

Wisconsin Academic Advising Association
WACADA Board Meeting
Agenda
Monday, May 24, 2004
Madison, Wisconsin

The meeting was called to order by President of WACADA, Steve Schneider.

Members present: Steve Schneider, Matt Jurvelin, Mike Martin, Houa Xiong, Tim Walls, Cathy Mathweg, Mary VanHaute, Nanette Jordahl, Carla Burkhardt, and Becky Ryan.

Absent: Jim Joque

Agenda: Steve provided an agenda for us to follow.

Approval of Minutes: The minutes from our last meeting on March 1, 2004 was approved. Mary Motioned. Cathy Second.

I. Presidents Report: (Steve)

- We have a few WACADA Board members open for next year. There are some interests of elections of officers. President Elect: Cathy Mathweg from Marian College, Treasurer: Jeff Ritter from St. Norbert, but there has not been anyone interested in VP of Programs. Nan supports nominations for Jeff to be treasurer.
- Ballots will be sent out of the 1st week of Aug and due back 1st week of September. Please encourage colleagues if they are interested to in the VP of Programs to apply for it.
- Steve would like to see Treasurer's information archive. Mike said it would not be a problem. He can easily do it, if Nan provides him the information.
- The \$150.00 check was sent out to Regional V.

II. Treasurer's Report (Nan)

- Nan did receive the \$566.72 from Tim, left over from the last conference at UW La Crosse. It's part of the income after 3/1/2004. Balance as of today is \$2391.17.
- *Mike will check with Fraternity chapters to see what the amount of money is for non-profit organization to ever be audit.* Auditors want to see that a non-profit organization are NOT making money and is going back to the members. Nan does keep records of running reports. She typically keeps records from conference to conference of the budget. *Nan will get a whole print out for WACADA board members for August meeting. Steve would like to help Nan sort out information if needed.* Tim motioned. Becky second. Motion passed.

III. Membership Update (Matt)

- Matt sent out an email to extend proposal date to June 4th. Out of the email list, 14 people's email came back to Matt saying that it not delivered. It was suggested that since some many email wasn't send, Matt should send out same message to Wisconsin list serve to make that Announcement. *Becky volunteer send email to all ADADV and Regional V.*
- There was no new membership since last March. We are at 201 for membership, which is above our goals from last meeting.
- Membership directory was not forward to Matt. All the membership that Matt has is from the La Crosse conference. The original membership information was lost. Matt is trying to update and will wait until the conference to update membership information. It was suggested that Mat work with Jeff to have a layout and archived it. Put it in bulletin and make decision. Put a note on WACADA's website that if they need a directory, contact WACADA members. *Matt will develop the verbiage and send it to Mike. Mike then will put it out on the web.*

- All membership update should be send to Jeff Ritter. He is doing the WACADA registration.
- WACADA brochures-Matt gave the disk to Mike, but the information was in Quark. Julie McDonald has the original. There's no back-up. Don't lose it.
- Matt's mailbox is full? Matt already talked to IT department and it should be okay by now. *Matt will email Mike with announcements regarding the web directory.*

IV. WACADA Website Update (Mike)

- Mike has updated the WACADA website. If you find a typo mistakes, email it to Mike right away. If there are other suggestions, let him know. He will continue to update the website as needed.
- When Mike was making changes and updating the website, he took into consideration for future person; can they also read it and make changes to it? Color format-can they change it.
- In the future, change of address for membership, can it be up? Yes, it can be put up by tomorrow, if everyone approves it.
- Content: He took the conference brochure and set up a quick conference website with links. Mike would like to put concurrent session information, scan it, and put link to presentation information on line for six moths up to one year.

V. Bylaw Update (Cathy)

- Cathy met with Karen Bowen (UW-Oshkosh) and Gretchen Gall (MPTC) in April and went over the bylaw information. In the new bylaws the Committees will be deleted to more accurately reflect the role each person. Under section V for proposed change, Steve suggested that the WACADA Executive Committee not the President appoint three officers, Historian, Webmaster, and Bylaws. All agreed and Cathy will make the change. She will provide an updated version to Mike for the website and enough copies for conference attendees.
- Section VI: Tax exempt number is 501 C3, employee ID: EIN #, but these are not non-profit number. Becky checked, we need two numbers, an ID and Tax exempt number. Becky also checked and WACADA is listed with the Federal Government that we are a non-profit organization. We need to apply for the certificate. "Certificate for exemption," Our Organization ID # EIN=SS # for filling out taxes for our organization. *Becky will find information on "how to get" tax exempt number.* As for now, Mary used her own credit card as back up for the reservation for the Lambeau Atrium; we need to get the tax exempt number soon.
- Approval of changes to the bylaw pending EIN # vs. tax exempt number. Mike Motioned. Carla Second.

VI. Newsletter Update (Tim)

- Anything about Charlie's sessions to bring interest, just the faculty advising information for now. Going out in August. Article about Charlie to generate more interest.
- Other Random articles?
- Bylaw changes-Cathy will send Tim something for the Newsletter.
- *Mike will put proposed bylaw on the web.*
- *Tim will send out announcement about newsletter article in July.*
- *Make sure to put something in the newsletter about the election.*
- Have a Dear _____ or expert advice to advisor?
- Have a list of awards in newsletter and encourage people to get nomination submitted.

VII. Award follow-up (Jim)

- Two out of five award recipients were awarded at NACADA. Emily Dickmann and Dana Vaughan.
- Again the due date to July 1st. We need to come up with a good marketing plan to encourage campus to nominate individuals for awards.

- Make sure to add on the form to say that award nomination will be forwarded to WACADA and if wins, winners will be forwards to Nationals for another award

VIII. Grant follow-up (Nan)

- Grants are due in July 1st. No grants are in yet. Encourage people to submit.
 - Do we send out grant information to CSP programs to encourage students to apply for grants?
 - Promote! Put it in the other newsletters, like WCPA.

IX. 2004 WACADA Conference Update (Mary)

- Conference brochures went out on May 12th. It was sent bulk mail. The question is, can't understand why some people haven't gotten it? *Houa will let Mary/Matt know when she gets here conference information.*
- Jeff has the Packer list and is keeping it a secret. Make sure it's a separate thing and people will pay for it in advance.
- Spirit day? We would like to see that people come on Friday with their college attire.
- Did the \$500.00 from Marian College already been sent to Nan? Yes.
- *Becky will recruit 20 people to introduce the presenters at the conference.*
- Hotel is the Midway. People should register by Aug 23rd. If there is an overflow of hotel, will look into another hotel, maybe Hilton or Days Inn. *Sandy from GB will look into it.*
- Becky said that Regional V will be supporting Charlie's to attend the conference and the National Office will handle financial details. Becky will be there as a Regional V representative.
- Jeff is bringing Charlie on Thursday night. Pay out up to \$425.00 per reception and for food \$250.00-300.00.
- \$500.00 each, from private and Technical colleges. Steve has not asked money from the UW System yet. He is planning to just to go and talk to Provost/Sandy. *Steve will follow up. He will go and talk to GB. He will mention that La Crosse did donate \$1100.00 last year to the conference there.*
- Program, it has been mapped out. Would like to see proposal repeat it? This way, people can get a second choice if there were two they really wanted to go.
- WITC, there was an interesting article about a young man who went to UW-Stout. *Mike will contact the Advisor and youth apprenticeship.*
- Certification of Appreciation-*Steve will do it. Becky will take care of getting certificates for door prizes.*
- Binders; until we get tax exempt number. May will put it on her credit card and will get reimburse from Nan.
- Mary ask that if anything that can be printed, 3 hole punched, if can be done in advance, it would be great. If not, bring it to Mary. Would like to put bylaws into the folders. Cathy can do some prints for Mary if needed. *Steve will provide the Business Agenda and Houa will bring the old minutes from the last meeting in La Crosse.*

X. WI Liaison/Regional Conference Update (Carla)

- She went to Regional Conference in Chicago. It was a good conference. Good Facilities. No rooster of participants. Next Regional Conference will be in Toronto in March. Nancy Zimptier will be the key note speaker.
- Wisconsin folks on National:
 - Assessment of Advisory: Victor Macaruso (UW-Madison)
 - Multicultural Concerns: Tina McNamara (Marquette University).
- Wisconsin folks who won National Awards:

- Service to Commission Award-Engineering and Science Advising Commission-Don Woolston (UW-Madison)
- New Advisor Certificate of Merit-Primarily Role: Emily Dickmann (UW-Madison)
- Service to Commission Award: Martha Hemwall (Lawrence University)
- Outstanding Advising Award: Dana Vaughan (UW Oshkosh)
- Regional grants from \$3,000.00 coming soon. Deadline is in August.

XI. NACADA Report (Becky)

- Finalize awards and offering same award. Add wards for school to do a professional development. (\$500.00) Use to start organization in Michigan. Conference in Toronto will be second/third week in March. Don't know how much money but 350 people were at the last conference.
 - Regional V-12 awarded winners
 - Regional V-will absorb money from the conference. (What the organization can do by utilizing "cross-sharing")

XII. 2005 WACADA Conference Site at UW-Parkside

- Steven haven't connect with Mary Powers from UW-Park side yet. *Steven will connect with her.*
- Steven got an email Lori Freeman from Lakeland College, who is interested in hosting the conference for 2005, but he told her that we already have a site, but maybe look at them hosting it in 2006? WACADA board feels okay about this. This would work out well because hopefully by then UW-River falls will be ready to host it in 2007? Nan said maybe they would work with UW-Stout and WITC because they only have 3 hotels, which will have enough room for 130 people. Working with UW-Stout and WITC is good because it is also close to Mall of America?

XIII. Historian Report (Mary)

- What are the duties of a Historian vs. Secretary? Houa and Mary wanted clarification. Basically, the historian's responsibility is to take pictures at the conference-"keep track of history." The secretary keeps all the other records.
- At the next conference in Green Bay, *Mike will be taking pictures.*

XIV. Other New Business

- We need a place to "place" our old information; boxes, binders, etc. What campus would like to host it-meaning that things will be store there. Ideas? Think about it? Suggested maybe with Jim in Stevens' Point?
- Does anyone have idea of a gift for Charlie? We need to come up with something unique?
- The group feels that we should not start the conference with the pledge of allegiance or sing.

XV. Future Meetings

Next meeting will be on Tuesday, July 27, 2004 at Madison from 10:00 a.m.-1:00 p.m. Becky will do reservations at Pedros' again. Carla motioned to close meeting. Mike second. Motioned passed.

Respectfully submitted,

Houa Xiong
WACADA Secretary