WACUHO Executive Committee Meeting Minutes

Phone Conference Call

November 29, 2012

12:00-1:30pm

Present: Kelly, Noah, Mario, Tyler, James, Jason, Liz, Sunny, Staci, Tiffany, Ramona

Start: 12:06pm

1. **Reports on RAPS- MALs**
	1. James – there was a check issue because RAP reg deadline so close to conference date.
		* Central RAP closed in terms of revenue, but may not make their budget. He is waiting for other checks.
		* Northern RAP – no check yet, but no expenses either (are on the way).
		* There has been communication with the chairs and MAL’s about who checks are needed by.
		* Influx of institutions who register for high number, show up with less, then ask for refunds. Need to make sure members are on same page with refund policy. Is trying to work with them, refunds only decided once all financials are done with conference.
		* MALs may need to call CHO’s if there is an issue getting checks. James sense is that it will work out and checks are on the way.
	2. Any bids for next year? No solid. Cal Poly Pomona is considering S-RAP.
2. **Report on PACURH- Ramona**
	1. Ramona attended and provided WACUHO welcome. It was exciting to see the energy and participation.
3. **Idea for New Active Past President (APP) Committee- Staci**
	1. Other areas have them. Staci spoke with Dana Pysz about it and he was excited.
	2. Will try and have a proposal for the committee by winter, and Dana will do some recruiting at the annual conference.
4. **Update on ACUHO-I Business- Staci**
	1. Staci has conference call 11/30/12, presidential update type meeting. Staci still under discussion about Dr. David Stephens as the new Foundation rep.
5. **Budget Updates and Info- James**
	1. Is having an issue with travel form for reimbursements because form is so old and has been redone so many times, formulas are off.
	2. Is waiting on RAP checks.
	3. Starting to get expenditures for WACE. Any big payments needed for WACE (i.e. deposits)? James has only gotten a deposit for a rental, and is expecting more. Will look again for a Fairmont check.
6. **WACE updates- Staci**
	1. Why WACE? Exposition piece added officially at Stanford conference to recognize the corporate partners and exhibitors as part of the conference.
	2. Is verifying when registration will be up.
	3. Chairs are being very conscientious about budget and making things work with what they have. By January there will be a substantial update on process and how things are going.
	4. Feelings on Prop 30 passing and travel restrictions. Tyler – things are mainly status quo.
	5. Speakers – Vernon Wall is confirmed, for closing speaker looking at current professors at Santa Clara.
	6. Questions to ask:
		* Parking situation status
		* ‘Craigslist’ on Facebook/Forum for roommates (to help with costs)
		* Deposit needed?
7. **Bond/ Insurance Issue- James**
	1. We have 3 different insurance types: general liability ($1000 yr), officer’s insurance, crime (3 year policy).
	2. Need to make sure all of these are in the budget, because this year they were not.
	3. Need motion to pay it, and make it part of the budget. Possibly got out of the budget because between Ramona and Cindy’s tenure a payment didn’t need to be make, and so it was overlooked.
	4. Tyler motions to spend $963 to pay for the crime bond, include it in the current annual budget and make it part of the ongoing annual operating budget. Ramona seconds.
	5. Vote: 7-0-0. Motion passes.
8. **Assessment Updates- Tyler**
	1. Why is demographic info needed? Because different types of members may have different needs, possibly, and it can be interesting to see if it is a factor.
	2. Tyler needs email, CHO, and past presidents lists, to get the survey out.
	3. Jason – current list is pretty up to date, and good to use, he will send to Tyler to input into Survey Monkey.
	4. For membership survey – do a prize to encourage participation? Will do one for membership survey, but not CHO group.
	5. Ramona makes a motion to purchase 3 $25 gift cards to use as prizes for the membership survey, to encourage participation. Tyler seconds.
	6. Vote: 7-0-0. Motion passes.
	7. Will go under ‘other expenses’ in budget.
9. **Time and Place Leadership manual changes and proposal – Ramona**
	1. Current LM discusses a process that has become somewhat outdated.
	2. Currently the MAL’s and the RAP chairs take the lead in finding hosts for the RAP host locations, although in the LM it is under the Time & Place Committee. Typically T & P only searches for the WACE host.
	3. This needs to be a business-meeting item to get input from the membership. Ask for thoughts and recommendations, and be candid about the difficulty of getting bids. This needs to be settled so we can move forward in a clear manner. There used to be competing bids and presentations, but it is not like that anymore, interest has declined.
		* Use it to direct conversation. Have a presentation/proposal ready and allow membership to speak.
	4. Bigger idea to review – is the conference meeting the needs of the membership?
	5. Other concerns – that if an institution hosts it may mean a financial responsibility on their end.
	6. Liz/Channel Islands will bring a bid for 2014 WACE to the winter meeting.
	7. Ramona and Staci will speak, and discuss a communication plan for the 2015 WACE bid process and call for bids.
10. **Travel Plans for Winter Meeting- Mario**
	1. Driving – Staci, Sunny, Tyler, Noah, Liz, James
	2. Book hotel – there is a shuttle that will go to/from hotel
	3. Start time: Noon on Sunday, January the 27th
	4. End time: 3pm on Tuesday, January the 29th

K- Other items?

Meeting ended: 1:19pm