

**EXECUTIVE BOARD MINUTES – June 2-3, 2012**  
**WACA 2013 – Leadership On Tour – Red Lion, Yakima**

<p style="text-align: center;"><b>CALL TO ORDER</b></p> <p style="text-align: center;"><b>Present</b></p>	<p>President Kari Bradley called the meeting to order at 1:15 pm.</p> <p>Kari Bradley, Tim Turner, Norm Sanford, Tammy Caldwell, Tira Hancock, Emily Seaman, Marie Lockwood, Becky Latham</p> <p>Total voting members present: 8</p>
<p style="text-align: center;"><b>Approve Agenda</b></p> <p style="text-align: center;"><b>MOTION</b></p>	<p>.</p> <p><b>Motion</b> and second to approve the agenda for the June 2-3, 2012 board meeting. Motion carried 8:0</p>
<p style="text-align: center;"><b>Review Minutes</b></p>	<p>Minutes from 2012 conference briefly discussed. Approval will take place at the 2012 fall meeting.</p>
<p style="text-align: center;"><b>Treasurer's Report</b></p> <p style="text-align: center;"><b>MOTION</b></p>	<p>263 registered delegates  29 Partners  \$19,338.12 ahead of predicted budget (still have two board meetings to deduct)</p> <p><b>Motion</b> and second to approve the treasurer's report/update. Motion carried 8:0</p> <p>Norm re-activated Bank of America account, closed out the CD, and transferred it to current bank, IQ Credit Union.</p> <p>Norm has updated the expense sheets and budget to reflect same budgetary line item numbers.</p>
<p style="text-align: center;"><b>Advertising WACA at WASC</b></p> <p style="text-align: center;"><b>Hotel Update</b></p> <p style="text-align: center;"><b>Delegate Survey Results</b></p>	<p>We will decide the look/"sound" of the flyer to advertise the 2013 conference at the fall meeting and who will be in charge of completing the task.</p> <p>Kari will block rooms at Red Lion (have rooms blocked at Holiday Inn). Rate TBD. Kari will also ask about enabling online booking for delegates.</p> <p>Partners – one day with partners was well received. Integration of partners and lunch in the same room was well received, also. A couple of negative comments (awkward and wanted more vendors). Partner area was interactive and lively (more so than past).</p> <p>Sessions – comments about repeating sessions. Increasing the number of rotations (such as Meet the Pros and Idea Share) may be able to solve that. Idea Share was a hit. Refine or Add – bring back Book the Pros (media and the Pros).</p> <p>Keynote – suggestions to bring Phil Boyte or Stu Cabe back. Scott Backovich breakout sessions better received than keynote. Suggestion to be cognizant of gender of speakers (get a mix of both genders).</p> <p>Secretaries and Bookkeepers – session sooner, separate idea share. Most comments positive.</p> <p>Light appetizers – need to re-think in terms of options, delete it, better advertize it, provide list of dinner options, etc.</p> <p>Idea Share and Meet the Pro's well received.  Ropes in a Bucket. Icebreakers, large group games, etc. Have several</p>

<p><b>Add and Refine</b></p>	<p>options and people can select one, two, or three to participate (fun, interactive).</p> <p>Social good pace</p> <p>Conference location comments – appeared that several from those who have a soft spot for Semi ah moo.</p> <p><b>Add –</b>          Bring back the “First Timers” session          Book the Pros          How do we keep people (appetizers, breakfast, dessert?)          Provide a program for partners          Email delegate list to partners prior to conference          Female speaker          Bookkeeper of the Year (WASBO addition/suggestion?)          Keep breakfast          Keep idea share</p> <p><b>Refine –</b>          Appetizers the first night          Partner location and layout          Partner prize drawings</p>
<p><b>2013 Conference</b></p> <p><b>a. Yakima Update</b></p> <p><b>b. Speaker/General Session brainstorm</b></p> <p><b>c. Preliminary framework for program</b></p>	<p>Convention Center agreement looked over by Kevin. Kari will look through, as well. Copies provided to board.</p> <p>Rooms: the Board will stay at the Red Lion and Kari reserve as many rooms as possible for the conference.</p> <p>Food contract more lenient than previous years.</p> <p>Toured the convention center</p> <p>Reviewed convention center and catering (M &amp; M Catering) info that was provided</p> <p>Kantis Simmons, Harriet Turk, Patty Hendrickson = possible speakers</p> <p><u>Day 1 – Wed</u></p> <ul style="list-style-type: none"> <li>• ASB law in 2 segments – intro/beginning and advanced (ask Marty)</li> <li>• Servant leadership – keep the same</li> <li>• Mini leadership lessons (Susan)</li> <li>• Lunch</li> <li>• Speaker showcase is a good way to add strength the day (3 options – Angela Prater, Jake French, and need one more)</li> <li>• Welcome</li> <li>• Idea Share WACA style – keep it!</li> <li>• Pro-panel – discuss further in fall</li> <li>• Area meetings – How do we address the first timer stuff in the first area meeting to create connections for first timers?</li> <li>• First timers session</li> <li>• Dinner rather than appetizers(keep them on site)</li> <li>• Keynote after dinner (end by 9pm)</li> <li>• Secure a place for people to hang out after 9pm (atrium, etc. w/no host bar), Johnny’s?</li> </ul>

<p>d. <b>Breakout sessions</b></p> <p>    I. <b>Topics</b></p> <p>    II. <b>Presenters</b></p> <p>e. <b>Giveaways</b></p> <p>    I. <b>Bag</b></p> <p>    II. <b>T-Shirt</b></p> <p>    III. <b>Other</b></p> <p>f. <b>Resource Table</b></p> <p>    I. <b>Purpose</b></p> <p>    II. <b>Facilitation</b></p> <p>g. <b>Committees</b></p> <p>    I. <b>Decorations</b></p> <p>    II. <b>Social</b></p> <p>    III. <b>Program</b></p> <p>    IV. <b>Other(s)</b></p> <p>h. <b>Partner recruitment</b></p> <p>i. <b>Delegate recruitment</b></p> <p>    <b>ACTION required</b></p>	<p><u>Day 2 - Thursday</u></p> <ul style="list-style-type: none"> <li>• Breakfast</li> <li>• Partners in the hallway (allows for C and D to be used exclusively for food in D and sessions in C)</li> <li>• Area meeting</li> <li>• Keynote</li> <li>• Breakouts</li> <li>• No lunch ticket for vendors since they will be in the halls and not with food</li> <li>• Lunch</li> <li>• Breakout</li> <li>• Partners</li> <li>• Breakout</li> <li>• Breakout (traditionally less than half the delegates show up to this session)</li> </ul> <p>Have a discussion at fall meeting regarding the last session and what to offer to increase participation by delegates</p> <ul style="list-style-type: none"> <li>• No-host social</li> <li>• Banquet</li> <li>• Social</li> </ul> <p><u>Day 3 – Friday</u></p> <ul style="list-style-type: none"> <li>• Breakfast</li> <li>• Meet the pros (have 6 rotations)</li> <li>• Area meetings &amp; elections</li> <li>• Closing keynote (end at noon)</li> <li>• Lunch &amp; clock hours</li> </ul> <p>Tammy is working on reorganizing the program to make it more sequential (all Wed stuff in one place, all Thurs stuff in one place, etc)</p> <p>Every board member is responsible for recruiting at least 2 presenters and brainstorming strands/topics.</p> <p>Theme is <i>Leadership On Tour</i> (rock &amp; roll/music/concerts, etc) Drumstick pencils. If you see anything musically related, grab it! Amp up the bag this year (not a reusable one) Flash drives Send idea options to Kari</p> <p>Provide a lot of stuff but just a few copies of each to keep inventory reasonable. Tira will talk to Kevin about the resource table options.</p> <p>Committee work will occur at the fall meeting</p> <p>Send all contact information to Marie (marie5447@comcast .net) Discussed possibility of rotating Party Outfitters and Fun Rent DJ – retain Ric Hansen Designer Portraits</p> <p><b>ACTION</b> Area Reps: Email at least 10 schools that have not been to WACA in the last 3 years to start building/increasing contacts (contact administrator, activities person if can locate, etc.). Email neighboring schools (schools near other schools that attend).</p> <p><i>Include the president trio with all emails sent/correspondence.</i></p>
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<p><b>ACTION required</b></p> <p>j. <b>Advertising/mailings</b></p> <p>k. <b>Other</b></p> <p><b>Constitution and Standing Rules</b></p> <p>a. <b>Review Current work</b></p> <p>    I. <b>Mission statement</b></p> <p>        II. <b>Hall of Fame</b></p> <p>        III. <b>Partners</b></p> <p>        IV. <b>Board Responsibilities and Duties</b></p>	<p><u>Area Delegate goals for 2013 conference</u></p> <p>Area 1 (74), 2 (54), &amp; 3 (58) maintain or increase</p> <p>Area 4 (12) increase to 20</p> <p>Area 5 (22) increase to 30</p> <p>Area 6 (8) increase to 20</p> <p>Area 7 (4) increase to 10</p> <p>Area 8 (15) increase to 20</p> <p>Area 9 (32) increase to 40</p> <p>Overall increase 280 to 326</p> <p><b>ACTION</b> Area Reps to build a current contact list of all secondary school advisors for responsible area by Fall meeting (September 2012)</p> <p>Area reps need to inform areas about the Hall of Fame recognition. Form due 12/31</p> <p>Discussed possibility of sending 2 mailings. Will do one post card and continue to communicate electronically like last year.</p> <p>Dates for 2014 – March 12-13-14 (HSPE testing is Tu-Th, 18-20). Tim will bring facility options for 2014 to the fall meeting.</p> <p>Mission statement: "To promote and provide resources for those involved in student activity programs that actively engage students in a positive learning community"</p> <p>Core Beliefs: "Through activities we: build respect, celebrate student success, develop lifelong learners, provide opportunity to connect all students in an activity"</p> <p>Becky will review mission statement (compare to constitution) and bring back ideas at the fall meeting.</p> <p>Process excellent. Emily will update website with documents. Deadline for recognizing people (submitting documentation) is Dec 31 of each year.</p> <p>No discussion about the partners section</p> <p>March 2010 most recent constitution Sept 18, 2011 most recent standing rules</p> <p><u>Standing Rules discussion:</u></p> <p>Membership – add "<i>is or has been</i>" to #1 (an individual involved with activities...) to address retirees and position elimination but still involved</p> <p>Kari will work with Kevin &amp; Norm about the fiscal responsibility especially in terms of venue contracts. Possibly adding a clause, "...at the discretion of the president he/she may have an attorney look at the contract to an expense up to X amount"</p> <p>Discuss at the fall meeting adding the certification program maintenance/follow-up into the middle level and high school rep responsibilities with the past president.</p> <p>Discuss at the fall meeting "All board members" – what is an active member, and how do we address retirements and eliminated (job) positions for board members.</p>
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<p><b>2013 Budget (10/1/12 – 9/30/13)</b></p> <p><b>a. Develop 2013 Operating Budget</b></p> <p><b>I. Partner fees</b></p> <p><b>II. Delegate fees</b></p> <p><b>WACA Board</b></p> <p><b>a. Future Board Meetings</b></p> <p><b>i. Fall – Sept in Yakima</b></p> <p><b>ii. Winter – Jan in Yakima</b></p> <p><b>iii. Pre-con – Mar @YCC</b></p> <p><b>Future of WACA</b></p> <p><b>a. Activity Coordinator Certification</b></p> <p><b>b. Additional professional Development</b></p> <p><b>c. Website</b></p>	<p>Reviewed last year's budget and projected expenses for 2012-13 in light of new venue and changed expenses. Budgeting at 80% of last year's food costs as a means to estimate costs.</p> <p>\$325.00</p> <p>\$340.00 individual, and \$300.00 per person with groups of 4 or more</p> <p>22-23 September 2012, 11:00am (start at Miners) 12-13 January 2013 (11:00am start at Miners)</p> <p>19 March 2013 (start time TBD)</p> <p>Update – Kevin is still working on having one in Spokane. WASC – Kari will ask Kevin if planning to advertise one-day at WASC.</p> <p>Discussion about certification/PD – good idea if don't do too many (one to two per year suggested). Where do these workshops fit into our budget (hotels, travel, etc.).</p> <p><u>Suggested schedule</u> 8:30-9 check-in 9-9:50 guest speaker/mixers or ??? 10-10:50 presentation 1 11-11:50 presentation 2 11:50-12:30 lunch (provided) 12:40-1:30 presentation 3 1:40-2:30 round table, panel discussion, idea exchange, or ??? 2:40-3 closing, clock hours (hopefully), or ???</p> <p>Discussion – schedule needs further refinement, needs a theme (not ASB law, WASBO for that)</p> <ul style="list-style-type: none"> <li>• Cost - \$75 per participant (same as pre-con) – consensus that is good</li> <li>• Need to have 20 people to hold the conference/workshop</li> <li>• Stipend for the host? Yes (need to clarify who is the host &amp; what is his/her responsibility – WACA board members should not be getting a stipend due to non-profit rules)</li> <li>• Create a budget for hosting the event (printing, speaker fee, etc., food separate). \$500 per location.</li> <li>• Food budget - \$15 per person</li> <li>• Have a WACA-sponsored workshop at WASC – suggest talking to Susan to have other advisors come to that session(s) that are intentional for advisors.</li> </ul> <p>Emily will update the website and research hosts and will roll-out changes at the fall meeting</p>
<p><b>NEXT MEETING DATE</b></p>	<p>September 22-23, 2012 at Yakima (11:00am start at Miners)</p>
<p><b>ADJOURN</b></p>	<p>Meeting adjourned at 11:25AM</p>