WACUHO Executive Committee Meeting Minutes

Phone Conference Call

March 28, 2013

12:00-1:30pm

PRESENT: James, Tiffani, Tyler, Noah, Kelly, Liz, Jason, Mario, Staci, Ramona

1. **School swag for Exhibitors Reception- Staci**
	1. Reception is invite only, is very nice. We have give-aways for exhibitors. All Exec please bring give-aways from your institution.
2. **Committee Sign ups update- Tyler**
	1. Currently have 57 people signed up, 17 chair requests. Preliminary list sent to Exec on March 27, next update will come April 1.
	2. Tyler will email committees to encourage chairs. He has had good email conversations with members asking about fit and committees.
	3. We are in good shape. There are some new names on the committee lists.
	4. At conference there will be flyers to give out.
3. **New Chair Orientation- 8AM on Wed- Ramona and James**
	1. Has been two years since we have held the chair orientation.
	2. There will be a treasurer orientation (is currently online).
	3. Three big messages: financial guidelines, working with liaison, and becoming best friends with the Leadership Manual.
	4. Add – how to communicate with membership (using email, social media, etc).
4. **Bring calendar to WACE- Staci**
	1. We will get the ‘behind the scenes’ calendar/schedule and it is important to know what is essential attendance for Exec.
5. **Awards and Rec- Ramona**
	1. Is still waiting to hear back from Danny Hyche about awards.
	2. Frank is waiting for one more letter for RW Gang award.
	3. Have letter for case study, is ready.
	4. Need a group photo for plaque.
6. **Exec President Thank You reception- Saturday at 6**
	1. Reminder that following the Exec meeting on Saturday the 6th there is a reception. It will be in the hospitality suite. Just need to show up and mingle!
7. **By Laws Announcement to membership- Tyler and Jason**
	1. An email announcement was sent out today. No one has submitted any changes.
8. **Business Meeting prep work and format- Staci**
	1. Sign up for the Freemont membership club to get free internet.
	2. Complete exec report that summarizes the year, and send to Liz by Wed. the 3rd.
	3. Everyone does a 5 minute or less ‘presentation’ that highlights what occurred during the year.
	4. Will need to save time for Jason to present technology changes we are looking at.
	5. Bulk of meeting on Saturday is that everyone is ready to go into business meeting.
9. **Past forum business**
	1. Follow up on Cubby reserve request. Do request via email, Staci will count up.
	2. Follow-up (April 2, 2013 via email): Tyler motions to approve spending $335.52 from Association Reservesfor "Cubby" Cloud storage services. Tiffany seconds. 7-0-0. Motion passes.
10. **Nominations**
	1. They will get a pamphlet done, but only have one copy per institution to save costs. Is also posted on the website.
11. **Budget & Membership increase consideration – James**
	1. We’ve been budgeting $12-13K per year in revenue, but have not been reaching it. Not ready to present at this year’s meeting.
	2. Currently the proposed budget is balanced.
	3. Any discussion about changes to revenue should go through FAC.
	4. James is waiting to hear about the outcome of the audit.
	5. James email Robert to contact Ramona and Staci to prepare for the business meeting and presenting findings of the audit.

REMINDER:

* Exec meeting starts Saturday at 9am at the Fairmont

TO DO:

* EVERYONE - Bring swag
* EVERYONE – sign up for Freemont loyalty program to get free internet. You can do that here: <https://www.fairmont.com/fpc/>