

# WACADA Board Meeting

August 7, 2006

Madison – Damon's Restaurant

9:00 a.m. – 12:00 p.m.

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

**Absent:** Laurie Freeland, Michael Martin, Tim Walls

- I. **Approval of Agenda** -- Meeting was called to order at 9:00am by Cathy Mathweg.
- II. **Approval of Minutes** – May 30, 2006
  - Steve moved to approve minutes, Tim seconds, motion carried.
- III. **Treasurer's Report** (Jeff)
  - No disbursements since last report.
  - Balance: \$7,635.33.
  - Jeff suggested the President have electronic access to online account.
  - There was a brief discussion about the possibility of an audit. Steve commented that most non-profit organizations carry a balance of \$1,000-\$2,000. Jeff said there is no reason that WACADA accounts would be audited. Jeff suggested that we give more funds back to the membership (in the form of grants, etc). Cathy moved that we use the CD as a safety net and use the regular bank account for operating costs. Houa approved the motion, Sara-2nd; motion carried.
  - A. Professional Development Grant Program
    - 5 grant proposals were submitted; two awards will be granted at \$250 each. Board members should send rankings to Jeff by August 21.
- IV. **Conference Update** (Cathy presented on Laurie's behalf)
  - A. General Update
    1. Registration
      - There are 78 people registered for the conference, although not all have paid.
    2. Proposals
      - There are 14 presentation proposals.
    3. Pre-Conference
      - There are 3 pre-conference meetings (UW System, Private, Tech Colleges); each institution type receives \$100 from WACADA for the pre-conference meeting.
    4. Other
      - Cathy will send the business minutes to Tim so he can include them in the conference packets. All changes to the business meeting notes should be sent to Cathy by next Monday.
      - The new brochures will also be included in the conference packets.
      - Cathy is still gathering details for the nametag ribbons.
      - Houa will order 500 WACADA pins; the pins will be given to new members.
  - B. Incorporate 10 Year Anniversary/Banner
    - Laurie has the banner and she will give it to Mary.
    - The 10 Year Anniversary has been incorporated via publications and the umbrellas. We may have a 10 Year Anniversary photo display, although we

- are unsure of whether or not we can scan all the pictures before the conference.
- C. 2007 Conference Update
  - The Co-Chairs for the 2007 conference in River Falls will be announced at the conference Business Meeting.
  - The 2008 conference location (Madison) will also be announced at the Business Meeting.
- V. **Membership Update** (Houa)
  - A. Current Membership & New Members
    - As of July 21, there were 228 members.
    - Online membership and conference registration are going well.
      - Houa and Tim receive a confirmation when someone registers for the conference; Houa receives a membership confirmation.
      - A list of conference members can be viewed in Excel. The Excel sheet is very useful and efficient for conference preparation (the data is pulled from the web). Cathy suggested that the exec board have access to the excel sheet on conference login in the future.
  - B. Expired Membership Mailing
    - Houa sent the mailing last week.
    - There are over 100 expired memberships.
  - C. Brochure Update
    - Becky contacted the woman from UW to ask if she could work on the WACADA brochure. She can only work on UW projects.
    - Becky knows a woman named Amy that agreed to work on the brochure. Amy drafted a few ideas for the updated logo.
    - The group discussed the logos. Someone asked that the word association be spelled out. Most people liked the squares to the left of "WACADA" rather than above "WACADA". Becky will email Amy and ask her to make a few minor changes (fonts, colors) to the logo designs. Becky will email out the updated logo designs after Amy makes the changes.
    - The exec board agreed to include the WACADA vision statement in brochure.
    - Printing costs for tri-fold self-mailer (3 or 4 colors are same cost):
      - 1000 brochures at \$0.46 = \$460
      - 1500 brochures at \$0.35 = \$525
      - 2000 brochures at \$0.30 = \$600
    - \$300 for logo regeneration (design fee) to Amy; she will give us all the files.
    - The board agreed to put a pdf version of the brochure on the website.
    - Steve proposed to order 1000 brochures for \$460 and approve the \$300 design fee, Tim seconds, motion passed.
  - D. Student Member Update
    - Houa sent student membership information electronically to university representatives.
- VI. **Newsletter** (Becky)
  - Becky sent the newsletter.
  - Steve suggested that we submit the newsletter to NACADA for a publication award.
- VII. **Liaison Update** (Steve)

- There are 4 regional grants due September 8; each award is \$500.
  - The categories are: advisor training and professional development, individual professional development and academic coursework, allied advising at institutional level, and allied advising at the state/providence level.
- The regional budget is healthy.
- The NACADA national conference is in Indiana this year. The theme is “Diverse Advising for a Diverse World”.
- The regional conference is March 4-6 in Milwaukee.

VIII. **Bylaws** (Cathy)

- Gretchen resigned.
- Cathy discussed possible changes to the Bylaws:
  - If anyone else wants to propose a change, he or she should list the current bylaw, proposed change, and rationale.
  - Changes need to be made to the Treasurer position.
  - Include bylaws in secretary position.
  - Add a student membership classification.
  - Eliminate historian (historian’s responsibilities have been moved to the webmaster.
  - Cathy has been working on the changes to the bylaws and will send out a draft via email.
  - Proposed change in the membership year: September 1 to August 30.
    - If a new member joins WACADA after July, the membership will not begin until September.

IX. **Advising Awards** (Tim)

- There are 4 awards and each award is \$150.
- There was a brief discussion about the award criteria. There was a suggestion to have each future nominees include a statement of their advising philosophy and resume. It was also suggested that nominations be accepted throughout the year.
- After the committee selects the recipients, Tim will send the recipients’ names to Cathy, and she will print the certificates.

X. **Website** (Mike)

- Cathy suggested that Bee Thao send Jeff and Cathy a consulting bill for his work on the website; Steve suggested that Bee establish an hourly rate for billing purposes.
- Bee Thao currently hosts membership info on his domain. It was suggested that we pay Bee an annual fee to host the membership information on his domain. Bee should propose a fee when he sends the consulting Bill to Cathy and Jeff.

A. PayPal

- There has only been one request for online credit card payment for membership fees. The board decided to table this issue until next year.

B. Conference Presentations

- Presenters will submit materials to Tina before the conference, and Mike will post the material on the web after the conference.

C. Updates

- The web updates are going smoothly.

X. **Old Business**

A. Listserv

- The Wisconsin listserv can be accessed through NACADA.

- B. Member Survey Summary
    - The board has addressed all of the feedback from the survey except the issue of conference timing. Some members feel that the conference is too close to the national conference; however, the timing cannot be changed.
  - C. Speakers Bureau
    - The woman from UW-Madison will let us use her list; Mike will put the link on the website.
- XI. **New Business**
- A. Elections & Nominees
    - Elections will be held for President Elect and Vice President of Programs.
    - Ballots will be available August 21, and the submission deadline is September 1.
- XII. **Next Meeting** – at Conference, Thursday at 4:30 before the reception. If necessary, the board will meet again on Friday morning.

**DATES TO REMEMBER**

September 21-22      WACADA Conference – UW-Parkside  
October 18-21        NACADA Conference – Indianapolis, Indiana