

**WACADA Board Meeting
February 28, 2006
Fond du Lac – Marian College
12:00 P.M. – 3:30 P.M.**

Present: Cathy, Michael, Steve, Laurie, Houa, Becky, Gretchen, Jeff, Tim

- I. **Approval of Agenda:** Meeting was called to order at 12:25 by Cathy Mathweg
- II. **Approval of Minutes:** December 19, 2005 Motion to approve-Laurie, 2nd by Steve, motion carried.
- III. **Treasurer's Report:** The current balance is \$7,945.49. Jeff shared with the board that he opened a CD for \$1000.00 at 4 ½% for 36 months. Motion to approve made by Becky – 2nd by Tim. Motion carried. Jeff also mentioned that the Professional Development Grants application forms will be on-line. He and Michael are working out the bugs.
- IV. **Program Update:** There is a planning meeting at UW-Parkside on Monday March 6th and there were a few board members that will meet with the committee. Mary is looking for some direction and answers. There was some discussion about raising conference fees with possible increase in costs. The board also discussed the conference give-away, the umbrella. Mush discussion on size, color, what logo to put on the umbrella and it was decided that we would purchase 250 umbrellas with the 10 year logo and color would be standard logo colors. ***Cathy is going to take the various concerns to the vendor.***
The 10th anniversary logo will also be used on many conference items. It was Also it was suggested that we have a continuous slide show of past conferences. Michael ask that presenters of conference proposals be sent to him to put on the WACADA home page. The board decided that it would be better to put proposal Titles and description be put on-line.
The UW-Milwaukee conference is sold out. It was suggested that WACADA have a a marketing presence at this conference. Hopefully we can secure a table and show case the latest newsletter. Becky moved and Steve 2nd a motion for WACADA to give away 2 certificates for the 2006 WACADA conference which would include the conference fee and membership for the year. ***Becky will make the certificates.***
The site for the will be Madison and ***Becky will begin to check out possible sites.***
- V. **Membership Update:** Houa reported that the latest membership number is now 199 members. Houa mentioned that we have pins and pens left and it was recommended that once the pens are gone, we will not re-order, but the pins will continue to be used in a letter to new members. ***Steve will see if he can find***

who made the pins. Jeff will see if he can locate who made the pins by looking at old receipts. The board discussed ordering 300 pins so that we have we can include them in a new member packet that will also include a letter and directory. Houa would like to create a data base for the membership. It would help in keeping track of people. She also brought up the idea of on-line registration. **Houa will gather more information about the data base and then relay the information to Michael.** Houa put together a letter to be sent to those who have allowed their membership to expire and not renew. She will go back to the Fall 04 membership list. Houa will order 500 envelopes with the standard colors as well as a ream of paper. **Houa will send out an email to those members in the Fox Valley area to solicit members to help with updating the WACADA Brochure.** She is also going to contact CSP/CSDA program about student membership information. **Beck and Tim will look at writing some guidelines for Application for student memberships.**

- VI. **Newsletter:** Becky has sent out reminders to the board to get their articles in for the Spring newsletter. She hope to have it sent out beginning of April. **Becky will also Check with Ad Madison to have (1000) 10th anniversary stickers made.**
- VII. **Liaison Update:** Steve updated the group on the regional conference mentioning pre-conference and conference sessions as well as the cost. Steve reminded the board of previous discussion we had regarding funding of a board member to a regional/national conference. A figure of \$500 for partial funding was discussed. We need to put something is writing for next year about the funding and a selection process. There was teleconference of all state liaisons with talk of regional budgets as well as grants and the need to replace three state rep. The liaisons tossed around the idea of a best of the allied organization proposals being chosen to present at NACADA. Steve mentioned new initiatives from NACADA, diversity, new member retention and leadership training were discussed. The 2007 regional will be hosted by UW-Milwaukee and 2008 by Michigan. There are 2 summer institutes being held with one being in Madison. There is also a new program in June about Effectively Engaging Faculty.
- VIII. **Bylaws:** No changes. Board discusses the possibility of lengthening the time of service of the treasurer due to consistency in office.
- IX. **Advising Awards:** Michael is working on putting the nomination/applications of the Advising awards on the website. Supporting materials will be send through snail mail.
- X. **Website:** Michael handed out information about pay pal. We discussed using this for Payments at the conference. **Michael will set up a dummy account and do some testing with it to check the functionality and how it flows. with the possibility of a one year trial.**

- XI. **Old Business:** The listserv was brought up and it was mentioned that there has not been a lot of action. The members' survey conducted at last conference is still a working document. Something will be mentioned in the newsletter about a speaker's bureau. ***Cathy will monitor it. Becky will send Cathy information on the speaker bureau That Madison already has.***
The conference planning committee meeting at Parkside March 6th will discuss What they want to do about the history of the organization.
- XII. **New Business:** Be thinking about recruiting members for board positions, especially the private institutions. Next meeting will be in Madison Tuesday May 30th.

The meeting was adjourned at 3:20 P.M.