Davenport Hotel in Spokane, Hilton in Vancouver, and Semi-Ah-Moo in Blaine. Each Board member shared their thoughts about travel, location, and expenses for 2012 conference location. Many expressed concerns about fiscal responsibility and contract costs. Many expressed concerns about equitable decisions for entire state with regard to conference location in the past, present, and future (west side vs east side etc).
4. Area 6 Rep Vacancy

Motion: Kevin made the motion to leave the Area 6 Rep position vacant until the next election cycle with the rest of the Board covering the tasks/responsibilities of that position.

Second: Stew

Result: Passed Unanimously

**III. Committee / Rep / Exec Break out**

a. Executive Board: 2012 Location

Motion: Kevin made the motion to hold the 2012 Conference Wednesday-Friday at Semi-Ah-Moo with the option to change the location if the recent sale of the resort leads to problems for the association/conference.

Second: Tira

Result: Passed Unanimously

**IV. Ongoing Business**

a. Alyssa - Board Composition

1. Shared reflections and notes from Fall Board Meeting on the topic of the possible reduction in number of Board position, possible redundancies in responsibilities, potential to combine some positions.
2. Many comments about current overlap in roles of Secretary, Communication, and Technology Coordinator
3. Some raised questions about Middle Level and High School Rep necessity / having “enough” to do
4. Some raised concerns about this line of discussion and advocated for maintaining current board levels with greater clarity/specificity of roles through SOPs.

## **V. Action Items**

1. Marie asked each board member to send her 1 new vendor contact: she wants names and phone numbers so can make personal contact
2. Decorations needs each board member to bring 2 pounds of loose/hard candy to fill various decorative receptacles.
3. Alyssa will check with Hilton about when we can “take over” the space prior to conference and will communicate with Board whether or not we are a “go” for beginning setup the morning of March 17
4. The current plan is for the board to arrive the evening of March 16 with work beginning March 17. Each Board Member must communicate with Alyssa no later than Feb. 15 about when they plan to arrive. High School members need to communicate with their admins to determine whether or not they can miss March 17 HSPE. Norm and Ryan have already stated they will be required to be at school March 17 and will join the board later in the afternoon / early evening of March 17.

### **5. Board Apparel**

**Each Board member will bring the following attire:**

**A solid black shirt**

**A solid white shirt**

**Jeans**

**Khaki**

**Marie and Norm will work on getting the conference logo put on the aprons we will wear**

**6. Social – Tammy will contact Scott K with Jostens regarding social**

**7. Hall of Fame**

Motion: Kevin made the motion to take top 2 vote recipients and have the board vote on those to arrive at 1 inductee for 2011 conference

Second: Ryan

Result Passed 12 in favor, 7 opposed

**8. Giveaways: each board member will try to bring 300 items for delegate bags as well as giveaway items if possible.**