



Western Association of College and University Housing Officers

**2008-2009 WACUHO Executive Committee Meeting
Fall 2008 - Scripps College, Claremont, CA
October 23 – 24, 2008**

Location: Claremont, CA

**Present: Staci Buchwald, Mia Love, Tim Trevan, Ryan McRae, Ramona Hernandez,
Suzanne “Seppy” Seplow, Debbie Deas, Jacques Zalma, Margarita Malagón.**

Kafele Khalfani joined meeting at 10:36 am

- I. Call to Order
 - A. Meeting called to order by Seppy at 10:17am (Audio File DS400127)
- II. Announcements
 - A. Thursday, Oct. 23 Executive Committee will meet from 10am – 6pm.
 - B. Friday, Oct. 24; Exec Committee meeting will end no later than 4pm.
- III. Agenda Review (Audio File DS400128)
 - A. Additions, deletions, changes
 - i. Added a few items to the agenda including Corporate Relations, program reserve request, north/south conference site
- IV. Review/Approval of the Minutes (Transition Meeting)
 - A. The group reviewed the minutes from the new Exec. Committee meeting
 - i. **MOTION by Ryan to approve minutes with the noted corrections**
 1. **SECOND by Staci**
 2. **VOTE: Yes-6 No -0 Abstain -1**
 - B. Review/Approval of Minutes (June 1, 2008 Transition Meeting) (Audio Folder E6)
 - i. **MOTION by Ramona to approve the minutes**
 1. **SECOND by Ryan**
 2. **VOTE: Yes- 7 No-0 Abstain-0**
- V. Exec Committee Updates/Committees Reports (Audio File DS400129)
 - A. Vice President (Staci Buchwald)
 - i. Committee Chair roster updated and Staci will send it out via email
 - ii. Staci requested that Exec Committee also add their contact information
 - iii. We may need to step in and make some decisions regarding chair appointments based on the work that needs to get done. They may not be completing all of the work that needs to be done on time and Exec may need to step in.
 - iv. Debbie asked about the certificates for each of the RAPs. A committee member will be at each of the RAPs
 - v. An announcement will be going out soon regarding WTI
 - vi. Seppy mentioned that WTI could be linked to UCLA and Staci mentioned that in past this has happened, the committee is looking at linking WTI
 - vii. This is important for recognition at end of the year

- B. Newsletter Editor (Kafele Khalfani)
 - i. Total of 11 submissions
 - ii. Would prefer not adding any new staffing announcements for now
 - iii. Combined Spring and summer, since the spring did not come out until summer
 - iv. This issue is currently at about eleven pages
- C. President (Seppy Seplow)
 - i. Conference
 - 1. Food costs driving many of the budget challenges
 - 2. Decision was made to have post card communication only and all other communication will be via email
 - 3. Theme is Naturally WACUHO, to promote sustainability
 - 4. Really need MALs to contact schools and update rosters, please connect with schools
 - ii. Host
 - 1. Not yet balanced budget – still need to cut and find alternate solutions. For every 5 people it is about \$200 to cover costs, on top of their registration fees.
 - 2. If we hit our numbers we will not go out to recruit for more to come. Seppy believes that 225 is a realistic goal, with all of the budget cuts it will hurt a bit, but the location is best
 - 3. Looking to reduce entertainment, not looking to have a specific event after the banquet, since most of the time a good number of people do their own thing
 - iii. Program Committee
 - 1. Website looks great
 - 2. Committee really going after Bertice Berry, but she is a bit expensive
 - 3. Need to take some time this meeting to talk a bit about DAA desserts at the conference
 - 4. Have had discussions regarding selling of WACUHO apparel, and will be added as an agenda item, this would supplement the program budget
 - iv. Exhibits
 - 1. Will be using the whole ballroom for exhibits, which is huge revenue for the conference
 - v. Corporate Relations
 - 1. Questions have come up regarding the non-official golf tournament. We may need to see if it can be reviewed and if there has not been a lot of participation may need to revisit - only one person paid last year, may be on it's way out
 - 2. As an Exec board we have been a bit restrictive with what vendors co-sponsor
 - 3. It was clarified that becoming a corporate partner would be under certain restrictions, and coordinating something now with corporate partners would take time
 - 4. Individual vendors can coordinate their own invite, all on their own, similar to what happens on Monday nights, all by invite
- D. President Elect (Tim Trevan)
 - i. Time and Place Committee

1. Would like to know if they go back to the north vs. south rotation, but will table until further today
 - ii. Nominations
 1. Winter WAVES can still be submitted and Tim will get back to Martin to submit something
 2. There has been some concern about shoulder tapping and will let us know how they will approach this issue and let Exec Committee know how to approach this
 3. Martin wanted to know if Seppy wanted to add information to the WAVES article regarding the newsletter editor process. Seppy suggested to put it in the WAVES and also fold it into the nominations process
 - iii. Careers in Student Affairs Day
 1. We are very much co-sponsors with this program
 2. We are the only specialty organization which continues to support this day and it makes sense since the majority of our RAs are in housing
 3. Keynote was Mike Segawa, Vice President for Student Affairs, NASPA President, spoke very fondly of being in student's seats and coming full circle, he was very effective
 4. Program sessions ranged from grad schools to PhD programs, assessment, Tim did a session on big school, small school
 5. Feedback has been very good, big initiative, like a RAP and with good attendance, this is a pivotal moment for students and their direction in student affairs
 6. Next year will be at University of San Diego, Marie Minnick will be chairing
 7. The conference at Santa Cruz would serve the northern region, question was asked if we would support this program
 8. There are a couple of great presenters at the north conference, Seppy will be presenting
 - iv. 2010 Annual Conference
 1. Jim Brock and Miles Nagata met this summer at the hotel site and met with the coordinator. They were very impressed with the location and the staff at the site
 2. All of the conference facilities are renovated. All of the areas we would be using are already in a segregated area which will work well
 3. One of the wrinkles is that there are no meeting rooms for Saturday. We could use the hospitality suite but committees will not have any meeting space on Saturday, they may need to work out of someone's room. What about using space at Hilo?
 4. JB and Miles were able to get approval to bring in food for the hospitality suite
 5. For transition meeting in June of 2010, there will be a site meeting with chairs and president then have another meeting stateside for the rest of the group
- E. Technology Coordinator (Jacques Zalma)
- i. Tech and Info Systems

1. Potentially doing a tech drive-in conference and question is if there is a desire, interest to attend, there is the possibility that this will be added to the website to ask
 - ii. Web Development
 1. The current website is not what we paid for and planned, this is still in process
 2. Jacques distributed a handout with MindSoulFood recommendations. The last page is a sample page
 3. On page 4 of the handout there are some logo options
 4. Staci brought up that the new logo should include the waves, mountains, which would incorporate all of the different regions
 5. We will need to have a conversation regarding different logos and there was a suggestion to check in with Eric Zobel who came up with some great options for the conference
 6. We reviewed page 8 with the website sample page. Seppy reminded us that we would need to get a release/waiver if we are adding pictures for the website. Debbie suggested we could add pictures of different campuses but there may be some restrictions regarding taking photos
 7. Exec Committee likes the progress with the website
 8. There was a suggestion to add an important information section
 9. Seppy asked what else the Exec board would do to make the end of year launch date. Jacques mentioned that MSF seems very confident that the set goal date will be reached, which is by the end of the year
 - iii. Web Updates
 1. Some emails were stagnant and not responded to, but Jacques is working on this and the updates have now continuous
 2. There are some snags with conference registration accepting credit cards. The applicants are not getting a confirmation. There is a concern that people will pay multiple times and Ramona will then need to run credits. Jacques has been on the phone with Robert Stephens to get him connected to someone who will help. Robert put Jacques in touch with Andrew Eichstaedt at Riverside, but he has not been getting back to Jacques. Jacques has spent a great deal of time trying to get this resolved, but has been challenging.
 3. Question was asked if we have a plan B for resolving this issue if Andrew does not resolve this. Jacques recommended that we take checks and not take credit cards
 4. Ramona suggested that we have PDF form to fill out and once the issue is resolved the credit cards would be charged
 5. Seppy suggested that Jacques have a due date, and once this date comes up then Jacques and Ramona will talk about a different process
 6. Website will be updated next week
- F. Member-at-Large, Central (Debbie Deas)
- i. Central RAP
 1. Kafele is the keynote, and there may be song and dance, David Hong is video taping it
 - ii. New Professionals
 1. Looking to get some committee members from central region

2. Once the definition is approved for New Professionals, will be moving on
 3. New Pros have a website, have been working on this site to make it easier to submit applications for WTI, Scholarship. This would make the applications easier to review for all the members. This site would need to be connected to the WACUHO site.
 4. Committee is also trying to do a community service project which may be incorporated to the socials. Debbie suggested that a professional development piece may be incorporated
- iii. Judicial Affairs
 1. Not much going on with this committee but encouraging to have an article for the WAVES
 2. Committee is hoping that once the article goes out that there is more interest and activity with this group
- G. Member at large, South (Ryan McRae)
- i. Southern RAP
 1. The credit card payment is not currently working
 2. Ryan will be presenting, how to be financially savvy as a live in
 - ii. Schools Needing to Pay WACUHO Dues
 - iii. Free Conference Space available at CSUSM
 1. Ryan is offering free space for any conferences
 - iv. Academic Relations
 - v. Apartment Living
 1. At this point, this committee is gathering information for future conferences. The committee definitely wants to do a conference
 2. If MALs want to make contact and take a visit
- H. Member at Large, North (Mia Love)
- i. Membership Update
 - ii. Northern RAP
 1. Budget was completed and reserved but co-chairs requested reserve funds. Ramona and Mia will talk through this
 2. There is a real focus on sustainability
 - iii. WTI
 1. Rich Clark from UNLV, Chuck Rhodes from Sonoma State and Jane Rosser
 - iv. Facilities
 1. Will have Facilities committee this year. One person identified, Mako Ushihara, who will be co-chairing but would like to have another person also part of the committee
 2. Facilities list serve is very active, may be a matter of Mia flushing out what being a chair is and get them more information
 3. Mia looking forward to hosting in February
- I. Secretary (Maggie Malagon)
- i. Historian
 1. Strong recommendation from Pat Francisco to keep the history online
 2. The updated file will be sent to Jacques. Maggie will contact Pat to let her know to send the file to Jacques

3. Pat had a question regarding adding a position as an Archivist. The Archivist would need to be in close proximity to the room where all the documents are kept, at San Diego State
 4. It would be good to clarify if Pat would like to move from what has been traditionally a Historian to the Archivist
 5. Maggie will re-connect with Pat to clarify this point
- ii. Religious and Spiritual Issues
 1. There was a recommendation to connect with Tyler Miller at Fresno State. Since he chaired the committee, he would be a good resource for Demisia
 2. It is also perfectly okay to go inactive
 - iii. Legislative Affairs & Research and Information
 1. It is fine for the committee to be inactive
 2. Kafele also recommended that the committee write an article for the WAVES, and even just doing this may spur some interest in others to connect
 3. There may be some increased interest for the upcoming year.
 4. Matt from UOP is interested in the research and information portion, and he may be someone to recommend to join the committee
- J. Treasurer (Ramona Hernandez) (DS400131)
- i. Corporate Relations
 1. Only a couple of committees who asked for gold funds and want to encourage groups to submit requests
 2. Combining two databases has not yet happened and Jacques has not been contacted about this. Ramona will clarify this.
 3. Corporate Relations wants to pay for meals, but Host mentioned that they only want to do breaks.
 4. Seppy mentioned that, host committee was asking for CR to pick up breaks which used to happen before, this would help with food costs
 5. We will have the discussion regarding sponsoring of meals a bit later on during this meeting
 - ii. Finance Advisory Committee
 1. Schwab checked Ramona's credit
 2. Recommendation that if you are running for treasurer or president elect, nominees should be notified that credit will be checked
 3. There will be an addition of the "duty to care" language based on liability concerns brought up
 - iii. Island RAP
 1. Chair is Josie Hatfield, Ramona has been trying to contact with her and no responses, does not seem to be a big desire to have this RAP
 - iv. Budget
 1. Reviewed the budget Ramona balanced
 2. Value Advantage was liquidated, which is what Ramona was working with, as soon as more money comes in, depending on expenses, then Ramona will put money back in to Value Advantage
 3. Judy and Ramona's concern is with the market and the way that the economy is right now
 4. Seppy recommended contract negotiation regarding hotel deposit be added to the Leadership Manual, under time and place responsibility. Time and place liaison can look at the expectations for contract

negotiations and specifically with the deposit. Time and place may consider using a consultant to help with the negotiation of the contract.

5. Tim clarified, we need to see if we can pass a credit application
6. The \$24k seems like a very high deposit and Ramona mentioned this was close to 50% deposit of the contract minimum, which was a concern with the group
7. If there are ways that we can help coach a negotiation of the contract and the deposit required, this would be a good
8. There is a mystery deposit to Schwab that happened on September 11, and Ramona is looking into this. Ramona may find that it is something else and will report back at our next meeting
9. It was clarified what we have approved from the association reserve fund
10. Paying for the website was just a portion, not the whole amount owed to MSF
11. Central RAP budget is now approved
12. The two RAP amounts in the association reserve were for hearing impaired services

VI. Old Business

A. Committee Membership- Staci

- i. We have lost quite a bit of people from the committees
 1. Staci wondered if we may need to do a survey to find out what the membership may be interested in, in terms of committee work. If we could go back and check to see if a survey was done and see what the results were
 2. An increasing number of committees are doing their meetings by phone
 3. Seppy recommended that we all check in with our institutions and our liaison committees, since we don't want to have another survey only because the task force may do one
 4. Staci recommended that we send out another email announcement and also add something in the WAVES to get more people to join
 5. Kafele will add the new form to this current issue of the WAVES
 6. Ryan and Staci suggested that the MALs take forms and have people fill them out on the spot
 7. Mia suggested that we encourage a program at the Conference and Exposition to help get interest going. Something which would be titled "So You Think You Can Chair"
 8. What people are lacking is time, even with the budget, but we need to figure out a way to move forward

B. ACUHO-I Summit; Hong Kong – Seppy

- i. Last meeting we approved no more than \$5k to send the president or designee to the ACUHO-I Summit. Since Seppy and Tim are not able to go, we will need to see if there is a designee who may be able to attend.
 1. Looking to target senior leadership at the conference, but would like to open the up for discussion
 2. Question was asked if anyone on Executive board would be interested
 3. Ryan and Mia are interested

4. Seppy is going to table this for now and she will touch base with Mia and Ryan about institutional support and other items before moving forward on the decision of who will attend.
5. Tim mentioned that there is an application process and the room block is closing this Sunday.

C. Sponsoring Dinners, etc. – Seppy/Ryan

- i. Should corporate sponsors be able to sponsor dinners
- ii. This topic came up from Ryan’s question regarding sponsoring a wine and cheese by a couple of vendors.
- iii. If vendors become corporate sponsors, they will not have a slot in the program automatically
 1. Staci recommended that Monday night out on the town New Pros can coordinate a process, try to capture folks that are not invited to all the other night outs
 2. We also do not want to have something that becomes structured
 3. If interested companies would like to be added as a corporate partner they can talk with Jesse
 4. If they want to do something on their own, they just cannot say WACUHO sponsored, if they want to invite that is fine, all on their own
 5. Discussion regarding what vendors are expecting when inviting members to join them for dinner on Monday nights. This could be an opportunity for vendors to connect with institutions which are not customers
 6. If vendors want to become corporate partners, that is fine and they can get in contact with Jesse
 7. A question was brought up if it is possible to go with the New Pros for the dinner on Monday night
 8. At this point we need to keep business as usual

D. New Professionals Definition – Debbie

- i. Debbie spoke with David Hong and the definition he submitted at the last meeting is the definition New Professionals are working with
 1. The driving force is focused more regarding the awards that are given out vs. the activities.
 2. Seppy asked Debbie to just confirm that it is about awards.
 3. Question was also brought up about registration for conference discount.
- ii. **MOTION by Debbie to accept the revised new pros definition which will read as follows: Any new professional or graduate student is eligible within the following criteria: Having no more than three years of professional experience, working in a functional area encompassed by the WACUHO mission, employed by a WACUHO member institution, a graduate student is defined as, currently enrolled in a graduate level degree granting program in an area of Higher Education (student affairs, counseling, student services, etc) and having no more than 3 years of professional experience.**
 1. **SECOND** by Ryan
 2. Discussion

- a. Friendly amendment accepted by Seppy to add “and” to the last two items, so the definition says you are in this graduate level and you are no more than three years of a new pro
- b. The mission is to offer incentives to younger professionals, rather than someone who has gone back to school full time
- c. Ramona brought up the issue with some staff asking, if the person has been in the private sector for 20 years, also qualify if they are new to student housing
- d. If new to the profession in student affairs then they would qualify for the new professional discount
- e. It would not make sense for someone to get a new pros discount based on qualifying as new pro. Keeping people from other fields is not really our focus
- f. The spirit of this discount is more in terms of helping those who are just starting in the profession
- g. We may be looking at this more on the RD position, and it may be looked at more broadly
- h. Example of a custodian moving to a new position and does not have the funds to attend conferences, and they are not able to go because they are not considered a new pro
- i. Tim suggested that we have two groups, New Professionals and a different group, there could be two different functions that we are trying to reach. The “Welcome Wagon” was one of the groups we had before to reach out to new members
- j. The focus of the definition is for the award and conference discount
- k. Ramona suggested to look at the scholarship being split out based on financial need. There was a question on how to gauge financial need
- l. What did the definition mean to graduate students?
- m. Debbie suggested to take this back to the New Pros committee to review and define, in the scholarship application they can help specify the definition
- n. The recommended definition captures the spirit of the definition, and the focus has not been on more seasoned professionals, through the application processes the committee could make the determination
- o. If someone signs up as a new pro then Ramona may need to follow up with them.

3. VOTE: Yes- 4 No- 1 Abstain- 2

E. Printing of WACUHO History – Maggie

- i. There is a recommendation to make the file a PDF file for ease of printing
- ii. **MOTION by Mia to not print the WACUHO history and to keep it online**

1. SECOND by Debbie

2. VOTE: Yes-7 No-0 Abstain-0

G. Past President Database- Jacques

- i. Reviewed list distributed and updated information
- ii. Definition for past presidents is fine as is

J. Membership Survey/Taskforce Update- Seppy

- i. Will not do survey and we will pass this to the taskforce
 - 1. Andy was beginning to contact folks and get meetings scheduled, he is excited and ready to go
- K. Charles L. Miller Award – Seppy/Tim
 - i. Options were, keep it as is which is inform the person and their supervisor and we keep it quiet and announce it that evening, second to keep it a complete surprise, except the board and supervisor and the third, make it known to the membership
 - ii. **Straw poll results were, Keep as is-7 Complete surprise-1, tell everyone-1**
- F. Per Diem for Exec – Ramona
 - i. In the handout Ramona passed out, she tried to look at the assumptions. She included what other regional organizations are doing.
 - ii. Exec reviewed the proposals and discussed details.
 - 1. Ramona based her analysis on just a few people being new, but if all execs are new, then the cost will be higher. Every proposal will most likely increase the bottom line.
 - 2. The default proposal would be what we have now, travel covered and \$75 per day per diem
 - 3. Seppy asked if FAC had a recommendation on this report and they really did not have many comments. There was a concern that if people get more, then they may go for the max
 - 4. It really goes back to being responsible stewards
 - 5. We were looking at this item because the \$75 did not cover the expenses
 - 6. There was a concern that Exec members were doing all they could to save on the expenses, they are being good stewards and is this now the time to look at this to see if it can be changed
 - 7. Tim suggested to pay for half of the hotel, \$12 for lunch, \$20 for dinner
 - 8. If you do not go to dinner, then we would not pay for the meal. One bill for meals and plan it ahead of time. There should be an amount for meals
 - 9. Debbie asked that we do what is done for RAPs. Debbie also asked that whatever is decided, that we highlight the new policy to those running for the Exec board, so they know what is expected. The information is in the Leadership Manual, but we need to make sure it is included in nomination information. We need to make sure those interested review this portion of the manual
 - 10. This change would not affect current group, except for Ramona and Tim
 - iii. Staci suggested that we table this topic to vote at our next meeting to be able to review the document Ramona brought forward
 - 1. What we will vote on is what gets proposed
 - 2. The group would like to have some time to review the document
 - 3. Seppy suggested that we review the document and come back tomorrow and vote
 - 4. Based on all the input from the group, no change in terms of covering all travel. In terms of the food, meals would be done

centrally and there is a cap on the cost, leaving the per diem for mainly hotel

- iv. Each member shared their suggestion, what they support.
 - 1. There is a range between \$60 and \$100 per night for hotel
 - 2. If we went with the \$50 per diem for meals and \$100 for hotel it would be double what the per diem is now
 - 3. If we went with \$50 per diem for meals and \$60 for hotel it would be a bit closer to the entire groups
 - 4. Seppy did make a point that making the change would not give the flexibility we have had before
 - 5. Seppy suggested we look at raising the per diem amount to \$100, still covering any costs, which would be a \$25 increase to the per diem
 - 6. Overall looks like we would still want all travel covered. Meals to be done centrally and with a cap on the cost with just a variation. The per diem is really just for hotel
 - v. We are voting on this for the future and taking into account the economy
 - 1. There should be a middle ground and the association should not bear the cost
 - vi. **MOTION by Debbie to increase the executive per diem by \$25 to \$100**
 - 1. **SECOND by Ramona**
 - 2. Discussion
 - a. Friendly amendment by Staci that the increase will be in affect July 1, 2009
 - b. Debbie accepted friendly amendment to be effective July 1, 2009.
 - 3. **VOTE: Yes - 4 No- 0 Abstain- 3**
- H. Hotel Reward Points – Ramona
- i. Points from the Hyatt can be given to whomever Ramona would like. She will get these points to Judy so it is given out as a prize
 - ii. Ramona recommends the conference chair that they follow the same policy. Seppy suggested that this be part of the bid process. Tim will follow up on adding this to the bid process
- I. Conference Deposits – Ramona/Seppy
- i. As part of the bid process, the deposit will need to be reviewed very closely.
- L. Review of the Leadership Manual – All (DS400132)
- i. Alcohol policy
 - 1. Reviewed page 8 of 13 of the minutes from the June transition meeting and reviewed page 11 of the leadership manual.
 - 2. Sunday night, in terms of paying for alcohol, could WACUHO pay for the alcohol for the offsite venue?
 - 3. Part of the issue is that UCSB cannot purchase alcohol, at an offsite venue. Because this is offsite, we would need to have a bar set up and a bartender.
 - 4. Seppy asked if we had any concerns with the current alcohol policy.
 - 5. Was there alcohol at the hospitality suite at some point?
 - 6. Ramona suggested that from a risk management point of view, we should do this through a hotel if we will be making alcohol available
 - 7. The president's reception is an example of where alcohol is served
 - 8. We should keep this to events at hotel

9. Debbie suggested that there be a cash bar
 10. Concern was that there is nothing on this regarding the RAPs and alcohol, we don't want WACUHO to be about the alcohol
 11. We create policies to protect and give guidance, not to solve every single scenario, with RAPs and WTI, the reality is that with having the word "function" this should cover the concern of the 5% limit, can't see how this could apply, every RAP and WTI cannot have more than \$300 total and 5% of this amount is \$15
 12. Suggestion was to add a line at the beginning of the alcohol policy which specifies that the annual conference is the only event at which alcohol is allowed.
 13. There were concerns regarding alcohol at RAPs and WTI.
 14. **MOTION by Ramona that we recommend an update to the leadership manual on page 11 to clarify that WACUHO will only purchase alcohol beverages for the annual conference or the ACUHO-I reception**
 - a. **SECOND by Tim**
 - b. Friendly amendment by Debbie to add WACUHO annual conference and exposition
 - c. Ramona accepted friendly amendment
 - d. **VOTE: Yes - 6 No- 0 Abstain- 1**
- ii. Treasurer can only make deposits (DS400133)
 1. Santa Barbara wanted to make deposits because of their policy
 2. SB acknowledge that this year we were fine and only treasurer can make deposits
 - iii. \$ for program committees up to \$20/person – up to \$300
 1. We confirmed on page 56 that this was correct, under number 12.
 2. There will be an update to the online item, which was incorrect. It needs to be changed to \$300.
 3. Seppy will send the most updated leadership manual to Jacques and Tim
 - iv. Refund Policy – add who check is made out to for refund and where to send refund
 1. In the financial section, the change was made
 2. All refunds must be made using refund request form
 3. There is a refund policy which was not matching up with what was on the registration form
 4. The last sentence on the form should read: Any such requests should be made in writing to include who the check is made out for and address to send the refund
 5. There will be an update to the leadership manual in order to be clear
 6. There was a concern with some chairs who do not turn in their refunds in a timely manner
 - v. Past President invites for conference
 1. Past presidents who are retired, get their conference fee waived
 2. Those who are in the field, do not get a fee waiver
 3. The issue was that there was a past president who was retired and who was actively seeking re-employment in the field, but this person wanted to pay. Technically speaking this person was retired, and felt more comfortable paying.

4. If you are retired and not working in the field, then you get a comp
 5. If you are past president and still working, the you pay
 6. Past president definitions is under professional courtesy.
 7. We are all clear on the definition of past presidents
- vii. Review and then possibly add to manual – “How to” RAP Handout (DS400134)
1. Did we make any changes to the previous document which Adriana put together?
 2. No new items were added to the document, no changes were made
 3. There was a concern that the document would not be read
 4. MALs will send out clean copy of the handout
 5. Over the course of the year, we could keep an eye on what areas we will need to focus on for RAPs
 6. We are trying to mentor these groups, and we may not have people stepping up and we want to fill chair positions, we are a volunteer organization.
 7. Use of leadership manual, will frame the conversation of appointments. We need to have a philosophical conversation regarding appointments and accountability of chair/co-chair roles (tabled until next day)
 8. Assessment will be more important if we are going towards online and not printed copy of the leadership manual.
- M. Update on Website Development – Jacques
- i. Website needs are:
 1. More professional look
 2. Information on who we are
 3. Our mission statement
 4. Upcoming events and calendar
 5. Article
 6. Forms
 7. Contact information
 8. Corporate partners, more of a tab
 9. Web-based ads for additional revenue
 10. Membership updates
 11. Committee websites
 12. Link to ACUHO-I, should be on home page
 13. Conference registration information
 14. Directory
 15. Job search capabilities
 16. Clear contact us link
 17. Place holder for a WACUHO shop
 - ii. Debbie asked that there may need to be some more information about other items than the calendar events section, for planning purposes
 1. Suggestion by Debbie was to add at the top grey box on the left, and this could also connect to the event page, which can have some general information
 - iii. Jacques will be asking for blurbs for the website
 - iv. Seppy asked if we would like to see a new logo, and there were a number of members who would like to see a new logo. The wave we liked out of

the options, if Allen can come up with some options. The person who did the WTI logo was also very talented

- v. There will be something added to the WAVES, to let the membership know that there will be logo options for a vote
- vi. We would like to see if we come up with some options and take it to the association. The logo will be used as a place holder for now. Jacques would like to have some suggestions to take back to MSF
- vii. For committee websites, Debbie wanted to find out if they needed to check in with Jacques once the new website is up and running. Would the committees submit everything to Jacques? Jacques clarified that the new look would be like a blog, and everyone could go in and update the blog

N. Review To Do List – Maggie

- i. Reviewed the list and all items were completed.

O. Volunteers at RAPs

- i. This is a discussion of who pays for what
 1. In leadership manual it is clear that all who attend have to pay
 2. We would need to clearly define volunteer definition and what is expected and also that we would need to pay
 3. The question came up that we need to find out what we need volunteers for if in some instances committee members are using volunteers and sending them out instead of them taking care of some of the different program needs.
 4. If the budget allows, after the needs of the participants are taken care of, then they can attend.
 5. The issues are managing the committee and it may be the volunteers that the host school brings in to help
 6. The question is, can the budget absorb having volunteers?
 7. Are we looking at having more volunteers now than we had in the past?
 8. If you are a host institution then you have to figure out how your volunteers will be fed for the day
 9. Volunteers are working and not going to sessions
 10. Is there an expectation that the host institution provide all of the volunteers? Not as things are set now
 11. We may need to make things very clear and either you pay and you attend sessions or you volunteer and you are not going to sessions.
 12. What if we had a section in the registration where the person could volunteer, and they could mark this information, similar to what we do at the WACUHO conference
 13. If you are not paying then you are not attending the conference and we need to see what the committee members are doing
 14. Seppy would like to have someone capture and frame this issue, put together some things we can do systemically based on what the nugget of the issues are, and what are some things that are about individuals which are exacerbating the issues, who are in these roles?
 15. Staci is willing to help out but with a few more members. Debbie would be interested. Mia would also like to get together. The three may want to get together to address some of the urgent issues

VII. New Business (DS400135)

A. ACUHO-I Affiliation Agreement

- i. Potential By-Law Changes (Attorney Jerry Allen stated that our by-laws should include a statement regarding the Executive Committee statutory duties. These include “Duty to Care” – requires member to exercise care that an ordinary prudent person would use under similar circumstances and “Duty to Loyalty” – to act in good faith and in a way that is in the best interest of the organization. Jerry said this is important as if the by-laws have this they would serve to indemnify the member if there is a lawsuit and it is found that they acted with a duty to care and duty to loyalty. I think we should discuss this at the fall meeting, as it should be easy enough to update our by-laws if this info isn’t there)
 - ii. This was recommended by the attorney to add language to our by-law
 - iii. If we were to do this we would add a section 8 to duties of officer
 - iv. If Seppy could get Staci some of the wording based on ACUHO-I language
 - v. Jacques reviewed the by-laws online on the ACUHO-I website to see if we could find language to guide us
- B. NHTI Funds returned to WACUHO (returned to reserves) – Seppy
 - i. Seppy will give Ramona the email exchange regarding what happened with these funds
 - ii. We are likely to have money back
- C. Email Communication with Exec – Kafele
 - i. Some of the aliases do not go through, so we have been sending emails to the aliases and also to the person’s email address.
 - 1. Recommendation for the group to send to the wacuhoexecs list and include Staci’s email address in order to not have the duplicate emails
- D. WAVES Format & Distribution – Kafele
 - i. Make a move to make this an embedded email and a separate page. We will no longer have to send it as an attachment and it will look very much like a blog
- E. End of Year Committee Reports – Staci (Audio Folder E1)
 - i. Is there a way for us to better help reports come in on time and complete?
 - 1. Technically, the reports need to be in by early May and we ask that committee reports are in by 30 days
 - 2. It is helpful to have these reports to help guide the new group when they are looking back to see why certain things are done
 - 3. Don’t need to print these out, just email these to Staci
 - ii. Page 100 in the leadership manual is the report format, which is not a hard report to follow, it should not be difficult for the person to follow, complete and send in.
 - iii. Staci will send out along with the committee roster, the committee annual report format
- F. Finance Advisory Meeting Update – Ramona
 - i. Report was provided during Treasurer report
- G. Membership Drive – Ramona
 - i. The group reviewed the Lapsed Membership institutions, and were asked to review the list and check to see who we could follow up with at the schools who have not paid
 - ii. Some of the lapsed membership fees were paid and not
 - iii. Unpaid means that the institution was invoiced but they have not paid
 - iv. Lapsed, some may have been invoiced, some not.

- v. The group reviewed the list of lapsed membership institutions to identify people MALs could contact to see if they could find people who would pay the membership.
 - 1. Those institutions which have not been invoiced, once MALs know who it needs to go to, Ramona will send the information
 - 2. Question came up of what to do regarding invoicing multiple times for these institutions. Would we need to market why it is important to be part of WACUHO. This could be that the invoice got lost on someone's desk, a recognition that sometimes unpaid invoices are a result of it getting lost on someone's desk
 - 3. Meeting in June, Ramona will bring the invoicing question back
 - vi. Seppy asked the question if we could invoice for 5 years. Could we do this? Not sure if we should invoice that far out.
 - 1. Mia suggested we could add a term membership
 - 2. Seppy suggested for Ramona to ask FAC committee about term membership.
- H. StarRez Offer/Registration (Audio Folder E2)
- i. Registration software is in desperate need of a change
 - ii. MSF work is purely aesthetic
 - iii. We are at the point where we need to figure out a solution for registration software
 - iv. David Meale with StarRez offered to help with the registration software
 - 1. After review, and since it would be \$26K as an in-kind donation decided not to accept the offer. Decision made knowing that needed to continue to look for other options.
 - 2. There are short term and long term solutions
 - v. For this year we now have two options:
 - 1. RegOnline
 - a. Ramona distributed a handout with the details
 - b. Ramona is recommending that we use RegOnline, since it is a good short term solution
 - c. It would cost us \$900 to use RegOnline, per annual conference. There would be future costs we continue with this. The credit card fees are not us, it is the company and it would be charged anyway.
 - d. Joe Allegretti put the RegOnline handout together
 - e. RegOnline takes credit card payments
 - f. Two issues, do we want to keep using our existing database or do we want to use RegOnline? We need to be thinking long term solutions, and this product is actually not that high compared to others.
 - g. This is a problem that this Exec needs to solve
 - February meeting we will need to be thinking of what we need in place for long term
 - vi. Do we send out an RFP to build registration process for us or do we build into the budget to build an off-the-shelf product?
 - vii. Ramona reviewed the numbers and came up with the following
 - viii. **MOTION by Ramona to allocate up to \$3000 from the association reserve fund to pay for the one time cost this year to RegOnline for annual conference and WTI.**

- ix. **SECOND by Tim**
- x. Discussion:
 - 1. Question was asked regarding what was approved last year from association reserves? It looks like approved last year was about \$8385 for the website.
 - 2. Reserve funds typically have been for bigger projects, such as website development, usually big ticket items which will help the association run smoothly
 - 3. Other items include hearing impaired services, etc.
 - 4. The other question may be to build into the conference budget and go from there or it is a one time hit to get through.
- xi. **VOTE: Yes- 7 No- 0 Abstain- 0**
- I. Sharing of passwords for website- Jacques
 - i. In past, we have given the passwords out to everyone
 - 1. Jacques wants to check in to see if we are okay with this or should we change the passwords every other year.
 - 2. The passwords to access the files that are stored in the website so you can change the website itself, this would affect the committee pages
 - 3. Because everything is linked to the WACUHO page, everyone will have access to the page. People who are working on the different pages could make some changes
 - ii. The idea of changing the password once a year was received positively.
- J. Review Insurance Policy – Seppy
 - i. Ramona is working on this and will get us some more information
- K. Annual Conference Budget Review – Seppy
 - i. Seppy will send out the proposed budget, and it is likely there will be a \$8k deficit since it may go out before the exhibitor breaks are finalized
- L. Annual Conference Questions – Seppy (Audio Folder E4)
 - i. Registrations fee
 - 1. That the conference fee be raised from \$375 to \$395
 - 2. Monday to go from \$125 to \$135
 - 3. Tuesday to go from \$175 to \$185
 - 4. We know that conference fees will need to be increased to cover costs, it is not unreasonable to increase the amount based on costs
 - ii. Alcohol on Sunday night (Audio Folder E7)
 - 1. There was a question about WACUHO providing alcohol for Sunday night, except there is a \$20 per bottle corkage fee
 - 2. If there is alcohol it should be cash bar, or part of the budget
 - 3. According to our policy it goes back to what decisions we make and what decisions host committee makes
 - 4. What if the staff go to buy wine and bring it in. As long as the staff is serving the wine, that should be fine
 - 5. It was clarified that the 5% policy is per function, and that we may need to clarify and find out from all the different functions where there will be alcohol and make sure we are not going over the 5% policy
 - 6. Part of the role of the liaison is to help interpret the policy
 - 7. How can this be kept inexpensive and provide to those who may want alcohol.

8. It may be a bit tricky if we use tickets, since some people use soda.
 9. Seppy will let the committee know that the corkage fee should be part of the 5%. Will also find out at which events host is looking to have alcohol.
- iii. WACUHO Apparel
1. Would like to have approval to sell WACUHO apparel, three or four items to sell, the goal is to help cover cost not to make money
 2. There may be multiple logistical items to keep in mind
 3. Would we open this to all vendors, open this up to corporate partners, should be taken as in-kind donation, but would this be a problem?
 4. If tax implication is manageable, is the group in support to this?
 5. There are concerns about the group getting a bit over-extended with the already tight program
 6. There were some concerns with actually being able to sell all of the items
 7. There would also be polos, sweatshirt, another few items
 8. Possibly adding an item to the registration form with a picture of the items which will be available may help
 9. There are also some sustainability issues
 10. Host committee should be able to make these decisions. It is a good idea to talk to the other committees to check in with each other.
 11. Silent auction is a huge task, this would be just a few items available at conference.
- iv. Exhibit Breaks sponsored (Audio Folder E5)
1. Would like to go to the gold plan members and corporate partners to pick up the costs of breaks?
 2. In past, vendors did do this but then there was a shift
 3. Exec has stood firm on saying no with some of the other request and this is why we are focusing going with the breaks
 4. These breaks are usually right after meals and can we come up with something different we can offer at these breaks?
 5. Exhibitors do take this time as a break for themselves
 6. If this does go to corporate sponsors then they can do what they need
 7. The corporate relations budget, they would not go asking for donations
 8. Ramona sees this as part of Corporate Relations budget, and what they need to do
 9. If there is an interest from corporate partners to do this, then we should explore
 10. Are we in support for Jesse and Philippe to work with our corporate partners to pick up the exhibit breaks
 11. **MOTION by Ramona that we support Corporate Relations working with our corporate partners sponsoring our exhibits breaks at the annual conference and exposition**
 12. **SECOND by Mia**
 14. Discussion:
 - a. Staci mentioned that it would be good to see the budget

- b. There is about an \$8k deficit that we need to make up, even with the increase in the rates.
 - c. This is giving Jesse and Philippe the green light to begin those discussions
 - d. This is important before the budget gets finalized because if left as is without the sponsorship we will not have a zero-balanced budget
 - e. Does this change the spirit and the philosophy of the gold plan program?
 - f. There are some concerns about going outside of the gold plan, since it was well researched at the time it was developed.
 - g. Suggestion that we have a solid proposal and know what we may be getting into
 - h. We can give an enthusiastic support to this but we would like to have a more formalized proposal
 - i. More philosophical shift because exhibitors will now be the sponsors of the breaks
 - j. This would also help, as a side, reducing the conference budget
 - k. **Retracting motion until more information is provided**
 - l. It would be good to have the history of how the gold plan is developed
- v. Desserts
- 1. There will be a welcome, an official welcome back in the hotel after the dinner. Sunday night will be a rolling dinner. At about 8 o'clock there will be a welcome by Willie.
 - 2. Program announcements, also around 8 o'clock.
 - 3. Will address the stragglers over at the beach, to keep people on a structured program
 - 4. There are some thoughts about having some desserts are a bit more grab and go, in order to bring down the expenses
 - 5. 8:00 to 8:30 timeframe will have RW Gang award
- vi. Awards Luncheon, Candidate lunch
- 1. Will stay the same for this upcoming year
 - 2. There will be tables set up, still determining what happens if it rains and what we may need to do as a back up is being looked at now
- vii. Breakfast
- 1. If we set up a continental breakfast then will be less expensive and we will only be charged for people who actually go through
 - 2. Will be opening up the restaurant next door
- M. ACUHO-I Affiliation Statement – Seppy
- N. Corporate Relations Fee Change (Audio Folder E3)
- i. Benefit from narrowing the difference between the gold and silver
 - 1. The next opportunity to increase would be 2012, with the 2011 conference in Hawaii, there will be high fees
 - 2. More revenue for WACUHO
 - 3. Increasing the silver and bronze will not discourage renewals
 - ii. Jesse and his committee feels strongly about bringing this to the group
 - 1. This may make it a less of a jump going up to gold

2. This topic was brought to FAC and there was not much feedback from the group
 - iii. **MOTION by Ramona that we approve the fee proposals as submitted which are to leave the gold partner membership the same, the silver partner membership to go from \$800 to \$1000 and the Bronze partner membership to go from \$400 to \$500.**
 - iv. **SECOND by Staci**
 - v. Discussion
 1. With the economic problems, could there be an issue with the increase? Does this change what the members would receive in terms of membership overall.
 2. Most of the silver partners may be open to bumping up to gold
 3. Recollection that the corporate partners were looking to increase the fee
 4. With the shift in the name to add the exposition, hopefully this will help get good participation from exhibitors
 5. WACUHO would be a place where corporate partners would continue to see business
 6. Corporate members were the ones pushing for this, not CR
 - vi. **VOTE: Yes- 7 No- 0 Abstain -0**
- O. Program Reserve Requests
- i. PMI
 1. They would like a one time \$800 assistance to help them with program content
 2. There are two people who are open to helping and this is the reason for the request
 3. Should be approved not as individuals but as honorarium
 4. Proposal is two stipends of \$400 each for scholar in residence, one of the two may be Seppy. It should not be approved based on the individuals. If they approach Seppy she would chose not to take the funds and the money would stay in the program reserves.
 5. **MOTION by Staci to approve \$800 for PMI to pay two scholars in residence \$400 honorarium each.**
 6. **SECOND by Mia**
 7. Discussion:
 - a. Since it is a one day drive in conference, this should be fine
 - b. Program reserve funds can be requested every year
 - c. The annual conference may have a request also based on budget
 8. **VOTE: Yes- 5 No-1 Abstain-1**
 - ii. WTI Program reserve fund
 1. **MOTION by Staci to approve \$1000 to cover transportation fees for Dr. Jane Rosser for WTI.**
 2. **SECOND by Ryan**
 3. Discussion
 - a. Question is regarding the amount of travel and check in to see if this is really the amount needed for travel
 - b. We checked flights and it looked like there were lower flight fares
 4. Friendly amendment by Ramona to reduce the amount to \$500

5. Staci accepted friendly amendment

6. VOTE: Yes -7 No-0 Abstain-0

P. North/South Conference Sites – Tim

- i. Time and place committee are asking if we have a site for the conference after Hawaii, and do we want to go back to the rotation, which would be back to the north? In past years when we went outside of the region, we come back to the rotation.
- ii. No joint conference for now
- iii. Should we pick up the rotation once we go out of state?
 1. It seems that Berkeley will pick up the leadership on this
 2. There should be a flexibility also, we will shoot for the north, however if we have no bids then will be flexible

Q. Minutes sent out

- i. Request for Maggie to send out the minutes a week before our February meeting. Please try to review minutes prior to meetings

VIII. Review To Do List – Maggie (Audio Folder E9)

- i. Maggie reviewed to do list with group and made just a few updates
 1. Ramona and Seppy will have a conference call with Corporate Relations to discuss gold money, specifically how CR allocates what each conference is eligible for.
 2. Tim will review the bid process in contracts regarding credit
 3. Tim will review the bid process for use of points
 4. Seppy to send Jacques and Tim the updated version of the Leadership Manual
 5. MALs will send out final copy of “How to host a RAP” handout
 6. Debbie will check in with Eric Zobel to see if he can make some suggestions regarding the logo
 7. Staci, Mia and Debbie will review issues with volunteers at the RAPs and have something by December 15th
 8. Seppy will send board copies of the regional reports
 9. Seppy is going to make an email intro with Jacquie and Staci about language regarding duty to care and duty to loyalty
 10. Jacques will see if we can purchase the WACUHO domain instead of leasing it
 12. Debbie will check in with NACURH and PACURH in how WACUHO can support them
 13. Staci will send the end of year report document with the next committee email, which will be going out this weekend
 14. MALs will make contact with the lapsed membership list to check and see if we can get them back, and when MALS get the right name, they will let Ramona know
 15. Jacques will update the tech coordinator job description to change password after annual conference
 16. Tim will send Jacques the powerpoint budget training presentation to post on the WACUHO website
 17. Ramona and Seppy will approach Jesse and Philippe regarding corporate partners sponsoring the exhibits breaks

IX. Review Exec Calendar

- i. Group reviewed the calendar

- ii. Make sure to make the change the RAP committee appreciation meal on page 6, Oct. 24th
- X. Future Agenda Items
 - i. 5k operating budget line - Ramona
 - ii. Review how to rap into the leadership manual – MALs
 - iii. Use of leadership manual, pre-post test - All
 - iv. Philosophy and Assignments - Staci
 - v. Volunteers at RAPs, to review what was practiced - Debbie
 - vi. Membership drive and look at multi year membership
 - vii. Logo
 - viii. By-law changes
 - ix. Proposed budget for the next academic cycle
- XI. Executive Travel Reimbursements
- XII. Adjournment
 - A. **MOTION by Ryan to adjourn**
 - i. **SECOND by Staci**
 - ii. **VOTE: Yes – 6 No -0 Abstain- 1**
 - iii. Meeting adjourned at 4:02 pm