

**Wisconsin Academic Advising Association
WACADA Board Meeting
Minutes
Thursday, April 14, 2005
Sheboygan, Wisconsin**

The meeting was called to order by President of WACADA, Tim Walls.

Members present: Steve Schneider, Mary VanHaute, Matt Jurvelin, Carla Burkhardt, Houa Xiong, Tim Walls, Gretchen Gall, Laurie Freeland, and Jeff Ritter.

Absent: Cathy Mathweg and Mike Martin.

Agenda: Tim provided an agenda for us to follow.

Approval of Minutes: The minutes from February 10, 2005 meeting was approved. Gretchen motioned. Mary Second. Motion passed.

I. Presidents Report: (Tim)

- None

II. Treasurer's Report (Jeff)

- As of 4/14/05, our current balance is \$6,027.32. We hope to get membership fees in June and July. Jeff commented regarding IRS auditing us. He doesn't think that it will happen because we have such a low amount of money. If we do ever get audited, we might be ask to provide records for the past 5 years, but there is no need to worry because he has all the supporting documentations. Carla motioned to approve the treasurer's report. Matt Second. Motion passed.

III. 2005 WACADA Conference-UW-Sheboygan (Laurie)

- Rooms that we will be using have been reserved and will get a tour of if today.
- Can we check if there will be a charge for AV equipments and does it have the capability? There are capabilities, but then the detail will need to work out through Beth.
- Mary suggest to Laurie that they may want to be very specific about what presenter will need and tell them to be very specific on what they can bring with them that will work on the computers.
- Our keynote speaker is in place. Even though she is not able to speak at the pre-conference, she will speak at the conference and do an early workshop session.
- Call for proposals went out 4/13/05.
- The committee is working on reserving the Blue Harbor for the conference and seeing how low we can get it for. Doubted that we will get the state rate. Steve suggested that if the hotel is not able to provide WACADA with state rate, see if they can throw in rooms for door prizes and see if we can get some free rooms after a number of rooms. Beth and Anna are involved with the negotiating of the price and looking to see if the hotel would help sponsor an event in the evening.
- Is there an alternative hotel? Laurie said that there are 3 or 4 of them.
- Can the hotel provide any kind of transportation (shuttle services) from the hotel to the conference site since it is about a 20 minute ride? Laurie will see if Lakeland can provide some van?
- There is a sub-committee that is working on the food arrangements and parking.

- Food for lunch at the pre conference-they are talking with a couple of outside organizations to bring in food. Each institutional type is allocated \$100.00 for the pre-conference and they can use it towards food for the pre-conference.
- Pre-conference-Beth will have a meeting with them. When? Don't know for sure.
- Don is working with the technical college this year.
- Mary is encouraging Mee from her school to get involve with the conference because she lives in Sheboygan.
- FYI note for Laurie, in the past, the pre-conference was held at Manitowoc (Lakeside Technical College); it didn't go through. Laurie will contact Don by phone to see if he is interested in being representative for the Technical College and planning the pre-conference for the Technical colleges, if not, she will get someone else.
- Nathan will take care of the private school.
- Mary commented to Laurie that sign postings of where to go was a problem last year for her, especially outside before they came into the building. Maybe Laurie and the committee can work on some sort of outside signs. She also commented that the end of the day reception was well attended last year because of the prizes, so save some prizes for the end.
- Check in will in the lecture hall and theatre. They will have plenty of signs to make sure that conference attendee know where to go to check-in.
- *Matt will send the list of the newest members to Laurie so that she can also send out call for proposal to them.*
- *Matt will send an email reminder to WACADA members regarding the call for proposal.*
- To help promote our conference; *Matt and Laurie will work together to give Randy something at the Pre-Health Conference at Madison to promote membership and call for proposal.*
- Mary suggests maybe a representative from WACADA can sit down with them and talk about WACADA and what we do?
- Are there any suggestions from the conference committee on what to do on Thursday night? Laurie stated that there is not much going on! There's not even a brat fry event, that's why they are working to get the water park. Someone suggested that maybe there can be an option of tour of an industry? Kohler or Maywood-nature center? These are some great ideas. *Laurie will pass the information to the conference committee.*
- Someone recommended that if we can't find one main function, get many of the activities with directions and give people a choice.
- Beth has people to help her with mailing out registration information. Who ever works with that, please contact Jeff. Some questions that Laurie need to talk with Beth are:
 - Do they take checks?
 - Will they send it to Jeff?
 - Who is going to keep the roster?
 - Name tag? How do they want on name tags?
- Avoid extra charge because it was very difficult last year.
- Website for the conference? We can use the WACADA one. Tim will call mike and talk to him about this since his email on the website is incorrect.
- We will need a picture and Bio of the speaker on the website.
- Workshop sessions-make sure conference committees tell presenters to bring 50 copies of their presentation to give out.

- We are looking at putting workshops on the web after the conference? Last time we talked about this, but are we still planning to do this? Who can access it? Anyone or just WACADA members?
- Jeff let Laurie know that when the conference, please email him or fax him the information.
- Can Laurie and Beth set up an account here to do all the transactions or billing, and then Jeff can pay later?

IV. Membership Update (Matt)

- Matt sent out the membership list to all members and got many positive feedbacks from them.
- Matt will send one more revised of the membership list this week or Monday. The revised list will be updated with the most recent members and it looks like all email looks active because it works. None of them came back to Matt.
- Membership form will change. It will ask for titles of each of the individual. Matt will ask Mike to update it on the website.
- Matt is happy with the number of members, our membership is up to 330. This is the most ever. If you have new members, we should send them a brochure of along with their welcome letter and ask them to give it out and help us recruit. We have 10 new members since Feb and the benefits from the newsletter and emails. We will continue to do send out some consistent emails. Matt still wants to target old members and will try to get information to them when possible.

V. WACADA Website Update (Mike)

- None.
- Here's some to do list for Mike, even though he is not here today. Since his email is incorrect, Tim will give him a call.
- Newsletter is not updated.
- Professional grant deadline needs to be changed to July 1st.
- Since the last update, Mike will be having two new family members. Tim will talk with Mike to see if he still has time and still wants to be WACADA's web master.

VI. Awards Follow-up (Steve)

- We will submit two nominations.
- He had a video conference with Mary, Becky and Jim. They review the four existing awards and how they correlated with NACADA.
- Recommendations were as follow: *(Steve will type up what they talked about and send it out in writing.)* Jim was the first to have the idea of having award winners from WACADA to move forward to NACADA. Steve is the second and following Jim's footsteps.
 - They will be changing the titles and criteria and who should be nominated.
 - Past president should NOT be nominating the winner of the WACADA to NACADA, but will help promote and encourage the institutions to move them forward. What Jim and Steve have ran into is that they don't know the candidates enough to adequately provide the information necessary need to move them forward.
 - They will include some write up from NACADA as part of the awards. They will stress and encourage that each institutional types; private, public, and technical be considered and apply for them.

- The Advising Professional Impact will be change to Impact Award for New Advisor, but the number of years in services will not be changing.
- At the bottom of our awards, we will clearly write out something to say that winners from WACADA will be promoted and consideration to NACADA awards.
- The following items were being discussed by the board:
- Money value right now is \$50.00 + award plaque. They would like to increase it to \$100.00 per award since our budget will allow it. Perhaps the money can help winners to go to National conferences?
- We can also look at giving free memberships to winners and him them give it to others?
- Can we restrict to set aside money for professional development and have a policy of money set up for 2 years? Jeff said that this can easily be done. We are looking at about \$1,400.00 per year.
- Carla motion that we give \$150.00+paper certification for up to six professional awards to start in 2006. Matt second. Motioned passed.
- This next conference, the award winners will get \$50.00 + plaque.

VII. Grants (Jeff)

- No news. None received as of today. He is still working to update the deadline date on the web with Mike.

VIII. Newsletter (Cathy)

- None. The newsletter is out and looking great!

IX. Bylaw (Gretchen)

- Gretchen has the new policy regarding job posting to be added to the bylaw, but she doesn't know where it should go? She will check with Cathy.
- Can we add a new category? What is the purpose?
- Gretchen motion to approve the new proposal by law changes with edits. Laurie second. Motion passed. Members will vote on this new bylaw change at the next annual meeting.

X. WI Liaison/Regional Conference Update (Carla)

- Steve will take over as the new Liaison/Regional representative at the next conference in Vegas.
- Tim was at the last state meeting and they talked about the survey, but it would not be out until February next year. Tim would like to do one for just WACADA. He will work on 2 or 3 questions for the survey and hand it out with the conference material at our next conference then make recommendation or changes to them for the national survey if needed.
 - At the meeting, there were people from Edgewood and other places that didn't know about WACADA and Tim gave them flyers to help promote WACADA.
 - UW Milwaukee doesn't know much about WACADA also. Is there something that we can do during the year—for example a half day event to promote WACADA? “Hot Topic” ideas? It could be part of the survey, and then we can implement it.
- We can also get our WACADA members to be more active in WACADA by asking people who are interested to be in a committee or smaller role-reaching out to them and getting them involve during a short term/committee or task force. For example, Becky and Jim would like to continue to get involve with WACADA but they don't have time to be part of the board, maybe, they would volunteer for something short term like this

XI. WACADA future sites: 2006 UW Parkside and 2007 UW River Falls?

- None.

XII. Historian Report

- No new history.
- Mary did bring up the roles of the website master vs. historian. She realized that since many of the information such as photos and newsletters will be on the website, is there a need for her to also keep paper copies. She has photos up to 2003, but is wondering if we can scan the pictures and then put them on the website. She has also paper copies of the all newsletters, but often times, she only saves the ones that she gets and it's not very good history because it's not in the best shape when she does get them sometime. IF the historian is to keep paper copies of the newsletter, she would like a nice, clean one.
- Mary would like to propose a new position, website master/historian. How do these roles work together? Mary will write up a job description of this position and send it to the board. *Tim will go and ask Mike if he would like to take on this other new responsibility.*
- Mike has talked about WACADA getting our own website with our own domain. How long do we keep the information up on the website?
- Mary does want to go shopping for a new digital camera. *Jeff and Mary will get together and go shopping for one.*

XIII. Old Business

- None.

XIV. New Business.

- Tim contacted Bryan Bain from UW Oshkosh who is a member of WCPA and would like us to build some sort of relationship with WCPA and maybe promote WACADA to their organization.
 - Maybe we could look at co-sponsoring some sort of event at the next WCPA conference to get our names out there?
- Having board members joining other organization to promote our organization?
- Extra Newsletters-Tim thought that if we had extra copies of the newsletter, maybe we could send them to some past members and might get them interested in WACADA again or at least it's a way to promote WACADA to them again?
- *Gretchen will talk to Cathy and get back to Tim.*
- New executive ballots will go out in August. Start thinking about promoting the positions and think of names we can contact that might be good for these positions. *Tim will work with Matt on the next email to all WACADA members regarding the vacant officer's position.*
- Advising corner-put something there. Newsletter feedback.

XV. Future Meetings

- Next meeting will be on Monday, June 6 at 10:00 a.m. at Wintergreens. Jeff will make the room reservations.
- Steve will write up grant proposals and write it up for the next meeting.
- Steve motion to adjourn the meeting. Gretchen second. Meeting adjourned.