WACUHO Executive Committee Meeting Minutes

Phone Conference Call

February 28, 2013

12:00-1:30pm

Staci, Ramona, Tiffani, James, Jason, Tyler, Sunny, Kelly

NO: Noah, Mario

1. **WACE updates (registration, Exhibits, room block issues)- Staci**
	1. Room block needs to be met and right now 60 people are registered (Staci)
	2. CSUN is sending a large contingent but waiting for approval(Ramona)
	3. Anything we can do to get the information out there and just get an extra push going (Staci)
	4. Early bird deadline is tomorrow, 3/1/13
	5. Concern about room block – no local school allowed to stay at hotel.
	6. We lose our rate on 3/5/13
	7. Talk with Maggie prior to email going out, get sense of hotel timeline.
	8. Email from past president to chairs, felt that advertising was not hitting the mark.
	9. Look at registration names and hotel reservations – see who has registered but have not reserved a room.
2. **Corporate Partners concerns with current Awards timelines and structures**- Staci
	1. How fast the deadline is for request to find RW Gang winner, while still having CP registration and other committee duties going on.
	2. Should we be moving our timelines up?
	3. It would be helpful to give more breadth and depth to the Leadership Manual (LM), be specific about tasks. It was in the calendar, but this year announcements went out a little late.
		1. Staci & Ramona have had discussions about a complete LM overhaul.
		2. During transition and during meetings review the calendar and revise dates as needed (to account for flexibility needed).
	4. Why aren’t we using a current CP to make our plaques? We used to and there were mistakes with a certain company, and currently we have just been using the same company year after year and they are familiar with us.
		1. Question – can it lead to a conflict of interest if we use a CP?
3. **Proposed Budget for 2013-2014- James**
	1. Revenue stream is not as high as projected, especially for institutional members.
	2. Question
		1. The ‘Transfer to/from reserves’ – where is the $509 from (from 12/13 budget $5,509)? James is looking into it.
	3. The Charles Miller and RW Gang award give $500 each to the ACUHO-I Foundation
	4. Suggestions
		1. Increase awards and recognition to $2000
		2. Increase the ACUHO-I reception
		3. Review spending from this year to see where to transfer $$ next year
	5. Issue is there are other items we would like to spend money on, but revenue is flat.
	6. Consider raising the membership rate. Bring it up at a business meeting, put in an article to the pre-conference waves. Ramona ask ACUHO-I about other rates.
		1. We need to be open about costs that did not exist previously – such as credit card costs.
		2. Look at rate increase % related to institution size.
		3. Last time rates were raised was about 4-5 years ago, and before that it had been longer.
	7. Proposed budget needs some changes before we vote to bring it to the business meeting.
		1. Get a copy of the budget put into pre-conference WAVES (ideally) so members have longer to look at it prior to the business meeting.
4. **ACUHO- I Foundation Silent Auction request- Staci**
	1. Request for gift basket/goodies that represent region (about a $500 basket). Would need to be an association reserve request for this year, and included in the budget for future years.
	2. Could be a ‘California’ basket, or represent where WACE is held.
	3. Dr. Stephens shared info, and a request that we increase our participation in the silent auction. Increase the tangible donation to ACUHO-I (WACUHO already covers $1000 award to individual to attend ACUHO-I).
	4. Possibly to outreach to association to see who can donate, but can we sustain that year after year?
	5. Staci will inform Dr. Stephen that we will provide a basket, but hold off on the value. Ramona volunteered to gather items and take to ACUHO-I.
5. **Updates on WACE 2014  Contract and Hotel Site**- Ramona and Liz
6. **ACUHO- I regional reception and joint partnership with NWACUHO and AIMHO**- Staci
	1. Approached by AIMHO to host joint reception, no discussion about on or off site.
	2. They backed out on us last time, but it was because they have a written MOU with Northwest about partnering for the reception, and Northwest did not want to go off site.
	3. Need to look into off-site options, although since it is not in our region it is harder to arrange.
	4. Look into outside funding.
	5. There are benefits to partnering, is worth looking into.
7. **WTI Updates**- James
	1. Still outstanding income checks – about $1300.
	2. Outstanding invoice for Hilgard House and one of the scholar’s travel.
	3. Currently a revenue of $1100, but once invoices hit it will go down.
	4. Guesstimate is that WTI will have about a $500 deficit
	5. Noah is on paternity leave, Liz will check in with WTI chairs
8. **PMI updates-** Tyler via Staci
	1. Currently only 3 registrants – 2 of which are chairs.
	2. There is a meeting on 3/1/13.
	3. No current contract, so if it is cancelled WACUHO is not out any money. No matter what the numbers, it can be zero-based.
	4. Next meeting tomorrow – will make decisions.
		1. Option 1 – cut down to one speaker, still have it with a small group.
		2. Option 2 - move PMI date, maybe to June. Have at Point Montero, or move back to Southern California.
		3. Future – possibly have it more like a RAP, one northern and one southern drive-in conference.
	5. Things to think of: quarter vs. semester schedules if having it in June, possibly having it in summer
9. **Awards and Rec Updates- Ramona**
	1. March 15 deadline for awards. Going well.
	2. One recommendation for Charles Miller Award
	3. Danny Hyche and Frank Monata confident can get a name by 3/15
	4. Volunteer deadline last Friday, hard deadline is 3/1. So far 3 nominations.
	5. EDA will be determined 3/18
10. **Nominations Updates**- Ramona and Staci
	1. Dana has sent in the slate, and it is full.
	2. Dana is gathering bio information.

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| **First** | **Last** | **School** | **Position** |
| Samuel | Jones | Sacramento State  | President-Elect |
| Stephen | Fleischer | Cal State LA | President-Elect |
| Robert | Stephens | UC Riverside | Vice President |
| Jesse | Andrews | Sonoma State | Secretary |
| Jennifer | Novotny | Marymount College | Member-at-Large, Central |
| Danny | Mann | UC Santa Barbara | Member-at-Large, Central |
| Luke | Bost | Pepperdine | Member-at-Large, Central |
| Chad | Myers | Occidental | Member-at-Large, Central |
| Danny | Hyche | Affiliated Housing | Member-at-Large, North |
| Mako | Ushihara | Santa Clara University | Member-at-Large, North |
| Tiffany | Taylor | Stanford | Member-at-Large, North |
| Jason | Lu | CSU Pomona | Member-at-Large, South |
| John-Paul | Wolf | UC Riverside | Member-at-Large, South |

* 1. Nominations for junior tech coordinator and newsletter editor
	2. Bring newsletter editor to marketing coordinator discussion to Forum, to get conversations started prior to April meeting.
1. **Strategic Plan Updates and Future Movement**- Ramona
	1. Willie Brown and Lisa Slavid sent Ramona an updated document from what was left on in 2011.
	2. There were four visions with the ’10-11 Exec about what was done well, and what could be done better. Also look at how each position on Exec contributed to that vision.
	3. Lisa felt that the Strategic Planning committee had put the ball back in Exec’s court, and somehow the ball got dropped.
	4. Would like this year’s Exec to provide opinion on where this was left off, and bring forward to next year’s team.
	5. Ramona is proposing a meeting the Sunday morning of WACE to discuss the strategic plan (voluntary breakfast chat).
2. **Pre Conference WAVES**- deadline and updates
	1. Pre-conference WAVES is March 11th – is a hard deadline.
3. **2014 Chair solicitation time**- Staci and Tyler
	1. Need a big solicitation for chairs. Need a new Google doc, and make it clear which year they are signing up for.
	2. All Exec need to get out there and get people excited about participating.
4. **WACE Reserve Request Form**- James
	1. James posted on Forum – all get on forum and conversate! We need a motion.
5. **CDC Proposal Approval-** Tiffany
	1. Tyler motions to approve the proposed changes to the CDC in the LM. Ramona seconds. Passes 5-0-0. Motion passes.
6. **Allison Vail Lopez**- membership request- Staci
	1. Currently is on east coast and not in the field, but wants to attend WACE and job search. Wants a one year ‘membership’ to pay the institution price.
	2. Is in the LM, and is at the discretion of Exec.
	3. Staci wil call and give approval for one year membership.

Next meeting - phone March 28th. At WACE April 6th at 9am.

To DO:

Jason – send out update today about deadline for room reservation.

Ramona & James – speak offline about an increase in institutional member rate, and put together possible article for WAVES.

Ramona – put call for donations for ACUHO-I silent auction basket in WAVES.

Ramona – check with Dana about president elect speeches during lunch at WACE. Possibly at Monday lunch, or online.

Ramona – post strategic plan on forum, and all post feedback.

Liz – check in on WTI, need $1300 revenue, Hilgard House invoice, and UCLA and Cal Poly have outstanding checks, and scholar travel.

Staci – find nomination for junior tech coordinator and send to Ramona