

Washington Activity Coordinator's Association
Winter Board Meeting
The Vancouver Hilton
Vancouver, Washington
January 4-6, 2008

Committee Work:

1. Vancouver 2009: Eleanor presented to the group a glitch in the dates for 2009. The board created a list of questions to pose to The Hilton in regards to the March 18-20 dates. Several options were discussed, including what to do if the conference could not be held at The Hilton. Eleanor will follow up with Tenly on Monday and communicate with the board. (Eleanor established the following dates for the 2009 conference at the Vancouver Hilton. March 11-13, 2009. Email notification Monday, January 07, 2008.)
2. Prize Giveaways: The committee will create "WACA Bucks" to serve as an incentive to attend conference activities, sessions, and our partner area. "Bucks" will be distributed through the following: Area Check-in, Area Meetings, Sessions, Partners, 1st Timers, etc. Prizes will be displayed in the ballroom. At Thursday lunch the first round of prizes will be drawn, and then again at dinner. A delegate will place their "Bucks" in the box for the prize of choice. Smaller giveaways will be distributed through Area Meetings. Big prizes will be held for Friday lunch and all delegates will be eligible. Delegates must be in attendance to win. The "Bucks" will include directions for use on them.
3. Decorations: The colors for the conference will be silver, gold, black and white. The members of the decoration committee presented their ideas and some their models to the group. Karen presented a vinyl banner. The banners would be used for Areas, Registration/Check-in, and Resource Area. **Britt motioned to approve the purchase of vinyl banners at \$45 each from MVP (Mid-Valley Printing). Caity seconded. The motion was approved by the board. An addendum was made to clarify the number of banners to be purchased at 11.** We also discussed the need to create free standing decorations. The purchase of PVC will be investigated.
4. What do you need to know to have a successful conference?
 - a. Map of the area with directions to Vancouver;
 - b. Parking options with pricing;
 - c. Pre-Con parking options;
 - d. Check with hotel regarding using a PO;
 - e. Bring PO's and Credit Cards for Resource Room;
 - f. Check-in procedures for conference and for hotel;
 - g. Wireless cost;
 - h. In house food and beverage options;
 - i. Hotel amenities;
 - j. Hotel options within walking distance of the Hilton;
 - k. Restaurants within walking distance of the Hilton;
 - l. Hotel map;
 - m. Airport Shuttle – Not Available.
 - i. Tira will send the information out to delegates via the newsletter. Area reps will also forward the information to the delegates.
5. The meeting was called to order at 8:18 AM, January 5, 2008.
6. Following Welcome and Announcements, a quick go around and introductions, the Fall Meeting Minutes were motioned and approved.
7. Treasurer's Report: Darryl presented the board with an updated budget report. Expenses for the Fall Board Meeting and activity between the 2007 Conference was \$12,938.19. We currently have \$124,483.84 in savings.
 - a. Darryl asked the group to review the insurance policy at the Fall 2008 Board Meeting.
 - b. As of this date, we have 190 delegates registered, 66% of whom have paid.
 - c. There are currently 336 people registered at the Hilton.
 - d. Brent asked that the minutes reflect the change in registration fees for the 2009 conference, \$275 before February 1, 2009, and \$320 after.

- e. Darryl stated that when he receives the year-end tax statement he gains a clearer understanding of the year in review. He recommends we review expenses versus cost. We have dropped from \$84,000 to \$64,000 over the past few years.
- 8. In lieu of another mailing, area reps will make personal contact with area members regarding attendance at the conference. In addition, the newsletter and website will provide needed information to delegates regarding conference details.
- 9. Technology Report: Tim indicated that there have been 4920 visits, with 35,661 hits. The majority of those hits occurring in the Resources area.
 - a. The web host will expire September 25, 2008. We must auto renew 14 days prior. **Eleanor motioned to approve renewal of the web host at \$6.95 per month, for 24 months, equaling \$166 per year. Caity seconded. Motion was approved.**
 - b. Tim communicated we have switched to Form Assembly. Com for online registration.
 - c. Please inform Tim if you have any email concerns.
 - d. Britt recommended a pull down list under the home page links for easier browsing. It was also recommended to place a picture next to the board member for easier recognition.
- 10. Sponsorship Report: Dan communicated the confirmation of sponsors for the 2008 conference.
- 11. Partnership Report: Brent reported that we are \$4000 ahead of last year at this time. He attributes much of this to the timeline established at the 2007 conference for reserving booths. We still have 19 booths to fill. Please contact Brent with any possible partners. Brent recommends those who have contacts with Coke and Pepsi apply some pressure to getting them back to the conference.
 - a. **Teri motioned to approve a cost increase for Partner Booth Fees for the 2009 conference to reflect \$400 before May 1, 2008; \$450 from May 1, 2008 through November 30, 2008; and after December 1st, \$500. Eleanor seconded, and the motion was approved.**
 - b. Brent is looking into booth fees for other conferences. The PTA conference separates out Non-Profit from Commercial, and charges different rates for End Booths.
 - c. Brent is also investigating a Liability Form for Partners to sign.
 - d. **After much discussion, Brent motioned that if we are able to sell the Henning Mural Design booth to another business, and fill all booths, the Hennings will be refunded their payment. Caity seconded, and the motion was approved.**
 - e. Brent will be talking with the Hilton staff regarding the pipe and drape for the Partner area.
- 12. Communications Report:
 - a. Tira thanked everyone for approving the purchase of EMMA. The system will cost \$24 a month, over 12 months = \$292. There is a set up fee of \$220.80. The newsletter will continue to be sent online, four to five times per year.
- 13. Program Coordinator's Report:
 - a. Schedule was reviewed for the conference. Mac Bledsoe will be the keynote speaker on Wednesday and then will join Marty Fortin, Power On, and a panel, for session one.
 - b. Tammy urged the group to continue to find presenters. We are currently in need of 15 more session presenters and additional presenters for Meet the Pros.
 - c. Please encourage presenters to register online before February 1. Tammy will need time to complete the program.
 - d. Marty will continue to provide clock hours.
 - e. Speakers and Entertainment:
 - i. **It was motioned and approved that we contract Mac Bledsoe for \$3000 plus travel expenses.**
 - ii. Darryl will confirm the cost of the Drumline.
 - iii. **It was motioned and approved to hire Joe Vespaziani for \$500 plus booth fee.**
 - iv. **It was motioned and approved to contract Jamie Vollmer for \$4900 plus travel/lodging expenses.**
 - f. Thursday Party:
 - i. Dan will ask for air hockey, ping pong, foosball, pool tables, pop-a-shot, putt putt golf, karaoke, and airbrush.

- ii. Entertainment under \$1000 will be investigated.
- 14. Hall of Fame/Recognition:
 - a. Beth, Sue, and Josh will coordinate the information for the Hall of Fame recipient. Sue is taking the plaque to Awards of Praise to be updated, and will price the cost of a new plaque. Sue will also purchase the crystal recognition piece. **It was motioned and approved to have Sue purchase and update the Hall of Fame perpetual plaque.**
 - b. Future nomination consideration, Chuck Ptolemy.
 - c. **Motion to approve up to \$500 for Sponsor plaques with a Partner or Awards Unlimited was approved. Dan will further research pricing for recognition plaques.**
 - d. Eleanor has gathered board information for plaques.
 - e. Tammy and Eleanor will check inventory of area ribbons and presenter pins.
- 15. Food Services:
 - a. We will ask the hotel to provide an Ala Carte service if there is no charge to the association.
 - b. Recommendations from the hotel staff included the pork tenderloin, flourless chocolate cake, and the deli sandwich for Friday.
- 16. Elections:
 - a. Areas 2, 4, 6, 8, 7, and 9 are open.
 - b. President Elect, Program Coordinator, High School, and Middle Level Reps are open.
 - c. The Executive Board will review the constitution language at the Summer meeting. "Membership" will be clarified and further defined. Consideration for combining A and B in the constitution will be discussed. The Executive Board will also discuss language in the SOP's regarding vacated positions.
 - d. Constitution changes will be voted upon at the Area check-in. Information will be disseminated from Josh through the newsletter and Area Reps.
 - e. High School and Middle Level Rep positions will be presented for constitution change from appointed to elected positions.
 - f. Josh will prepare the election brochures and ballots.
 - g. The Area Agenda will be created by Josh and sent out to Area Reps.
 - h. Area 7 and 8 will be combined at one table until 2009. The Area 7 Rep will need to make personal contact with delegation to determine why attendance is low.
- 17. Delegate Give Aways:
 - a. 425 items for bags;
 - b. 1 large (big) item, 2 nice items;
 - c. Area giveaways will be combined and distributed to Area Reps for meetings;
 - d. Favors – tee shirt (heather gray with charcoal gray print), and an umbrella.
- 18. Board Topics:
 - a. Clothing:
 - i. Wednesday – Paparazzi tee-shirt and jeans
 - ii. Thursday – Vest, white button down, black pants
 - iii. Thursday Night – White button down, black pants, and tie
 - iv. Friday – School attire
 - b. Conference Arrival –
 - i. Monday, March 17 – Exec Board (pre-approved), Beth and Karen will share a room on Monday then move into their own rooms on Tuesday.
 - ii. Tuesday, March 18 – Board arrival by 1:00
 - iii. Wednesday, March 19 – Conference begins at 10:00
 - c. Things to bring:
 - i. Blue Painters Tape – Karen
 - ii. Message Board – Teri (If she still has it)
 - iii. Area Banners – Karen
 - d. Area Check – in: Karen
 - i. Champagne glasses with confetti -
 - 1. Colors:
 - a. Area 1 – Purple
 - b. Area 2 – Fuchsia

- c. Area 3 – Teal
- d. Area 4 – Turquoise
- e. Area 5 – Orange
- f. Area 6 – Lime Green
- g. Area 7 – Light Blue
- h. Area 8 – Kelly Green
- i. Area 9 – Yellow

19. More Committee Work:

- a. Contract Review Team: List of items of concern and knowledge,
 - i. Early departure is a \$50 fee
 - ii. 24 hour cancellation policy – we asked for 72 hours
 - iii. Socials will be charged hotel rates
 - iv. PO's must have prearranged approval
 - v. 4:00 pm is check-in
 - vi. For every 50 rooms, we are comped a room
 - vii. Credit account must be established by January 8, 2008
 - viii. The program needs to be provided 6 months in advance of conference
 - ix. Meeting rooms are \$100 a day = \$1000 a day
 - x. Ballrooms are exempt
 - xi. Alder – Resource Room - \$100 a day?
 - xii. Exhibit - \$25 per table
 - xiii. Extensive set= hourly rate
 - xiv. Fire permit for partner area
 - xv. Partner contracts provided to Hilton
 - xvi. Tiered % rooms/food:
 - 1. Rooms - \$56,000 (80 – 100%) – Not responsible
 - 2. Food/Beverage - \$32,000 (90%) = \$28,800
 - xvii. List of all auxiliary aides to hotel by February 17
 - 1. Ballroom sound system?
- b. Fall Board Meeting:
 - i. Stewards of Finances:
 - 1. Maximizing hotel rooms/beds amongst the board
 - 2. Food and Beverages (alcohol) during meetings
 - 3. Review 2008 expenses and create a budget for 2009
 - 4. Review costs for Pre – conference session: **A motion to keep the Pre-Conference cost at \$30 for 2009 was approved after much discussion, and a hand vote of 10-9.**
 - 5. The registration cost for 2009 will be \$275 before February 1st, 2009; and \$320 after February 1st.

20. 2009 Conference:

- a. Eleanor introduced her theme for the 2009 conference, “Wild, Wild, WACA”. Please keep this a secret until Friday lunch.
- b. Eleanor, with the assistance of her leadership students, will finalize a script for Friday lunch and communicate with the board. Please bring your western wear with you.

21. Meeting was adjourned at 10:54 am.