



WASHINGTON ACTIVITY COORDINATORS ASSOCIATION

Washington Activity Coordinators Association
Winter Board Meeting –Springhill Suites, Kennewick
WA
January 9-10, 2016

In Attendance:

1/9	1/10	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Becky Latham, President
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Dick Caldwell, President-Elect
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Sue Metzler, Past-President
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Norm Sanford, Treasurer
<input type="checkbox"/>	<input type="checkbox"/>	Kari Bradley, Secretary (absent)
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Tammy Caldwell, Program Coordinator
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Guy Simpson, Communications Coordinator
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jen Durham, Partner Coordinator
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Ryan Healy, Technology Coordinator
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Lana Yenne, Middle Level Representative
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Coley Veitenhans, High School Representative
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Laura Maaradji, Area 1 Representative
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Kia duNann, Area 2 Representative
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Caleb Knox, Area 3 Representative
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Becky Cruz, Area 4 Representative
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Greg Becker, Area 5 Representative
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Susie Bennett, Area 6 Representative
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Amanda St. Pierre, Area 7 Representative
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sarah LeDuc, Area 8 Representative
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jen Nelson, Area 9 Representative
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Tim Turner, Certification Coordinator Volunteer

People in *red text* recorded their video introductions.

MINUTES:

- I. Welcome, *Call to order at 12:45 PM (01/09/2016)*
 - a. Overview of the weekend
 - b. Video [72 seconds of thanks—Luke Turner, Rice University]
- II. Approval of agenda [*Motion by: Ryan, Second by: Caleb, Motion Approved*]
- III. Approval of September Meeting Minutes [*Motion by: Ryan, Second By: Caleb, Motion Approved*]
- IV. Reports:
 - a. Treasurer (Norm)
 1. *See provided Treasurers Report*

- b. Technology (Ryan)
 - 1. Website has been updated
 - 2. Fair amount of presenters/delegates submitted
- c. Communications (Guy)
 - 1. Post Cards sent out in Fall of 2015
 - 2. Second Post Cards to be sent out in next couple of weeks.
 - 3. Name Badges for board members
 - 4. Social Media presence, trying to broaden our footprint outside of the conference but do not want to be seen as senders of spam.
- d. Partners (Jen Durham)
 - 1. Small group of partners at this time, working on getting more.

OLD BUSINESS

- V. Activity Coordinator update – feedback from Tim (*Certification Coordinator Advisor*)
 - a. Looking at partnering or building our structure along the lines of WIAA, or other state certification currently done. Tim has made some connections already
 - b. AWSL has agreed to support and allow our use of their logo on certification.
 - c. Teacher certification audited at 10% of numbers that apply, would like to model a similar approach.
 - d. Assign further work to committee breakout time.
- VI. AWSL Conference report (Tammy/Becky)
 - a. Discussed keynote speaker—*Keith Wheeler*—was not a success.
 - b. Represented WACA at their conference and shared benefits of attending our conference.
- VII. Election Process – review Fall discussion and decide how to proceed for conference
 - a. Announce constitutional amendment at opening session, vote will be pencil/paper. Certification Coordinator position amendment will be voted on at first area meeting.
 - b. General election will be conducted electronically.
 - i. Norm will format and set up electronic balloting to assist Sue in running the conference elections as her duty as Past-President.
 - c. We will conduct a top-two primary, if there are more than two candidates per elected positions.
 - d. Area representative election will also be top-two primaries, if necessary.
 - e. Add election process to committee breakouts at this meeting.
- VIII. WACA Standing Rules/Bylaws
 - a. Appointment Procedures (*page 4 Standing Rules*)
 - b. Want to follow the Standing Rules as they are written for appointment procedure.
 - c. Any appointment candidates who are current board members will not participate in vote to approve President-Elect's recommendations.

NEW BUSINESS

IX. WACA 2016: For the Love of the Game – March 9-11, Three Rivers Convention Center, Kennewick

a. Questions to consider:

- i. What should be the tone for the Hall of Fame banquet? Encourage team jerseys etc for Thurs. The superhero theme was a hit last year.
 1. Area Reps: Please encourage delegates to bring sports related/jerseys, etc. for Thursday Spirit Day (like we did for superheroes last year)
- ii. Should we have delegates bring photos of them from sports teams in high school, create a display, and add a paragraph about what participating in sports taught them?
 1. Could do it digitally and project them during the conference.
 2. Throw-back-Thursday
 3. If you have any photos of you in a high school, college, clubs. Photos of you as part of a team or an event.
- iii. Should we create a series of big screen activities (like hydro races, ball in hat, etc) and share how to use them in their schools? Show one each session....
 1. Caleb has already filmed most of one of these—Mario Kart race
 2. Jumbo-tron ideas: Hydro races, Name the Song—what year, who was the WACA president, etc.
- iv. All-Star Team (recognize amazing advisors, on a shout out type board, provide die cuts for delegates to write on)
 1. Area All Stars—Tammy will make this with her Cricut
- v. Should we bring in a local vendor, set up during registration, to add names to the back of delegate shirts, if interested? We could negotiate a flat fee. Or is this a dumb idea?
 1. Heat Press to add area numbers and/or names on back
 2. Motion made to increase delegate t-shirt budget line item by \$2,000 *by: Jen D., Seconded by: Caleb, Motion approved*

President announced ten minute break at 2:00 PM—Meeting called back to order at 2:15 PM

b. Keynotes

- i. Wednesday night – Stu Cabe
 1. Stu will be presenting new material.
- ii. Thursday morning – Anthony Robles
 1. \$10,000 speaking fee, includes transportation and lodging.
 2. President is very excited to have Anthony present to our conference after she saw him present in Denver.
- iii. Thursday night - no entertainment, start hypnotist earlier, people can go to that, or mingle in the lobby until the dance starts....stagger

the start by 30 min so hypnotist people don't miss all of the other activities

1. Going to modify hypnotist performance to be what he would do in school, and keep his show to a shorter length so delegates can enjoy all the options offered during the social.
 2. Request to have Starbucks open later—more often during conference, and have hotel lounge open during/after social for delegates to mingle or socialize. President will follow up with Hotel staff.
- iv. Friday morning – still fuzzy, heavy hitters (Houston and Stu and _____)
1. “Heavy hitter” presentations, Houston, Stu, Gabe Murfitt, and perhaps another? The preliminary concept is to run the heavy hitters presentation twice, back-to-back, with delegates choosing to attend two different sessions.
 2. We schedule five professional speakers on Thursday, and then repeat them on Friday morning; delegates can choose to see two of five.
- v. Presenter update
1. Recommendation to look at room assignments/configuration for breakout sessions during committee time during this meeting, to further finalize program for conference.
- c. ESPN/Sport leadership lessons
- i. 2-3 minute video start of each General Session
- d. Reminder of our Contracts
- i. Facility – Three Rivers – Sue checking on times for March 10. Director is Lisa Krous, also working with Mike Carey. Unable to walk through this weekend due to Wedding Fair.
 - a. Met with facility director to go over contract and facility this morning.
 - b. Have measurements for conference decorations, video board for displaying schedule, etc.
 - ii. Hotel Blocks – Springhill Suites, Hilton Garden Inn. Vendors for the social will be booked at Red Lion. Hall of Fame at Hilton Garden Inn.
 - a. Currently at 63 rooms at Springhill Suites already booked.
 - b. Board has not blocked our 20 rooms and will need to do so before January 23rd cut off date.
 - iii. Board staying at Springhill Suites. Arrive March 7 or 8.
- e. Conference Meals
- i. Meeting with the caterer this week. Will take suggestions primarily from last two delegate surveys. Adding a dessert option for Thursday lunch. And vegetarian and gluten free similar to Yakima (seemed well received).
 - ii. How to designate vegetarian/gluten free (nametags)

- f. Resource Table. (Sue)
 - i. Provide Sue with your suggestions before the end of the weekend.
 - ii. Hats/merchandise? Potential money maker/Window clings with WACA logo or branding.
- g. Elections (Sue) per earlier discussion, add duties to matrix

President called a break at 3:05 PM – Meeting called back to order at 3:25 PM

- h. Hall of Fame (Lana and Coley)
 - i. Review criteria, procedures
 - ii. Present candidates
 - Kay Anderson
 - Susan Jernegan *inductee*
 - Bob Jones *inductee*
 - Judi Montgomery
 - Michelle Munson
 - Lindy Stewart *legacy inductee*
 - Shannon Wiggs
 - iii. Time for discussion, vote was conducted. Two candidates received more than 75 percent.
 - iv. Legacy selection
- i. Board attire
 - i. Wednesday – baseball style tee and pants of your choice
 - ii. Thursday – bright tee shirt (Kelly green) and your choice
 - iii. Board name tags and conference name tag would be great
 - iv. Designate your sizes on the sheet being passed around
 - v. Other – referee shirts? Jerseys for the banquet
- j. Delegate shirts – MV Sports or the Lineup – short sleeved baseball style tee with conference logo (black and white)
- k. Delegate giveaways – going with a rolling format
 - i. At registration – retro sport duffle, stadium cup, pen, post it pad, clipboard, rally towel, mini foam fingers
 - ii. Dinner-Tailgate Wed night – mini foam fingers, poms (*delegates choose one of each in a school color*)
 - iii. Thursday banquet – spirit beads and sports stress balls and some other item on tables as part decoration, part giveaway
 - iv. Friday – wrist bands or something else for delegates who have been recognized as All Stars by their peers. Pass out during large group give-a-ways.
 - a. Possibility of using t-shirt cannon or slingshot to launch shirts into delegates during closing session.
 - v. Please try to ask for donations for delegate giveaways from your vendors. Let Coley and Lana know, so they can coordinate.
- l. Technology needs for Ballroom, other. What will you need? Communicate with Becky, Ryan, Guy, Tim before the conference.

- m. Pictures of events/activities, taping delegates – additional duty added to matrix?
 - a. If you are able to do any of this please feel free to volunteer for these activities on the matrix.
- n. **WACA 2017** Introduction (Dick)
 - a. WACA 2017, Gone Fishing for Great Ideas
 - b. Video introduction
 - c. March 15, 16, and 17, 2017
 - d. Vancouver, Washington
 - e. Keynotes
 - 1. Houston Kraft, Wednesday evening
 - 2. Mike Smith, Thursday

X. Committee Breakout # 1

- a. Decorations- led by Jen Nelson (make specific assignments for decorations, etc)
- b. Social - led by Dick (Finalize choices, contact vendors, give info to Becky to make hotel accommodations, food? Giveaways? Does it need an overhaul?_
- c. Activity Coordinator Certification – led by Tim (what needs to be ready for the conference)
- d. Big Screen Crowd Participation – Social Media during the conference (what does this look like?)

Breakout Committee sessions began at 4:20 PM – Meeting called back to order at 4:55 PM.

XI. Committee Reports

- a. Decorations (*Jen N.*)
 - i. Six panels (13' x 7'8") Sports
 - 1. Panels by:
 - a. Sarah LeDuc—Football
 - b. Richland H.S.—Track
 - c. Evergreen—Soccer
 - d. Curtis—Wrestling
 - e. Coley Veitenhans—Bowling
 - f. RMS—Sports Medley
 - ii. Main decorations will be constructed at an annual decoration party at Ridgeline Middle School at a date and time to be announced later.

Dinner Break called at 5:11 PM – Meeting called back to order at 7:25 PM (Sarah LeDuc was excused from this portion of the meeting).

- b. Social (Becky C.)
 - i. Dick has been in contact with hypnotist and is coordinating his start time.

- ii. Contacting (Corey) Puget Sound Entertainment to bring things that are more realistic to things you can actually get approved to be at your school.
 - iii. Ice Cream Social
 - c. Activity Coordinator Certification (Tim)
 - i. Developing a platform to allow admin to support the certification process, or the need to have a certified leadership advisor.
 - ii. What will the certificate look like and a summary of what they did to get the certificate.
 - iii. What is it going to be “officially” called?
 - iv. Make the form look like the form used for teacher certification.
 - v. What do we do if fraud is found during an audit? What will that protocol look like?
 - d. Social Media/Big Screen Crowd Participation (Ryan)
 - i. Mario Kart race (Caleb)
 - ii. Live cam during the conference – “side hug” cam, etc.
 - iii. President recommended utilizing delegates to capture video during sessions.
- XII. Registration Revisions – Do we need any?
 - a. Credit Card registration online without a credit card, Norm stated that he has gotten a number of registrations partially completed without the credit card payment.

Meeting recess called at 7:45 PM – Meeting called back to order at 8:20 AM, 01/10/2016

- XIII. Breakout Session #2
 - a. Area Reps - Revisit area meeting agendas. Add Constitution vote to first area meeting. Discuss giveaways, raffles, upcoming emails.
 - b. Exec Board and HS/MS Reps- led by Becky, three groups.
 - 1. Activity Certification, pick up where first group left off.
 - 2. Program – review with Tammy
 - 3. Elections

Meeting called back to order at 9:04 AM, 01/10/2016

- XIV. Committee Reports #2
 - c. Area Reps
 - i. Sarah L. nominated to craft agendas for area meetings.
 - ii. Kari B. was nominated to write a form donation letter for the accumulation of give-a-ways and delegate raffle prizes.
 - iii. Lana Y. asked board to send a mass text message to Kari and Sarah informing them of their nominations.
 - d. Adviser Certificate, Program, and Elections
 - i. Hall of Fame – will be looking for individuals willing to go deliver HoF inductee news with the HS and Middle Level Reps, and/or Presidential Trio.

- ii. Elections – Norm has the blueprint to run the elections electronically, all delegates will have an assigned PIN that they will use when they vote. Sue will prepare a flyer to insert in the program outlining the new election process.
- iii. Certification – Jen D. need to clean up the language of what we call the certificate and the process, and need to look at how classified staff can also have access to the certification.
- iv. Program – Ryan has made the program live on the [website](#). Tweaked the schedule for Friday, there will not be a second appearance of the heavy hitters on Friday morning, will be adding a second Meet the Pros style session—but it will focus on books, or video lessons used in the classroom. Meet the Pros, Book the Pros, will now be sandwiched around the area meetings.

XV. Action Items for March Conference

- e. Communication – second mailer, personal invites, take magnets with you
 - i. President and Communications Coordinator will work on the second post card at the conclusion of this Board Meeting.
- f. Donations – questions, clarification
 - i. We would love to have large items to give away as raffle drawings, so if it's possible, sports event tickets would be awesome and tied to the conference theme.
- g. Notifying Hall of Fame recipients – Pres Trio, area rep, assign duties—see Lana and Coley about arranging this.
- h. How do we assist Dick in rolling out the 2017 conference.

XVI. Pre-Conference Meeting March 8, 2016

- a. Becky will email agenda/time/meeting room, but plan on 1 pm. We have access to the convention center starting at 8AM Tuesday. Decorating can start then.
- b. Post Conference meeting, Friday March 11 at conclusion of conference.
 - i. Dick will plan on meeting immediately at the end of the conference to wrap it up prior to breaking down and packing up 2016 conference. Outgoing board members will be allowed to depart and incoming board members will disassemble the conference.

XVII. Adjourn

- a. Meeting adjourned at 9:33 AM. #gohawks