

WACADA Board Meeting

January 26, 2007

Madison Hilton

10:00-1:00

Present: Sara Johnson, Matt Jurvelin, Cathy Mathweg, Jeff Ritter, Becky Ryan, Megan Schmid, Steve Schneider, Tim Walls, Houa Xiong

Absent: Mike Martin

I. Approval of Agenda—Meeting was called to order at 10:00 am by Becky Ryan.

- Houa moves to approve the agenda, Tim seconds, motion passed.

II. Approval of minutes (11/26/2006)

- Cathy moves to approve the minutes with a correction of a typo, Houa seconds, motion approved.

Updates

III. Upcoming elections/Officer nominations

- After Cathy's term ends, we will need a board member from the private schools.
 - Cathy will talk with Mary Minson (Marquette), WAICU, and a staff member at Lawrence. WAICU is going to discuss a new advising initiative subgroup in April.
- Becky will email the membership letting them know the benefits of being part of the executive board. An announcement may also be included in the spring newsletter or a special edition newsletter. We can also publicize the nominations and elections at the Region IV conference in Milwaukee. The announcement will include names of current officers (so members can contact current board members to discuss the position) and a link to the website.
- Open positions include President Elect, Region IV liaison, VP of Membership, and Secretary.

IV. Newsletter (Matt)

- Electronic distribution went well. We will continue to distribute the newsletter electronically.
- Board members should always be on the look out for interesting and informative newsletter topics.
- Board will send Matt material for the spring newsletter by April 2.

V. Treasurer's report/Grants (Jeff)

- Jeff gave account information (username, etc) to Becky so she can also access the account if need be.
- Jeff asked if the board wants to move \$1,000 to a CD. The current CD will mature in approximately 2 years. Becky suggested we discuss the CD after the next conference.
- We have no known outstanding bills.
- We have more money now that we are sending the newsletter electronically and running elections electronically. How can we use this money to benefit the members? (see new business)

VI. Membership (Houa)

- There are currently 187 members
- "Conference attendance only" option?
 - A few people asked if they could pay only the conference fee for the fall 2006 conference and not the membership fee.
 - Becky mentioned that membership fees supplement conference costs for the members.

- So, there will be two rates for the next conferences. Non-members will be charged \$10 more than members.
- Having a non-member conference fee may result in people wondering if their membership is current. When the newsletter is sent, we will include a membership FAQ section reminding people that memberships expire at the end of August.
- Conference budgets and billing
 - In recent years, the host institution has managed the finances for the annual conference and then billed WACADA for conference expenses. It was suggested that the WACADA treasurer handles conference finances. Conference fees will be sent directly to WACADA instead of the host institution. This new process would also impact the VP of Membership. Becky will consult the bylaws to ensure that this change to the conference budgeting process will not alter the position description for the VP of Membership. The WACADA Treasurer will keep the conference budget separate from the general WACADA budget.

VII. Web site (Becky on Mike's behalf)

- Steve moves to pay Bee Thao a \$500 consulting fee for his IT assistance, Megan seconds, motion passed.

VIII. Awards (Cathy)

- Proposed changes to nomination process
 - Cathy suggests we simplify the nomination process to encourage more nominations.
 - Under the proposed process, the nominator would write a letter of nomination. The awards committee will then contact the advisors that have been nominated and ask them to submit an advising philosophy and resume. The awards committee will not share the name of the nominator with the nominee. An individual can nominate more than one person.
 - Cathy will write up the details.
 - Matt moves to approve the proposed changes to the awards process, Houa seconds, motion passed.
- Cathy moves to add a graduate student award (criteria to be developed), Houa seconds, motion passed.
 - Cathy, Sara, and Megan will oversee the formation of the graduate student award.

IX. Wisconsin Liaison updates (Steve)

- Regional conference
 - February 13 is the early registration deadline for the Region VI Conference in Milwaukee.
 - WACADA would like to have an information table at the regional conference.
- Support for regional conference
 - It was suggested that WACADA provides \$500 for a joint sponsorship with allied organizations. Tim moves to approve the suggestion, Houa seconds, motion passed.
 - WACADA will provide 10 umbrellas for "give aways" at the regional conference. We will attach a note with the WACADA web address.
- Fund board members to attend regional?
 - The board decided to provide funding for Houa and Megan to attend the regional.
- Steve plans to run again for the Liaison position.

X. 2007 Conference (Becky on Mike's behalf)

- Mike has already reserved a block of 45 rooms at one of the local hotels.

- The board plans to promote the 2007 WACADA conference at the NACADA regional conference.
- We will send mailings to some MN colleges encouraging them to attend the WACADA conference. Becky will follow up with this.

XI. 2008 Conference

- Scheduled for September 18 & 19 at the Pyle Center.
- WACADA has a block of 72 rooms at the Lowell Center (parking included in room fee).
 - Becky is trying to get a state rate for the Lowell Center hotel rooms.
- There will be a Thursday night reception.

Old Business

I. Award winners

- Cathy will encourage the 06 WACADA award winners to submit to NACADA.

II. Connection with WCPA

- We plan to invite one or two WCPA board members to one of our next meetings to encourage collaboration between the two organizations. Becky will follow up.

III. 2006 Conference

- Jeff will contact the conference committee to determine if the speaker was paid.

IV. Brochure

- There have been 2 photo submissions so far.
- The brochure is progressing.

New Business

I. Professional Development Opportunities

- Becky suggested that WACADA fund NACADA webinars at various campuses across the state. A WACADA board member will be present at the webinar to talk about WACADA and facilitate a discussion after the webinar.
 - Tim will work on the logistics, marketing, etc.
 - WACADA will pay NACADA directly for the cost of the webinars.
 - WACADA will also have “give aways” at the webinars.
- Becky moves to offer free webinars at institutions in the state, Megan seconds, motion passed.

II. Next Meetings

- Tuesday, March 6 (lunch at regional)
- May 21 in River Falls