WACUHO Executive Committee Transition Meeting

June 1, 2012

1. Call to order- 12:36pm

NOTE: morning (9am-12:30pm) spent with Annual Conference Committees and a tour of the Freemont Hotel in San Jose.

1. Agenda Review: Additions, deletions, changes
2. Review and Approval of Minutes
3. Team Expectations and Team Building
	1. Icebreakers –
		1. Shield activity (Tyler) – 4 quadrants – family, dream vacay, proudest accomplishment, something to know
		2. High tech icebreaker (Jason) – feedback survey
	2. Expectations – group discussion
		1. Value each other’s time, so when we come together we are present. i.e. – be aware of technology use (phone, iPad, computer, etc)
		2. Review Leadership Manual, especially what’s applicable to our individual positions. ‘Converse with the Manual’ – look in manual first, then ask questions of others (in particular regarding financial issues)
		3. Be aware of the history of the organization. Ask questions about it to seasoned members.
		4. Be respectful of each other. Listen to ideas and hear people out. Understand some people are internal ‘processers’ and need time, and some are newer to the association. Those who need time to process are encouraged to ask for it.
		5. Be okay disagreeing. Trust that our motives are pure – the good of the association and the team.
		6. Just because something has always been done a certain way does not mean it needs to remain that way. Don’t be afraid to offer new/innovative ideas.
		7. Remember whatever we do is for the best interest of the organization. The association is diverse and it is our role to work for them, think big picture. It’s not about ‘us’.
		8. Respectfully holding people accountable, and be encouraging.  Helping each other with that, helping each other by following through. If you know you’re struggling ask for support.
		9. Use our time and resources wisely (i.e. – meeting times & email). Empower people to accomplish goals and trust independent action when appropriate. Watch the ‘reply to all’ and ‘cc’ responses – use appropriately.
		10. Learn and understand each other’s communication preferences (email, text, phone).
		11. Be flexible, know our group expectations may change.
		12. Once exec makes decision, it is a group decision. Support decisions made, be a ‘unified front’, even if initially did not agree. Share thoughts and concerns during discussion, and support the outcome.
		13. These are public meetings – we can (and should) share what we discussed, although be appropriate about the level of detail in the discussions.
4. Executive Committee Goals
	1. Have a host site for 2014 WACE.
	2. Move to web system where chairs (program committees) can develop their own pages, instead of sending all info to tech chairs to create.
	3. Empower our committees to act.
	4. Increase involvement/connection to mid-level professionals.
	5. Catch more ‘marginalized’ association members – new to WACUHO (not necessarily new pro). Possibly reintroduce the ‘Welcome Wagon’ or some other resource to new members.
	6. Increase past president involvement, there are great mentors out there.
	7. Explore marketing & communications position for Exec.
	8. Pick up the Strategic Plan, see where progress is at.
		1. Review our current organizational structure and responsibilities of positions/committees.
		2. Work on defining and assessing what success means (to committees, membership, etc.). Get wider feedback from the association.
		3. Talk about what the purpose, goal, and reasons for various committees. Why are some inactive?
	9. Being more inclusive as an organization, particularly at the annual conference.
	10. Look at how to energize committees. Address the ‘small but mighty’ syndrome.
	11. Exec committee – more duckies and swords. Keep meetings fun.
	12. Reflect on and review the LM format for effectiveness.
		1. Jason knows how to create a wiki (sort of like Wikipedia… wikiwacuho… wacuhopedia). Be aware that it is open-source, and people may edit items (possible, but is it likely?).
		2. Would allow for possibility of history. Could have a description of past people, such as a JB page.
		3. Jason will create a prototype.
5. Executive Committee Scheduling
	1. See below to ‘future meeting items’
6. 2013 WACE Site Visit
	1. Occurred from 9am-12pm at Fairmont Hotel
	2. Theme: WACE 2.013 Upgraded - Search. Connect. Share.
	3. Check-in with Annual conference co-chairs:
		1. Theme decided.
		2. Each sub-committee met, got copies of last year’s committee reports and evaluations, did initial planning and brain storming.
		3. It was a good day, the co-chairs feel good about group and the schedule. Good energy, positivity.
		4. Gave group the challenge to be as inclusive as possible, return to mission and strategic plan.
		5. Suggestions from Exec: possibly a WANGO-type passport for attending programs, to counteract all the possibility of people leaving the conference. Be aware of numbers of ribbons. Rethink bandana’s… maybe flashing pins or something else. Utilize the piano’s around the hotel.
7. Old Business
8. The Importance of Transition
9. The Leadership Manual
10. Other items?
11. New Business
	1. Committee Liaison Assignments
		1. Appointed Committees
			* + See list at end
				+ EDA still TBD
				+ NEED TO DISCUSS at next meeting: Issues affecting RAP’s and host locations
			1. Programmatic vs. Non Programmatic Committees
				* Programmatic – must be well-versed in rules, procedures, and LM. *ESPECIALLY* financial issues.

RAPs/WTI/PMI are zero based budgets and require a treasurer-approved budget before any expenditures. Budgets need to be approved at least one month prior to conference.

It’s best for reimbursement requests to come through the liaison, to ensure forms completed correctly.

Know what can be purchased, and what cannot be (i.e. committee gifts not allowed), how contracts are made/signed, who approves items.

Important to hold chairs accountable to budget (creating one, spending appropriately/correctly, etc)

Registration – each conference allows the WACUHO President a comp-ed registration, if they do not attend it goes to the liaison. If there is a surplus at the end of the conference it is possible that the registration may be refunded.

Committee reception – programmatic committees have funds to take the group to a meal. It is preferred that the liaison pay for the meal, and receive the reimbursement.

* + - * + Non Programmatic – some (EDA/New Pro’s) receive an allocation of funds, can make requests for additional funds if necessary.

Encourage them to dream and think big.

* + - 1. Committee Liaison advice:
				* Ask questions to former MAL’s or Exec for recommendations and feedback
				* Utilize form for questions and discussions. Request additional forum for committee or topic from tech coordinators if desired for committees.
			2. Travel Required?

Travel – liaison travel costs to meetings/events are not covered under WACUHO.

* + - 1. Committee Orientation
				* 1st push – email. Tyler sends out committee rosters with recommendations. Asks committee chairs to provide feedback on manual as well.
				* 2nd push – 1-1 check-ins and treasurer orientation for programmatic committees.
				* Get James recorded on YouTube or other technology that is an interactive tutorial for

Possible online or other kind of test/assessment regarding financial aspects

What happens for people who do not pass – additional follow-up with them by liaison.

* + - * + Best to have committee chair orientation at WACE, will resume in 2013.
1. Review and Confirm Important Dates – Staci
	1. Executive Committee Task Calendar
	2. Program and Event Dates
	3. *Waves* Deadlines – Kelly
		* 1. Need new deadlines for 2012-2013

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| --- | --- | --- | --- | --- |
|   | Submission Deadline (soft) | Submission Deadline (final) | Sent to Staci for Approval | Sent to Membership |
| Fall WAVES | October 8 | October 12 | October 17 | October 22 |
| Winter WAVES | January 21 | January 25 | January 30 | February 4 |
| Pre-Conference WAVES | March 11 | March 15 | March 20 | March 25 |
| Spring WAVES | April 29 | May 3 | May 8 | May 13 |

* + - 1. Think about what we can add. Consider your position and committees and what could be submitted. Possibilities:
				* History facts
				* Tech corner
	1. To Do Lists – Liz
	2. Other
1. Future Agenda Items
	1. Meeting dates/locations
		1. July – phone meeting – Thursday, July 26th 9am-11am
		2. October (Fall Meeting) – Thursday, October 11th – Friday, October 12th – CSU Channel Islands
		3. January (Winter Meeting) – Sunday, January 27th – Tuesday, January 29th – Cal Poly Pomona or Riverside…. ‘Riversidesque’. UCLA back-up.
		4. April (Spring Meeting – Pre conference) – Saturday, April 6th
	2. What it means to host a meeting:
		1. What it takes to get people there (location of majority of Exec)… consider costs
		2. Does not mean needing to feed people
		3. Meeting space for 2-3 days, parking issues, find hotel, restaurant options
2. Executive Travel Reimbursements
3. Adjournment
	1. **Ramona motions to end the meeting at 4:46pm – 5-0-1.**

**To Do**

* Tyler – call Martin (CSU East Bay) to get a copy of/results from last survey/assessment. **July 26th**
* Tyler – contact Crystal White & Piya Bose regarding EDA chairship **July 1st**
* Staci - Follow up with Tiffany about committee liaisons.
* Committee Chair Orientation plan:
	+ Tyler send committee rosters out to chairs – **June 4th**
	+ All – make connection with committee chairs. Set up a phone meeting with them by **July 26th.**
	+ James, Jason, and Tyler (Tyler lead) put together committee chair orientation for programmatic and non-programmatic committees. Create treasurer orientation as well. Share orientations with Exec by **July 15th**. Orientations completed by chairs **Sept. 1st.**
* Jason – make Leadership Manual wiki prototype. **Oct 11th**
* All – decorate your foam swords for October meeting. **Oct 11th**
	+ Staci – bring prizes for best sword.
	+ Tyler – send foam sword to Tiffany
* Noah – behind the scenes help to chairs with shoulder-tapping for C-RAP host **July 26th**
* Jason – post WACE 2013 promotional video on website
* Sunny – talk to Willie about strategic plan and attending the Fall meeting

*From transition meeting minutes (May 31, 2012)*

* Staci – finish edits to LM and send to Ramona. **July 1**
	+ Add conflict of interest statement
* Tyler - email incoming chairs and exec to fill out the conflict of interest form. **July 26th**
* Cindy/James – give update on CFTB notice **July 26th**
* Josh/Tyler – email incoming committee chairs and exec to fill out the conflict of interest form. July 26th
* Staci/Ramona – update on external audit July 26th
* Jason – come up with possible solutions for storage and transfer of information of records (ie – minutes). Cloud, jump drive, etc. **July 26th**
* Jason – update @wacuho.org emails to new exec. **July 1st**

Important Dates and Information

|  |  |  |
| --- | --- | --- |
| Executive Committee Transition Meeting(Incoming Execs Only) | May 31 and June 1 | Santa Clara University |
| Pre-Conference Mtg(Transition Outgoing and Incoming Exec Committees) | June 1 | Santa Clara University |
| WACUHO Exec Transition Meeting- Phone | TBA | Phone conf call. |
| Equity & Diversity Awareness |  |  |
| Island RAP | n/a |  |
| Northern RAP | TBA |  |
| Central RAP | TBA |  |
| Southern RAP | November 17 | UC Irvine? |
| PMI | TBA |  |
| Exec. Phone Conf. Call | TBA |  |
| Fall Exec Meeting | TBA |  |
| PACURH | TBA |  |
| Exec. Phone Conf. Call | TBA |  |
| Winter Exec Meeting | TBA |  |
| Exec. Phone Conf. Call | TBA |  |
| WTI | TBA |  |
| Exec. Phone Conf. Call | TBA |  |
| Spring Exec Meeting | TBA |  |
| PACURH No Frills | TBA |  |
| 2013 WACUHO Annual Conference and Exposition | April 7-10 | San Jose, CA |
| 2013 NACURH | June 1-4, 2012 | Univ. of Colorado, Boulder |
| 2013 ACPA Annual Convention | March 4-8 | Las Vegas, NV |
| 2013 ACUHO-I Convention and Exposition | June 15-18 | Minneapolis, MN |
| 2013 NASPA/ACUHO-I Placement Exchange | March 16-20 | Orlando, FL |
| 2013 NASPA Annual Conference | March 10-14, 2012 | Phoenix, AZ |
| 2013 NASPA/ACUHO-I Placement Exchange | March 8 – 11, 2012 | Phoenix, AZ |
| 2014 WACUHO Annual Conference | TBD |  |
| 2014 ACPA Annual Convention | TBD |  |
| 2014 ACUHO-I Annual Conference & Exposition | TBD |  |
| 2014 NASPA Annual Conference | TBD |  |
| 2015 ACPA Annual Convention | TBD | TBD |
| 2015 NASPA Annual Conference | TBD | TBD |
| 2015 ACUHO-I Convention and Exposition | TBD | TBD |

**WACUHO Committee Liaisons 2012 - 2013**

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| --- | --- | --- |
| **Committee** | **Chair** | **Liaison** |
| Academic Relations | Honora Knopp | Kelly |
| Annual Conference | Maggie Malagon Philippe Cumia | Staci |
| Apartment and Community Living | Daniel Schniedermeier | James |
| Archivist | Happy Cimenski-Almogela  | Liz |
| Awards and Recognition | Ramona Hernandez | Ramona |
| By-Laws | Tyler Miller | Tyler |
| Central RAP | Jacob HanleyMegan Fox | Noah |
| Conference Services | Branden Petitt | Ramona |
| Corporate Relations | Frank Montana | James |
| Equality & Diversity Awareness | TBA | Mario |
| Exhibits and Displays | Vinnie HamaMako Ushihara | Staci |
| Facilities | NA | Inactive…. n/a |
| Finance Advisory Board | Robert Stephens | James |
| Food | TBA | Inactive… n/a |
| Historian | Happy Cimenski- AlmogelaAlex Belisario | Liz |
| Host | Chad MyersDavid Bracamontes | Staci |
| Island RAP | NA | Noah |
| Judicial Affairs & Student Conduct | Sarah LasnikChrissy Bender | Liz |
| Legislative Affairs | Chris Williams | Ramona |
| New Professionals | Kris McpeakJosh O’Connor | Tiffany |
| Nominations | Dana Pysz | James |
| Northern RAP | TBA | Tiffany |
| Pacific Management Institute | Juls WhiteDanny Hyche | Tyler |
| Placement | Alvin YooYoo Mi Choi | Tiffany |
| Program | Kafele KhalfaniJorge Arroyo | Staci |
| Religious and Spiritual Issues | Mark BriceFrancisco Grajales | Tyler |
| Small, Private Institutions | Christine Paul | Kelly |
| Southern RAP | Cassandra MortonJoathan Higgins | Mario |
| Strategic Planning |  | Staci |
| Substance Abuse | NA | Inactive…. n/a |
| Support Services | Cindy Derrico | Liz |
| Sustainability | Chelsea Navarro | Jason |
| Technology and Info Systems | Joaquin BecerraNicholas Howell | Jason |
| Time and Place | Laura Dorfman | Ramona |
| Western Training Institute | Kristin DeloBritany Cashatt | Noah |
| Western Regional Student Affairs Day |  | Mario  |