

WACADA Board Meeting
May 30, 2006
Madison—Damon's Restaurant
10:00 a.m. – 1:00 p.m.

Present: Cathy Mathweg, Steve Schneider, Sara Johnson, Houa Xiong, Becky Ryan, Megan Schmid

Absent: Tim Walls, Jeff Ritter, Laurie Freeland, Gretchen Gall, Michael Martin

- I. **Approval of Agenda** Meeting was called to order at 10:05 by Cathy Mathweg.
- II. **Approval of Minutes** – December 19, 2005
Becky moved to approve minutes, Steve seconds, motion carried.
- III. **Treasurer's Report** (Cathy presented report on Jeff's behalf)
 - The current balance is \$7,395.64.
 - Per the 12/19/2005 motion, Jeff transferred \$1000 to a CD (4.43%, matures 12/22/2008).
 - A. Professional Development Grant Program: deadline 7/1/2006. Jeff has not received any applications yet.
- IV. **Conference Update** (Cathy)
 - A. General Update
 - Cathy sent general update in March.
 - B. Call for Proposals
 - An email was sent out (WACADA is no longer sending the call for proposals via paper mailings).
 - C. Incorporate 10 Year Anniversary
 - Proposal approved to have WACADA sponsor the Thursday night reception (\$500 donation for food). Motion to approve—Kathy, Becky seconds, motion carried.
 - There was discussion of a 10 Year Anniversary History Table. Photo albums could be placed on display. Also, a PowerPoint slide show could continuously run slides of photos. Houa will check with Mike to see if the photos have been scanned and saved. If the photos have not been scanned, Cathy has a work study student that may be able to scan photos. If the photos are scanned, conference attendees can take original photos.
 - D. Confirm 2008 Site
 - Becky would like to book the Pyle Center at UW-Madison and is working on parking arrangements.
 - E. Misc:
 - The WACADA banner is missing. Kathy will email Mary and Laurie to locate the banner.
 - 2006 Keynote
 - Sandy Scott Dicks from Whitewater. WACADA will provide a \$300 stipend and pay for her travel expenses
 - There was a bit of confusion regarding the pre-conference email sent in March, but the confusion had been resolved.

- Umbrellas: WACADA will use a surplus of treasury funds to purchase umbrellas for the 2006 conference.
 - The umbrellas are \$5 each. Plan to order 120 big “golf” umbrellas and 120 compact umbrellas.
 - The umbrellas will have alternating white and royal blue panels. The WACADA logo will be printed on a white panel.
 - Becky is confident 240 umbrellas will be sufficient; the largest WACADA conference had 220 attendees.
 - The board would like a few extra umbrellas to use as giveaways in the future.
- Ribbons for nametags: Cathy recently attended a conference where some attendees had ribbons attached to their nametags to distinguish them as presenters, award winners, etc. Cathy proposed that we have ribbons for the conference.
 - Board members discussed the ribbons and agreed that past presidents, current board members, student members, presenters, and conference committee members can have a ribbon on their conference nametag.
 - Kathy will look into the details (cost, etc).
- Houa will order member pins.

V. **Membership Update** (Houa)

- A. Current Membership and New Members
 - As of May 22, 2006, there were 212 members.
- B. Expired Membership Mailing
 - The letters will be sent in June or July before the conference. The letter has already been drafted, and it explains why previous members should renew their membership.
- C. Brochure Update
 - There are approximately 30 old brochures left.
 - Kathy would like to have the new brochures printed before the conference.
 - Houa handed out copies of the old brochure, and asked for feedback for a new version. Houa likes the colors from the old brochure.
 - Kathy suggested a “new look” for the brochure.
 - General suggestions for new brochure: less wordy, bullet points.
 - New brochure will include WACADA purpose; membership benefits; updated membership form; grants, awards, and scholarship section.
 - The membership form will be a self-mailer that can be torn off the brochure.
 - Becky knows someone at UW-Madison that could design the new brochure, but we would have to pay the person for his/her time.
 - Board members agreed that the new brochure should be produced in a software program that is accessible to the board so changes can be made for subsequent versions.
 - The brochure colors will be the same as the colors on the WACADA letterhead (yellow and reflex blue—universal colors in the printing industry).
- D. Student Member Category
 - Scholarship deadline is August 15.
 - The scholarship will pay for conference registration for 2-3 recipients.

- Diana from UW-Stevens Point emailed Kathy to inquire about graduate student membership.
- Graduate student conference fee--\$38 (\$30 conference fee + \$8 student membership fee).
- There was discussion of one graduate student fee for the WACADA and WCPA conferences. The graduate student combo fee for the WACADA conference was set at \$30 (waive membership fee). To receive the combo fee, students must have their advisor sign the conference registration form verifying that the student is also registered for the WCPA conference.
- A mailer will be sent to graduate program contacts including a cover letter, the WACADA general letter, the scholarship form and application information, and a copy of the current newsletter. Becky is developing text for the cover letter that will highlight how WACADA membership will benefit graduate students. Becky will send the text to Sara, Mike, and Houa.
- Houa has a list of graduate program contacts.
- Kathy will contact Mike to ask him to add student membership to the membership form.

VI. **Newsletter** (Becky)

- The Newsletter will be finished in July.

VII. **Liaison Update** (Steve)

A. Region V Conference (March)

- Strategic planning, regional planning, leadership development, assessment, and regional breakdown of membership demographics were some of the topics discussed at the Region V Conference.
- Steve received a NACADA Strategic Goals sheet at the Region V Conference. Each Region V representative was asked to describe his/her organization's activities related to 3 NACADA strategic goals listed on the sheet. Steve will complete the document and highlight WACADA's graduate student membership, the variety of sessions offered at the annual conference, and access to professional development grants.
- The next regional conference is in Milwaukee.

VIII. **Bylaws**

- The Treasurer's role needs to be changed in the Bylaws.
- Suggested updates to bylaws (Becky)
 - Section III: Members—add graduate students.
 - Inconsistencies with spelling of advisor/er. Use “or” spelling throughout document.
- Becky, Cathy, and Gretchen will “clean up” the bylaws

XI. **Advising Awards**

- Deadline 7/1/2006.
- Currently, there are no nominations.
- Houa will send the email list to Tim and Jeff so a reminder email can be sent.

X. **Website**

- A. PayPal--no update
- B. Conference Presentations

- When conference proposals are approved, ask presenters to send PowerPoint and/or handouts to Mike before the conference. Mike will activate the changes after the conference.
 - C. Updates
 - History—2005 Conference attendance numbers need to be added to the web.
 - Constitution and Bylaws (2003 vs. 2004 version)—updated.
 - Student category will be added to membership page.
- XI. Old Business**
- A. Listserv—done
 - B. Member Survey Summary
 - Administered at the last conference (2005).
 - Results indicated members wanted more communication and more professional opportunities.
 - C. Speakers Bureau
 - There is already an established Speakers Bureau in Wisconsin.
 - Board members agreed it is a good idea to use the existing Bureau.
- XII. New Business**
- Start thinking about elections. Open positions are President Elect, VP of Programs, Bylaws (Bylaws is an appointed position).
 - Kathy moved to appoint Megan Schmid as the Secretary for the duration of Aubrey Schramm's term.
 - All for, zero opposed, motion passed.
- XIII. Next Meeting**
- August 7 at 10:00 am in Madison
 - Becky moves to adjourn the meeting, Houa seconds, meeting adjourned.