

BOARD MINUTES – September 17-18, 2011
WACA 2012 – Building Tomorrow's Leaders through Student Activities
Holiday Inn, Yakima, WA

<p>CALL TO ORDER</p> <p>Present</p>	<p>President Kevin Judkins called the meeting to order at 1:03 pm – September 17, 2011.</p> <p>Kevin Judkins, Alyssa StHillaire, Kari Bradley, Norm Sanford, Tami Caldwell, Tira Hancock, Tim Turner, John Bittinger, Kim Stewart, Emily Seaman, Jen Nelson, Marie Lockwood, Greg Becker, Becky Latham</p> <p>Total voting members present: 13</p> <p>Absent: Jo Peterson, Sue Fisk</p> <p>Resignation: Michael Anderson (resignation due to employment circumstance)</p>
<p>Approve Agenda</p> <p>MOTION</p> <p>Contact Info Update</p>	<p>.</p> <p>Motion and second to approve the agenda for the September 17-18, 2011 board meeting. Motion carried 13:0</p> <p>Review/make any changes</p>
<p>Approve Minutes</p> <p>MOTION</p>	<p>Motion and second to approve March 18-20, 2011 minutes and March 20, 2012 minutes. Motion carried 13:0</p>
<p>Treasurer's Report</p>	<p>2010 - 2011 Budget presented and explained – we are under projected expenses for FY 2011. Discussion followed. No action taken.</p>
<p>President's Report</p> <p>June 2011 Exec Board Meeting Report</p> <p>Certification & Mini Conferences – survey at WASC</p> <p>Update on Semiahmoo</p>	<p>June 2011 Exec Board Meeting highlights (refer to June 4 & 5 exec board minutes)</p> <p>Kevin developing a survey to give to advisers attending WASC regarding wants, etc. from potential 1-day conferences (AC certification). WASC 2012 will have an advisers workshop component included.</p> <p>As of 9-16-11 we are at 108% of minimum contract requirement for room reservations.</p>
<p>BOARD MEMBER REPORTS</p> <p>Fall Mailer/Newsletter (Tira)</p> <p>Resource Table (Alyssa)</p> <p>Website (Tim)</p> <p>Partners (Marie)</p> <p>Program (Tammy)</p>	<p>Mailer started – need input from meeting to complete. Same for newsletter.</p> <p>Alyssa looking into local bookstores (Bellingham) to be vendor. If BC toy vendors want to sell, they need to sell on own.</p> <p>Currently updating website (using Adobe Dreamweaver). Potential for discussion board on website.</p> <p>Need to decide scheduling, space, food, etc. Retain 1-day</p> <p>Tammy has been working on adjusting the schedule based on going back to Semiahmoo.</p>

<p>Others</p>	<p>Kari has a month-by-month time line for Area reps</p> <p>Stew needs to get another picture disk from last conference social from Dorian. Maybe do a CD mailer. Convert to a movie file and have a link on website.</p>
<p>ACTION ITEMS</p> <p>2012 WACA Board Goals</p> <p>MOTION</p> <p>Areas – keep, combine or overhaul?</p> <p>2012 Budget</p> <p>MOTION</p> <p>Standing Rules, Bylaws, Board Responsibilities</p> <p>MOTION</p>	<p>WACA will increase delegates to 275 through effective area rep communication and targeted approaches in specific areas.</p> <p>For the 2011-12 year, WACA will develop a budget and adhere to the core values of WACA.</p> <p>WACA will pilot (draft) a one-day WACA mini-conference in two locations in WA.</p> <p>WACA will draft a certificate program and pilot in 2012-13.</p> <p>Motion and second to adopt goals as written. Motion carried 13:0</p> <p>Have not had an Area 6 rep for 3 years (since 2008); have combined area 6 & 7. Currently, we are down 3 Area reps - #'s 1, 3, & 6. Do we combine areas? Do we throw the map out completely & go to 4 regions with caveat that X # of delegates from area get 2 reps, etc.</p> <p>Even areas are up for election for this year (won't fill the area 6 position until elections).</p> <p>Retain 9 areas and continue to recruit delegates.</p> <p>2012 WACA Operating Budget – Draft distributed and discussed – approval of the budget approves conference registration fee, partner fee, and pre-con fee, as well as amount of money to spend on delegate giveaways, decorations, (etc.). Initial fees included in budget:</p> <p>Reg fee \$330 School with 4 or more delegates: \$300 per person Partner fee \$325 Pre-con \$75</p> <p>Motion and second to approve the budget as written with amendment of individual registration set at \$340 and for 4 or more from one school discount set at \$310 per person. Motion carried: 10:3</p> <p>Reviewed revisions/additions to document. Discussion followed.</p> <p>Motion and second to adopt as written with addition of #14 to fiscal management (signature of two board members on daily invoices) and, to retain only #2 of partner section. Motion carried 13:0</p>
<p>DISCUSSION ITEMS</p> <p>WACA Mission Statement</p> <p>Future Conference Sites – convention center visit</p>	<p>Reviewed</p> <p>Visited Yakima conference site. Will need to get bids for 2014. Final decision is made by executive board.</p> <p>Rotation – for 2013 site need to decide at Jan meeting if at Semiahmoo or Yakima</p>

<p>2012 CONFERENCE (discussion & action)</p> <p>Registration – opening date, mailer</p> <p>General Session Purpose (motivate advisors, showcase speakers, ???) – suggestions & contacts</p> <p>Program</p> <p>I. Breakouts 50 vs 30 min</p> <p>II. Meet the Pros, Book the Pros, etc</p> <p>III. Area meeting - # & length</p> <p>IV. First Timers Session?</p> <p>V. Speaker Showcase</p> <p>Delegate giveaways (budget)</p> <p>Board Dress (budget)</p> <p>Social</p> <p>Partners</p> <p>Banquet</p> <p>Decorations (budget)</p> <p>Singage – Area signs, WACA, Resource Table, etc.</p>	<p>Registration ready to go and open online by Oct 10, 2011 for delegates and partners. Change “area” to “county”. Send mailer via Kinkos before Oct 10. WASC – use as a means to advertise registration opening (provide web address, not hard copy forms).</p> <p>Purpose for speaker needs to be clear to presenter and to delegates. Discussion followed why both types are needed.</p> <p>Survey & the number of people signed up indicated that fewer 30-min sessions necessary. Discussion: drop to one 30-min and rest 50-min</p> <p>You Are the Pro’s not well received (expectation from delegates) Have 2 Meet the Pro’s and 1 Book the Pro’s or have Book the Pro’s go back to sessions.</p> <p>Area reps will meet as a committee and make recommendation to program chair.</p> <p>Decision to have session dependent upon when Area Meetings occur – other options suggested (pro’s and con’s of session discussed)</p> <p>Ovation Company will participate (asking Jeff so get another perspective, DUI). Any other ideas need to be shared with President and Program Chair.</p> <p>\$14 per person budget (notebook, bags, etc. other than t-shirts). Kari will take the lead, share ideas with Kari.</p> <p>Kevin will take the lead for board dress. 3 shirts for 3 days, etc.</p> <p>John will take the lead and oversee the social. Rick Hanson and Party Outfitters would like to continue sponsoring the social. Want pictures – photo booth, action shots, and group pictures (all types)</p> <p>Send recommendations and contacts to Marie. Not setup in the tennis courts.</p> <p>Advisers of the Year, election speeches, Hall of Fame, etc. take place. No head table. Bring in Hall of Fame recipients early so can sit with family. Recognition of outgoing board members will take place at the general “closing” session.</p> <p>Emily is the lead. Any decorations that cost must be pre-approved by Emily in order to remain within the budget.</p> <p>Kevin will price-out signage we need.</p>
<p>COMMITTEES/SUBGROUP WORK</p> <p>Conference Work</p> <p>I. Program</p>	<p>Small group work 10:15 – 11:00am (Group work shared – mailer completed and approved) Draft Program:</p> <p><u>Day 1 – Wednesday, March 21</u></p> <p>9:00-2:15 Registration</p> <p>10:00-1:00 Pre-con (ASB Law, Leadership Education, & Servant Leadership)</p> <p>2:15-3:50 Session 1 - Speaker Showcase (3 rotations)</p> <p>4:05-4:35 Session 2 - Welcome</p> <p>4:35-5:35 Session 3 - Meet the Pro’s</p> <p>5:45- 6:15 Session 4 - Area Meetings</p> <p>6:20-7:20 Appetizers & Networking (& late registration)</p> <p>7:30-9:00 Session 5 - General Session</p> <p>Josten’s/Herff Jones, etc.</p>

	<p><u>Day 2 – Thursday, March 22</u> 6:30-8:00 Breakfast 8:00-3:00 Partners 9:00-9:30 Session 6 - Area Meetings 9:30-11:00 Session 7 - Keynote/General Session 11:10-12:00 Session 8 - 50-min Breakout 12:00-1:30 Lunch/Partners 1:35-2:25 Session 9 – 50-min Breakout 2:25-3:00 Partners (last chance) 3:10-4:00 Session 10 - 50-min Breakout 4:10-5:00 Session 11 - 50-min Breakout 5:30-6:30 No Host Social 6:30-8:00 Banquet 8:30-10:00 Entertainment</p> <p><u>Day 3 – Friday, March 23</u> 7:15-8:15 Breakfast 7:50-8:25 Clock Hours 8:30-9:30 Session 12 - Meet the Pro's 9:35-10:05 Session 13 - Area Meetings/Elections 10:15-11:15 Session 14 - General Session 11:30-12:30 Closing Session/Lunch</p> <p>II. Social Working on same format as 2011, trying to get The Coats for entertainment and looking into other options if The Coats are not available</p> <p>III. Decorations Decoration group shared ideas (big construction cones, etc.), Emily and Kari will work on die cut needs for door tags, etc.</p> <p><i>Hall of Fame</i> – application updated; will be emailed to all board members for a preview.</p> <p><i>Registration</i> – downloadable PDFs available , registration will go live Oct 10, 2011</p> <p><i>Presenters</i> – involve audience with quick demo activities that can be included in assemblies</p> <p>Association Work</p> <p>I. Area Reps – communication, recruitment, meetings Small group work 11:50-12:20</p> <p>II. Member growth & recruitment</p> <p>III. Hall of Fame</p> <p>IV. Mission Statement</p> <p>MISC INFORMATION (who to contact)</p> <p>Give aways for conference bag – email Kari Vendors/partner – email Marie Speaker showcase – email Tammy Presenters – email Tammy Keynote speakers – email Kevin Prizes & baskets give aways – Becky and Stew Social entertainment – email John Decorations – email Emily</p> <p>Registration Cut-off Dates February 1, 2012 – register by or before 2/1/12 – T-shirt size guaranteed. February 1, 2012 – if not registered by 2/1/12 – room reservation will be cancelled.</p>
<p>FUTURE MEETINGS</p> <p>I. Winter Board Meeting Jan 28-29, 2012 @ Semiahmoo</p>	<p>Meeting dates discussed.</p>

II. Pre-con meeting March 20, 2012 III. Post-con meeting March 23, 2012 IV. Spring Exec Board meeting TBD	
NEXT MEETING DATE	January 28-29, 2012 at Semiahmoo, 10:00am (details via email from Kevin)
ADJOURN	Meeting adjourned at 12:40PM - September 18, 2011