

**Wisconsin Academic Advising Association**  
**WACADA Board Meeting**  
**Agenda**  
**Tuesday, July 27, 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, Mary VanHaute, Jim Joque and Becky Ryan.

**Absent:** Cathy Mathweg, Nanette Jordahl, and Carla Burkhardt

**Agenda:** Steve provided an agenda for us to follow.

**Approval of Minutes:** There are some minor changes to the minutes from Becky regarding money from NACADA. Houa will make the changes to it. The minutes from our last meeting on May 24, 2004 was approved. Mike Motioned. Matt Second.

**I. Presidents Report: (Steve)**

- There are three positions open in the WACADA board. Right now, people who are interested in the positions are: Cathy Mathweg from Marian College for President Elect, Jeff Ritter from St. Norbert for Treasurer and Laurie Freeland from Lakeland for VP of Programs. If anyone else is interested in the positions, we can still add them to the ballots. Cathy Mathweg has volunteered to send out the ballots, thought she will have someone else collect them. Right now, we have 225 members who we will be sending out the ballots to; *Matt will send the labels to Cathy.* Elections ballots will be sent out by August.
- Steve worked on the tax exempt letter. Can someone else look it over with him? Becky will be happy to help. Mary wants to know when we can get the number because she will need it for the reservation of Atrium. In the meantime, the Board asks if we can use NACADA's tax exempt number? Becky doesn't know, but she thinks that they will only let us use it only if it is at an extreme circumstance, even that, she is unsure. In this case, *Steve will send out the letter to Becky tomorrow, which is Wednesday, Becky will look it over by Thursday and get it back to Steve by the end of this week.* The letter will be out at the end of this week.

**II. Treasurer's Report (Nan)**

- Due to Nan's absence, she gave Mike the Treasurer's report and Steve will facilitate the discussion regarding some issues that Nan wanted to address. As of today, the balance is \$3993.17.
- Issue # 1: "It is difficult to do the work of Treasurer outside of the box of either a calendar or fiscal year. It makes it very difficult to transfer to a new Treasurer at the busiest time involving our annual conference. Would it be feasible to elect a Treasurer at a time other than at the same time as the conference in conjunction with records kept on calendar or fiscal year basis?" Right now, this issue will needs work with information from Nan and help Jeff. Right now, we leave as it is. We will plan to do it in a calendar instead of the fiscal year. Recommend that the new Treasurer take office in January 1<sup>st</sup>. This new change will need to go into the bylaw. *Steve will talk to Cathy about adding this to the bylaw.* Check with Nan to see if she can stay until January. *Steve will talk to Nan and Cathy.*
- Issue # 2: "WACADA Board needs a member interested in the "marketing communications" aspect of our award competitions." Matt feels that this falls under the membership position. He should be doing the promotion of the grants and awards. Marketing overall falls under membership position and he will work on to include, but not limited to grants, conference, and awards.
- Issue # 3: "From September 22-July 22, WACADA board has spend \$617.31 on mileage to attend meetings, since we have a small budget, is there anyway that members can convince their individual

institutional to provide a state car for these meeting?” Overall, the board feels that some institutions already reimbursing mileage for them, but others have a difficult time just taking the day off, if the institution does not support their involvement. Please note that Nan’s suggestion has been taken and noted concern, but. This serves as a reminder that we care not abusing our position.

- Issue # 4: “We need an archive treasurer’s records. The record information is overwhelming.” WACADA Board will look into it. We do need to have things archive and be stored at a central location.
- Jim motioned to approve treasurer’s report. Becky second. Motion passed.

### III. Membership Update (Matt)

- Matt has sorted out who is a member and who is not. Matt is working with Jeff to make sure that people are paying for the conference is a member. If they are not, then they will be paying membership and/or attendance the conference. Matt is working with Jeff to process the membership fees and conference registration. They will work closely with each other to make sure this process is done right and correctly. Membership fee fun from conference to conference.
- A membership plan has been initiated to recruit new members and maintained older ones.
- Directory will be produce after the conference and post it on the website. Again, who will have access to the membership list is still a question? Matt would like a login to recognize as a member, and then they can access the membership list.
- Some other suggestions, if Matt is not able to create a login are:
  - Generate a list and when he gets a request from a member, and then send it to them.
  - Get CD and burn it with membership list and distribute it to members.
  - Can we get a paper copy for those who want one?
- Matt is not comfortable with the list because there’s no consistence. Once the membership list is done, he will put information about it in the newsletter. He is planning to have a directory done in November. Do it in PDF? CD? Website? Matt will address this issue at the conference and see what to do with it. He is coming out a plan right now.

### IV. WACADA Website Update (Mike)

- Everything is current! There is a five day gap between the times Mike send information to the NACADA website master before things are being updated.
- Mike still needs information about the conference for the website. Steve will get information to Mary about pre-conference and presentation with Charlie. Mary will send all information about the conference along with Steve’s information to Mike to be put on the website.
- Mike asked if there are any suggestions or any ideas with Rolling Articles or Ask Advisor? It will keep members reading the information and using our website.

### V. Bylaw Update (Cathy)

- Updated version is on the web. Double check to website.
- We will need to add the suggested changes regarding that the new Treasurer position comes into position in January to be put into the bylaw. The bylaw will be voted on at the conference. *Again Steve will talk to Cathy about updating the treasurer information.*

### VI. Newsletter Update (Tim)

- Another newsletter is done and here today. Please bring newsletter to your own institution and pass it out. Tim will send out newsletter to Mike to be put on the web. Nice job Tim!

## **VII. Award follow-up (Jim)**

- We are applicants! There are three applicants for Advising Excellence Award, two for Outstanding Achievement Award, one Leadership Award, and three Advising Profession Impact Award. In the past, the awards were awarded to each institutional type, but this year, all three applicants are from the four year institutions, so this is up for discussion since there is no representative from the other institutional type. If the qualities of the candidates are qualified, then give it to all three, if not, then give it to one or two. Something should be said that only UW send in for awards, that's why only UW wins. This should encourage others institutional types to apply. *Becky will make to do make this announcement at the conference when announcing the winners.*
- What is the selection process? Again, in the past, last year's winners are asked to review the new applicants. This information stating that winners will need review future applicants should be written on the nomination forms. Jim and past winners will review the applicants, though if Jim needs help, can WACADA board help out? Tim has volunteered to help out.

## **VIII. Grant follow-up (Nan)**

- We have two applicants. Who is reviewing them? In the past, past grant winners and the Treasurer helped review the new applicants. Like the awards, there should information noted on the grants application stating that winners need to help review future applicants.
- Nan needs to talk with past winner to review grants. Last year's winners were Dr. Jodie Carlson from Mid-State Technical College and Alice Jean DuBois from UW Madison. Mike will give these two names to Nan. She will need to ask them to help her review the applications for future grant winners.

## **IX. 2004 WACADA Conference Update (Mary)**

- The private institutions are registered and will attend the conference. Mary did a great job to recruit them this year.
- Mary will order keepers. 4 imprint needs a purchase order from us to order the keepers. Nan could send Mary a check. *Mary will call Nan to send check to 4 imprints.* She will have the order ready; WACADA will just need to pay for it.
- Reception is all set, just need the tax exempt ID number. Again, Tim suggested asking if we can use NACADA's, IF we can't get ours. Becky feels it would be hard. Becky will talk to them about it, if we are at our point of desperation.
- \$1,500.00 from Marian, NWTC, and UW GB has come through. This helped secure rooms and foods. If there is any money left over, it will be put towards lunch. Lunch is a Mexican theme with some sort of dance entertainment.
- Program is all set, but the only sessions that are not in the program is presentation and who will be presenting with Charlie. Programs will be posted on the website.
- Tour is going well.
- Binders, we will need 200 copies. Becky suggested that Mary can go on-line and order them.
- Tentative agenda for Friday.
  - 10 free membership certificates give away as door prizes
  - Friday is Spirit day—dress in school attire.
- Past winners-Mary has a list. Mary will need to send it to Jeff and Matt to verify that their conference fee is free. *Becky will send Steve 10 free membership certificates.*

## **X. WI Liaison/Regional Conference Update (Carla)**

- No update from Carla. She is not here today.

#### **XI. NACADA Report (Becky)**

- Fiscal budget numbers are in and Regional lost money from conference. Though they will still continue grants, just not as much money as they have the past.
  - Professional Development (allied, other than the conference)
  - Institutional Allied Organizations
  - Scholarships- \$500.00 scholarships in advising and professional development.
- Regional conference for next year is set for March 17-19, 2005 in Toronto, Canada.
- WACADA will still be getting money from NACADA if members joining first time.
- National Conference is October 6-9 in Cincinnati.
- Becky suggests that WACADA should do a proposal to give and share knowledge to other allied organization. WACADA can present a “snap shot” of what we do because we are by far one of the most successful allied organizations and others can learn from us.
- WACADA renew conference-there is a “form” for the first time. Membership forms will make it more official. Becky is making a proposal to do something different regarding the \$50.00 paid to a membership because it is NACADA who is benefiting when WACADA is part of it.

#### **XII. WACADA Conference Site –future (conference sites are as followed)**

- 2005- UW Parkside
- 2006 -Sheboygan/Lakeland
- 2007-UW River Falls

#### **XIII. Historian Report (Mary)**

- No new history to report today. Though, Mary wants to double check that Mike will be taking pictures at the Green Bay conference and not her. Yes, Mike confirms that he will be happy to take pictures.

#### **XIV. Other New Business**

- No new Business at this time.

#### **XV. Future Meetings**

Next meeting will be at the conference on Friday, September 24 at 7:30 a.m. Mary will find a room for the meeting. *Steve will bring an agenda and Houa will bring minutes from the La Crosse conference.* Mary motioned to adjourn the meeting. Matt second. Motioned passed.

Respectfully submitted,

Houa Xiong  
WACADA Secretary