

**Wisconsin Academic Advising Association
WACADA Board Meeting
Minutes
Monday, June 6, 2005
Madison, Wisconsin**

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

Members present: Steve Schneider, Matt Jurvelin, Carla Burkhardt, Houa Xiong, Tim Walls, Gretchen Gall, Jeff Ritter, Cathy Mathweg and Mike Martin.

Absent: Mary VanHaute and Laurie Freeland.

Agenda: Tim provided an agenda for us to follow.

Approval of Minutes: The minutes from April 14, 2005 meeting was approved with a minor change. Matt pointed out that the number of members is 230, not 330. Matt motioned. Cathy Second. Motion passed.

I. Presidents Report: (Tim)

- Tim has some survey questions and would like to share it with the board for feedback.
- The survey questions are as follow:
 - What would you like to get out of WACADA that you are not getting?
 - What is one new initiative you would like the WACADA leadership pursue in the next year?
 - What one thing would like the WACADA leadership to know regarding your member benefits?
 - Why is the WACADA membership important to you?
 - What is your reason for being a member of WACADA?
 - Are you interested in being involved? How would you like to be involved in WACADA?
- Everyone thought that these are good questions and we will have the members answer them at the next conference. It was discussed that we will have a drawing for a prize all those who turn in the survey. They can turn in their survey and it will be anonymous, but then at the end of the survey, we will include a place where they can write their name and contact information and tear that part out to be entering to win a prize.

II. Treasurer's Report (Jeff)

- The balance as of today is \$5,998.23.
- They have not been able to purchase a camera yet, due to the change of Mary's proposal of changing her job responsibilities.
- Cathy will need a Jeff to write Marian a check today to pay for the newsletters and tell him the exact amount later.
- Mike asked if WACADA have considered doing a pay pal account? They do take a 2% surcharge, but then we would be able to accept credit card transactions. Did we get any request last year at the conference for people to use their personal credit cards? Jeff doesn't think there's not enough activity for us to use credit card. It's a good thought for the future, but as he can recall from the last conference, there was only 3 or 4 request maximum.
- Will they have a separate account from the university to take care of the conference expenses, where they can charge things too or will Jeff be paying each bill as they needed? Jeff didn't know, but he said that if Laurie needs money for anything, then he should be able to her the check very quickly.

- Carla motioned to approve the treasurer's report. Steve Second. Motion passed.

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

- See addendum from Laurie's email.

IV. Membership Update (Matt)

- We currently have 231 members. New members are all coming from all institutions. He feels that the Pre-Health conference helped promoted new membership. 30 new members have joined WACADA since that conference.
- *He will send members an email regarding nominations for awards and proposals with the new deadline—Aug 1st. He also would like to email a follow-up directory too.*
- In August, we will need new membership brochures, so that we can send some out and have some for the conference. In the new brochure, titles will be added and will change the form and brochures. Matt will make a note for next VP.

V. WACADA Website Update (Mike)

- Mike sent everyone an email before the meeting and would like the board to have a discussion regarding WACADA's website and thinking about us getting our own domain name.
- He said that we need at least 20 megabytes (mb) for what we have right now. Mike would like to create a centralized WACADA email account and he would be able to set it up so that it could redirect to a different person as the executive member change every year.
- He likes this individual domain because WACADA does not have to do any advertising for the company that we are going through. The total package would cost us \$40.00 per year—this would include 20 mb web space, an email account (we can also purchase additional email accounts for \$2.00 per email), and can be use with any platform. The advantage to getting our own domain is that we would have a better turn around time because there is no 3rd party system; which will give WACADA more control of our website. The disadvantage is that the company's policy can change, they can go under or change company, and then we would have to shop around again. Mike stated that if a company goes under or gets bought, they will give us advance notice and we as an organization can decide what we want to do.
- A good time for Mike to work on the new website is in August. He would like us to think about a clear objective goal or direction that we want our website to go. A concern is that we don't want the website to be too complicated, we want to build a website that someone else can become web master and have the same ability to update the website and add things that Mike is doing now, if he decides to leave the board in the future.
- Mike will email the board with more information and we need to give him feedback on and hope to address issues like; what is the purpose? Where are we going with it? What direction do we want to go? Who is our audience? Right now, our WACADA webpage main purpose is information and archive information. We want to continue developing a resource and marketing to our members.
- Mike feels that he will have time to develop our website and he would like to be the lead web master, but he would like the other board members to have access and have the ability to make changes to their area. We can FTP and upload it to the server.
- There is an interest from the board to do this, so Mike will send us more information and new ideas, then we can help email discussions and see what we can do.

- Mike also noted that the form that members can fill out does have the ability to fill it out on line, then it can be submit to Matt by email.
- The discussion about putting the Historian/Webmaster together, Mike feel that he will be too busy with these two positions combined together.
- From Mary’s email, she has a lot of things and does not know what to do with it. *Tim will email Mary and ask her what she has, then we can see where or what to do with it.* Carla would be happy to help sort out the “stuff”.
- We will need to decide what to keep for history—as hard copies, etc. The board feel that newsletters and minutes should definitely to kept as hard copies and archive. *Houa will check for minutes and see how far back to when she has them on record,* otherwise, Cathy has copies of them too.

VI. Awards Follow-up (Steve)

- Right now we do not have any nominations for awards.
- He has made some changes to the WACADA advising award criteria and form. The area in pink are the additional changes that have been added. The changes are as follow:
 - The awards committee will review all applications so that each institutional type (private, public and technical college) is considered in the selection process.
 - Outstanding Advising Awards guidelines for the three categories: Academic Advising-Primary Role, Faculty Academic Advising, and Academic Advising Administrator.
 - One of the titles of the award has been change. It is now Impact Award for New Advisor.
 - The award will include \$150 and a certificate.
 - WACADA award recipients are encouraged to have their nominator/institution nominate them for the NACADA Awards in the following year. The nominator/institution can contact the WACADA Awards Committee Chair for help with the NACADA awards process.

VII. Grants (Jeff)

- No news. None received as of today. He is still working to update the deadline date on the web with Mike.
- *Matt will include information on awards and grants in his next emails to membership and let them know that the deadline has moved to Aug 1st.*

VIII. Newsletter (Cathy)

- The total cost for the last newsletter is \$96.90. Summer newsletter is the next one due, she would like to have it sent out in August. Please have information to Cathy by July 17th. *Cathy will email board members a list of what she needs from everyone.* Here are the things she will include in the next newsletter:
 - Feature Article about the conference—she will need conference information
 - Elections—ballots needs to be mail out by August 1st. Cathy commented that when Matt send out the next emails the members, make sure he includes the current person email so that if members are interested in any of the positions and have questions, they can ask the current person in that position.
 - Also we would like to encourage more private individuals to get involve. Think of someone you know that might be interested and let Tim know.

IX. Bylaw (Gretchen)

- Wait for next time when Mary is here to talk more about change job descriptions of Historian.

X. WI Liaison/Regional Conference Update (Carla)

- Had a teleconference after the Regional conference and they came in the black.
- Next conference will be in Indianapolis then Cleveland.
- There was a concern about that too many national conferences are coming to the Midwest vs. Regional?
- Call for grants are coming in August from Becky.
- National coming in October and list of presentations are out on-line.
- The survey did not come up at all.

XI. Historian Report

- No new history.

XII. Old Business

- None.

XIII. New Business.

- None

XIV. Future Meetings

- Next meeting will be on Tuesday, Aug 9 at Madison at 9:30 a.m. Tim will contact Becky Ryan for suggestions for possible places to meet and then he will make the reservation.
- *Tim will contact Laurie to get us something about the conference.*
- Gretchen motion to adjourn the meeting. Carla second. Meeting adjourned.

XV. Addendum:

- Carrie Hoppe has taken care of her concern for the UW- System pre-conference and everything is a go there.
- Friday's conference is fine also, here are some details:
 - They are going to use three hotels in the close proximity to the UW Center. Blue Harbor is one of those. Their first rate to us was \$179 which is listed in the brochure (it went out yesterday). However in their contract it listed \$119. Carrie was able to contact the hotel staff yesterday and they said they lowered the rate to \$119 for this conference. The room rate includes the water park pass. Laurie will send out an email to all members regarding this change since the registration brochure listed the \$179 rate. The other hotels are America Inn Motel & Suites at \$69.90 and Holiday Inn Express at \$79.
 - The cost for the rooms and a/v equipment, according to Carrie would be about \$100. Laurie asked Carrie to talk with those at the school to see if they would expense it for us so we don't have to pay.
 - There is a Thursday evening social planned at the Blue Harbor Resort and Conference Center from 5-7. It will be a cash bar and hors d'oeuvres. We will provide a list of restaurants that people may want to visit for dinner in close proximity of the hotels and the UW Center. There is nothing going on in Sheboygan this particular weekend so we could not put together anything more than that.
 - The food has been decided and for the continental breakfast it will be the usual doughnuts, bagels, fruit, juice, coffee, milk, etc. Lunch will be a sandwich assortment, with the

condiments, fruit tray, chips, pasta salad, coffee, milk, juice, soda. It looks to be a good assortment.

- Laurie has asked Becky if NACADA would be willing to cover some or all of the cost for the speaker. Dr. Bailey will be presented with the NACADA Service to Commission Award for the Advising Adult Learners Commission for 2005 at the national conference in Las Vegas this fall. The only cost so far for the speaker is the air fare and her speaking fee. The hotel is complementary. Other than that, Laurie has been asked if we could solicit donations from our membership list. She said she would ask if it would be appropriate to email the group to see if any college would be willing to make a donation above and beyond their membership fees. Do you think this would be appropriate? If not, suggestions as to how we might solicit donations/sponsors would be appreciated.
- As for the proposals, there are have 11. Do we need to send out an email to the membership and see if anyone else has a proposal in mind that they did not get in time.
- Laurie feel that the most difficult part of putting this together is that she is not in Sheboygan so that she can just run over and talk to people or pick up and drop off things as needed. But all in all we are on track, a little late with the registration brochure, but we got it off.