

<p style="text-align: center;"><b>WACA PreConference Board Meeting</b>  <b>March 14th, 2017</b>  <b>Location: Vancouver Convention Center, Vancouver, WA</b></p>	
<p><b>Call to Order – 12:53pm</b></p> <p><b>Attendance</b></p>	<p>Dick Caldwell, <i>President</i>  Becky Latham, <i>Past-President</i>  Laurel Robillard, <i>President-Elect</i>  Tammy Caldwell, <i>Program Coordinator</i>  Guy Simpson, <i>Communications Coordinator</i>  Ryan Healy, <i>Technology Coordinator</i>  Kari Bradley, <i>Secretary</i>  Jen Durham, <i>Partner Coordinator</i>  Laura Maaradji, <i>Area 1</i>  Michelle Munson, <i>Area 2</i>  Caleb Knox, <i>Area 3</i>  Greg Becker, <i>Area 5</i>  Susie Bennett, <i>Area 6</i>  Amanda St. Pierre, <i>Area 7</i>  John Bittinger, <i>Area 8</i>  Lana Yenne, <i>Middle Level Representative</i>  Coley Veitenhans, <i>High School Representative</i></p> <p>Not Present:  Norm Sanford, <i>Treasurer</i>  Becky Cruz, <i>Area 4</i>  Jen Nelson, <i>Area 9</i></p>
<b>Approval of Agenda</b>	<p><b>Motion</b> by Tim to open the meeting at 12:53, second by Ryan.  <b>Motion</b> by Ryan to approve the agenda, second by Laura  Motion passes</p>
<b>Minutes</b>	<p>Winter Board Meeting Minutes  <b>Motion</b> by Tim to approve, second by Caleb  Motion passes</p>
<b>Reports</b>	<p><b>Treasurer –</b>  Have received mailings. Report when Norm arrives.</p> <p><b>Technology –</b>  → Many have asked to use our projectors. May want to have a plan for that for next year.  → <u><b>Agenda item for next year:</b></u> what tech can we afford to provide for presenters and for borrowing?  → Will investigate wifi code for delegation.  → Don't just ask Roger (with the Hilton) for a mic or projector, etc. Talk to Ryan so we don't get charged.</p> <p><b>Communications –</b>  Will work with Dick and Laurel on the survey throughout the conference.</p> <p><b>Program –</b>  → Must be out of Willow by 2:00 Thursday. Moving Resource Table to Registration Table after that.  → Setting up a standard Gluten Free station.  → <u><b>Agenda item for next year:</b></u> Gluten/veggie/allergies must be part of registration in the future.</p>

	<p>→ Thursday night, Area 4 &amp; 5 (Pine and Spruce) booked out. Only take to your area what's essential--don't leave anything behind since others will occupy room. Or place items in neighboring room that's not booked.</p> <p>→ Joe Black will be in Hemlock and Oak (opening the air wall, putting stage in, moving tables) - Areas 2 &amp; 3 be aware for stuff.</p> <p>→ Completely out of Alder by 1:45 on Friday.</p> <p>→ We have Ash the whole conference for a lounge, check-in, downtime/quiet time.</p> <p>→ Registration table in the hall Friday morning. Clock hours, lunches, etc. will happen INSIDE Heritage Ballroom.</p> <p>→ All decor out of front lobby (Heritage Lobby) by 10am Friday morning.</p> <p>→ After area meetings at 10:30am we need to have all rooms clear. After meetings, move stuff out to Alder.</p> <p><b>Partners -</b> 34 Partners! 35 unofficially!</p>
<b>The Matrix</b>	<p>Walked through the schedule and responsibilities for the conference. Tammy made official notes.</p> <p>Water bottles and certificates for presenters.</p> <p>Becky would like help with the Resource Table.</p>
<b>Next Meeting Date</b>	<p><b>Post-Conference Board Meeting</b> Vancouver Convention Center Hilton, Board Room</p>