



Western Association of College and University Housing Officers

**2008-2009 WACUHO Executive Committee Meeting  
UC Santa Barbara, Santa Barbara, CA  
June 2 – 3, 2008**

**Location: Santa Barbara, CA**

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

- I. Call to Order (Audio Folder E23)
  - A. Meeting called to order at 10:59am by Suzanne “Seppy” Seplow. Quorum established.
- II. Announcements
  - A. Welcome to a new year!
  - B. Monday, June 2<sup>nd</sup>
    - 9:00am All Committee Meeting
  - Tuesday, June 3<sup>rd</sup>
    - 9:00am Resume Exec Meeting
    - 2pm End Exec Meeting
      - i. Seppy updated agenda with some items from yesterday’s transition meeting but we may need to push some of the items to the October meeting
  - C. Bring Manual to meetings
    - i. Tim will make any changes to manual, he will get an electronic copy
    - ii. It is an expectation as a member of Exec to read the manual and be familiar with it
  - D. Please limit use of laptops, cell phones, text messaging, emails during meetings.
- III. Agenda Review
  - A. Additions, deletions, changes –none
    - i. On back of agenda there is a list committees, with chair/co-chair information as well as currently assigned liaisons
    - ii. List will be updated and sent out by Staci
- IV. Teambuilding
  - A. First team builder is Secret Observer
    - i. Witness the qualities of your assigned person throughout the day, focus on the experience, get to know each other without knowing
    - ii. Will do a closing activity, everyone will get an award
- V. Executive Goals (Audio Folder E25)
  - A. Group
    - i. The list is as follows:
      1. Improve the technology issues, with registration, website and conference modules

2. Continue to have the high energy around the group and support the committees which went inactive last year
3. Follow through with the task force and implement recommendations
4. At the annual conference at least break even or have a surplus
5. Mentor and teach New Professionals not only regarding budget and by-laws but the whole experience, help be good stewards
6. Work with New Professionals to make them aware of the positions available in the organization
7. Marketing the values of the association
8. Assessment of our seasoned professionals, they still have a role and how do we incorporate them into the association
9. Committee members to keep meetings fun
10. Committee members to feel connected, to be more of the educators, the support
11. Encourage the chairs to review the resources available to them, help them learn and give guidance to New Pros
12. For the work we are doing here trickles down to our students

B. Individual

- i. Each committee member asked to write down own personal goals

VI. Meeting Structure (Audio Folder E25)

A. Call for agenda sent in advance

- i. Seppy will send out a call for agenda items, but even if it is last minute still send any items in case can add

B. Loose Robert's Rules of Order

- i. Will ask for motion, will need second motion, followed by discussion, call to question, then take a vote
- ii. Although Jacques and Kafele do not vote, they are active participants in our discussions

C. Announcements

D. Agenda Review: additions, deletions, or changes

E. Approval of Minutes

- i. We will approve the transition meeting minutes at the October meeting

F. Committee Liaison Reports

- i. Each member expected to give a report at each meeting
  1. Three hole punch it
  2. There were a variety of samples from transition meeting
  3. Section on personal notes also welcomed, encouraged

4. Bring 11 copies, with one copy for archival purposes, hard copies are good
- G. Old Business
- H. New Business
- I. Executive Travel Reimbursement Requests
- J. Adjournment
- VII. Old Business (Audio Folder E25)
  - A. Review of 2007 – 2008 Action Items/Recommendations
    - i. Reviewed action items and recommendations distributed at transition meeting
      1. October 29-30, first item, make sure to help Ramona, help chairs or co-chairs with any questions they may have
        - a. MALs played big role in helping in this area
      2. February 10-12, first item, name has changed, encourage members to use entire name to WACUHO Annual Conference and Exposition
      3. February 10-12, third item, fee increase approved will to Ramona and by July 1<sup>st</sup> all forms will be updated
      4. February 10-12, last item, we will be discussing printing of history further
      5. March 15, first item, conference chairs would set up some kind of meeting pre-transition for conference chairs and the transition meeting would be somewhere near Pepperdine
      6. All recommendations have been accepted and followed
      7. From June 1, 2008 meeting, we will be looking at new web designer
- VIII. New Business (Audio Folder E26)
  - A. Committee issues, membership & committees without chairs—Staci/Seppy
    - i. Apartment Newsletter
      1. The newsletter was a good example, use this as a liaison to get the information out for different committees
      2. Recommendation was made to speak with Kafele first to make sure we are not overarching with the WAVES, Kafele supports providing a newsletter from the different committees
    - ii. PMI follow up
      1. Lori Dorfman, will need a lot of support
      2. What kinds of resources do we have for mid level, seasoned professionals?
      3. When we think about liaison, how can we bring this committee back, put in the energy to help them come back?
    - iii. Call for bids for RAPs

1. Don't have set process currently? Do we want to set expectations or create a policy? Do we create a blitz of information to campuses?
  2. The work that Exec committee did last year was a good start, with the document put together by Adrianna et al
    - a. We should look at what is the benefit to the conference and who could offer the best, to have the institutional support, to have at least someone sign off. Take the form and formally send out to the association. Ask the questions about the location, auditorium capacity, would you charge for parking or not?
    - b. This would be a Member at large responsibility to put together and give guidance, helping to formalize and not re-create. The subcommittee are the three member at large Execs
    - c. Locations of RAPs not set at this time. We may be include something in the upcoming WAVES
    - d. Not sure if we would want to approve two years out because of staffing issues, where people would not be there two years from now
    - e. All members to look at the document prepared by Adriana and provide comments to wacuhoexecs by June 30<sup>th</sup>
    - f. MALs will send something to Kafele to add to WAVES
    - g. MALs to have revised version by July 31<sup>st</sup> with their recommendation for the RAPs
- iv. New Professionals Definition – follow up; approval comes from exec
1. There is a need to have a definition for New Professions
  2. Seppy requested that Debbie connect with David Hong and have a formal report and bring a recommendation back to Exec committee, to review at October meeting
- B. Committee Liaison Assignments (Duties/Preferences— travel/timing, etc.) – Seppy (Audio Folder E27)
- i. Reviewed liaison assignments
    1. Staci took down notes for different liaison interest and she will send out table with updated information
    2. Seppy reviewed potential assignments and worked on finalizing based on first round of interest

- ii. Question was brought up regarding Food Services and Conference services would look at reviving committees
    - 1. Staci will make contacts and cc the liaison person where there is interest in certain committees
  - iii. Question came up regarding non-voting members who would not take on liaison responsibilities, especially with Jacques having all the work with website
- C. WAVES Dates—Kafele (Audio Folder E28)
- i. Will need to pick four dates for issues
  - ii. Winter WAVES was significantly delayed, decided to do one issue right before the conference
  - iii. Fall issue will include new announcements, new initiatives, preparing for RAP, WTI teaser, whose new (new staff members) and at least two articles as well as annual conference teaser
  - iv. Winter issue will cover wrap up RAPS, teasing annual conference
  - v. Post-conference issue will highlight the winners, awards, conference re-cap with photos, new pros wrap up and talks about ACUHO-I
    - 1. Date for FALL issue, October 10<sup>th</sup> submittal due date, Oct. 24<sup>th</sup> is the issue release
    - 2. Date for Winter issue, January 16<sup>th</sup> submittal due date, January 30<sup>th</sup> is the issue release
    - 3. Date for Pre-conference issue, March 2<sup>nd</sup> submittal due date, March 16<sup>th</sup> is the issue release
    - 4. Date for Post-conference, May 29<sup>th</sup> submittal due date, June 12<sup>th</sup> is the issue release
  - vi. The next issue will have the same format and in July/August Kafele will work on getting the online, electric issue, embedded
- D. Future Executive Committee Meetings (Fall, Winter, Pre-Conference)
- i. Pre-conference, Saturday, April 4<sup>th</sup> to be in Santa Barbara and to start at 9am
    - 1. Plan for an all day meeting, and recommendation is to get to Santa Barbara on Friday night
    - 2. It is tradition for host to provide lunch and meeting space at no cost
  - ii. Fall, two day meeting, October 23<sup>rd</sup> and 24<sup>th</sup>, meeting in the south, Scripps college will host
  - iii. Winter, three day meeting, February 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup>, Stanford will host
    - 1. We will start at 1pm on Sunday, February 8<sup>th</sup>.
- E. 2010 WACUHO Annual Conference and Exposition— Seppy
- i. Conference chairs will go to Hawaii
  - ii. Transition meeting in Malibu, Pepperdine
- F. Charles L Miller Award – Seppy

- i. Seppy would like to collect feedback regarding this award being known in advance or not
    - 1. The recipient knows in order for family and others wanting to attend event
    - 2. One pro of not knowing is that it builds excitement
    - 3. Exec committee is informed ahead of time and has not been a total secret – is a secret but people know
    - 4. Additional pros are for the individual themselves to know, as they see people they can be congratulated
  - ii. Discussion regarding making the award winner known or not, in advance or not
    - 1. We could set the dates are set for all the awards, with the deadlines and to utilize the newsletter to remind about the set dates.
    - 2. We could include the name of the award winner in the morning newsletter
    - 3. This past year it was not a surprise but for the past four or five years it has been
    - 4. Exec comm knows, nominator, CHO, the individual OR we make it known to everyone
    - 5. This award does go to someone who has invested so many years to the association, lifetime award in the field and not have the ability to invite family
    - 6. Recommendation to notify family but keep it from the award winner
    - 7. There is sensitivity with what the family may be going through
  - iii. Straw poll was taken with the following results: keep it as is - 2 1/2 , make it know to the individual as well as the general association - 5 1/2, complete surprise - 2
  - iv. Would like to revisit this topic and have time to process, maybe check in with the past award recipients, we will revisit in October meeting
- G. ACUHO-I Conference/Reception—Seppy
- i. We support a reception at the conference, \$1500 for the reception
  - ii. Gets billed to ACUHO-I and it gets invoiced
- H. ACUHO-I Foundation Silent Auction – Seppy
- i. Last year we gave away a registration for WACUHO, was done within the conference budget
  - ii. This year, there is a hesitation to put forth this same item for the auction
  - iii. The recommendation is to check and see if we have the Association reserve request for the registration, to take part in the silent auction and would we also add room costs, three nights, for a total of \$1200, vs. \$350 WACUHO registration
  - iv. MOTION by Tim to approve an allocation from the association reserve fund for WACUHO registration and three nights of hotel
    - 1. SECOND by Ramona

2. Discussion:
    - a. Question was brought up about who would actually bid
    - b. Good that the association will support a WACUHO member
    - c. Was information sent out about this opportunity?
    - d. We could absorb the expense if needed
    - e. In our reserve funds we have \$218,625.00, and we would need to keep it at \$150,000.00
  3. VOTE: Yes -5, No-0, Abstain-2
- I. ACUHO-I Regional Display – Tim
    - i. Each year ACUHO-I asks each region would like to provide a regional display table
    - ii. It is President’s responsibility to staff and manage
    - iii. Seppy communicated that we will not be having a table at ACUHO-I
    - iv. When Tim is President, please have a table
  - J. NHTI Recipient/ACUHO-I Award – Tim/Seppy
    - i. The National Housing Training Institute award is \$1000, to be split among up to two people at \$500 each or again, split the total of \$1000 among all attendees
      1. This award is to attend and present at the conference
      2. This year we have one person attending
      3. If we have no participants to NHTI then we do not send the check
    - ii. ACUHO-I Award is going to Leslie Datchuk
  - K. Use of Gold Plan Funding – Tim (Audio Folder E29)
    - i. A small portion of corporate funding was used last year
      1. Corporate relations plan can be used
      2. We should have continued communication with chairs to utilize the money since the money is there
      3. It would be hard to justify this item in the budget if the money is not utilized, about \$12000.00 in the budget and it is not restricted
      4. WTI, RAPs may utilize the funds
    - ii. Recommendation for the committees who are trying to make a comeback, these funds may be good resource for them
  - L. WACUHO History – on line vs printed – Seppy
    - i. This item will be tabled until October
    - ii. Maggie will get in contact with Historian, to check on printing WACUHO history every five years and continuing to have it updated on the web
      1. Find out what we could do to make it easy to print off of the web
  - M. Operating Budget – Tim/Ramona/Seppy
    - i. We need to budget for any reasonable person to meet the budget
    - ii. We need to be diligent and review the budget and check on each one’s job responsibility regarding this area with any questions to going to Ramona

- iii. Donation form really helps for projections for future budgets, and it is important to make sure these forms come in
  - 1. At the very least pass along the forms to Ramona
- N. Website Development Next Steps including clear needs – Jacques
  - i. Jacques will work with Robert and then to begin contact with MindSoul
    - 1. Let the others know that we are not going with them
    - 2. We will need to get an official contract with the scope of work needed and work with Tim and Ramona, depending on when the contract needs to be signed
  - ii. Executive Committee should send any items which we feel may need to be changed and we will see if they can be incorporated based on what is in the contract
    - 1. For our initial needs, we will need to go with what we have
- O. Leadership Manual Review
  - i. Use of alcohol – particularly 5% for which events
    - 1. Initially we thought about the annual conference
    - 2. Does this make sense based on what we had in the leadership manual?
  - ii. Treasurer can only make deposits
    - 1. This is now cleared up
  - iii. \$ for program committees up to \$20/person – up to \$300
    - 1. The spirit of raising up to \$300 was more about more people on more committees and needing more money for this
    - 2. Jacques will review this item
  - iv. Refund Policy – add who check is made out to for refund and where to send refund
    - 1. Tim will review
  - v. Past President invites for conference (clarify who gets registration fee waived)
    - 1. First piece is Jacques updating past presidents database
    - 2. Second piece is possibly a discussion of clarifying definition of who gets invited to the conference and who gets invited with a comp to their registration
    - 3. This may be more of a discussion about a more clarifying definition of “out of the field”
    - 4. Ramona will review
  - vi. Policies for RAP volunteers
    - 1. Jacques will clarify
  - vii. Review and then possibly add to manual – “How to” RAP Handout
    - 1. June 30<sup>th</sup>, feedback is sent to wacuhoexecs
    - 2. MALs will review
    - 3. July 31<sup>st</sup> will be revised
- P. Task Force Charge – Seppy
  - i. Additional Members

1. In reviewing the list of current participants, could we look at additional members who are more recent participants?
  2. Would be good to include different school representation, including private, smaller, new to the region, etc.
  3. Names were shared for recommended task force members – Jerome Maese, Carole Roberts-Corb, David Stephens, Kris McPeak, Phil Resch, Mako Ushihara
  4. Reviewed the list of names and who will be contacting potential task force participants
    - a. Jerome Maese (Staci)
    - b. Carol Roberts-Corb (Tim)
    - c. David Stephens (Tim)
    - d. Kris McPeak (Ryan)
    - e. Phil Resch (Mia)
  5. It would be good to contact potential participants with a phone call
- ii. Finalize letter
1. Added as an item on To Do List
  2. Will need to finalize letter in order to give to potential participants
- Q. Deposit for Opening (Audio Folder E30)
- i. Should we make it an association reserve request?
    1. This is the first time we have had a request for a deposit
  - ii. MOTION by Tim that we allocate \$300 from the association reserve to pay for the opening reception facility and that the conference pay back the \$300 reserve allocation once conference budget is approved.
    1. SECOND by Staci
    2. VOTE: Yes-7, No-0, Abstain-0
- R. Deposit for Fess Parker
- i. The deposit is \$24,000.00 and it is part of the contract which was signed
  - ii. Tim and Seppy did ask to go back and re-negotiate this deposit, but the contract was signed
  - iii. MOTION by Ryan that we pay the deposit of \$24,000.00 to the Fess Parker hotel from association reserves and that the conference pay it back \$24,000.00 reserve allocation once conference budget is approved.
    1. SECOND by Ramona
    2. Discussion:
      - a. How can we vote on the decision without the contract signed?
      - b. Association has approved the bid
      - c. Executive Committee has approved the deposit for Hawaii, which is \$5000
      - d. The question posed is if we do not have the right to say no at this time?

- e. Possibly add to the manual to truly vet deposits and before we sign contracts we review, possibly by the planner, Shirley Marley
- f. There was also just one bid, so we did not have many options
- g. There were not many options in this area, and the option with Sacramento was a credit check and worked out, but it depends on the hotel and the region

3. VOTE: Yes-7, No-0, Abstain-0

S. ACUHO-I Global Summit

- i. MOTION by Mia to allocate funds to send a WACUHO Executive Committee member to the ACUHO-I Global Summit in Hong Kong in January 2009.
  - 1. SECOND by Ramona
  - 2. Discussion:
    - a. Do we put a dollar amount?
    - b. Will this be for the president?
    - c. Would this be under presidential travel?
    - d. Will this be a yearly event?
    - e. The costs will be close to \$5000 to \$6000 for this sponsorship
    - f. We could place a note to not exceed a specific amount
    - g. The notion would be president or president-elect and if president-elect cannot go then open up to the Executive Committee
    - h. We would look at senior level Executive Committee member who would qualify to go, based on information shared at yesterday's transition meeting
    - i. How would we bring back the information shared at the conference to the association?
  - 3. Friendly amendment by Debbie to change member of Executive Committee to president or her designee
  - 4. Friendly amendment accepted by Mia
  - 5. Friendly amendment by Staci to allocate no more than \$5000.00
  - 6. Friendly amendment accepted by Mia

- ii. MOTION by Mia to allocate no more than \$5000.00 funds to send the WACUHO president or her designee to the ACUHO-I Global Summit in Hong Kong in January 2009.

1. VOTE: Yes-6, No-1, Abstain-0

IX. Review To Do List (for all 3 days) —Maggie

- i. The following are items on our To Do List:
  - 1. Maggie to connect with Patricia Francisco regarding future communication of WACUHO history. Maggie will collect input about going online from this point forward.

2. All to review Adriana's document "What's Required to Host A RAP?" and exec to send additional comments by June 30th to [wacuhoexec@wacuho.org](mailto:wacuhoexec@wacuho.org). All three MALs will have a revised version by July 31st.
  3. Mia will send Kafele announcement regarding the RAPs for the WAVES.
  4. Debbie, as the new liaison, to connect with David Hong to find out where they left off with the New Professionals definition. Collect a bit of history and provide exec committee with this information.
  5. Debbie will contact new pros chairs regarding task force.
  6. Seppy will send task force letter to exec for review and will ask that exec provide comments within a week back to Seppy.
  7. Seppy will edit and send the revised version of the task force letter.
  8. Respective exec committee members will call potential task force members.
  9. Seppy will send final version of task force letter to Andy Plumley.
  10. Jacques to send out needs for website and he will make contact with MindSoulFood.
  11. All exec to send any additional items which may be missing from website to Jacques.
  12. Review the budget for areas each member will work with.
  13. Review "WACUHO Executive Committee Task Calendar" for any items pertaining to our individual position. Highlight items and place in leadership binder.
  14. Additional agenda items (see XI below)
- X. Review Exec Calendar
- i. Next to the Leadership manual, Exec Calendar single most important tool
  - ii. Review the calendar, for your position and highlight what is your responsibility and add to your own calendar
    1. Critical to contact committee chairs
    2. Any receipts due, review fiscal deadlines, especially for receipts which may be mailed in
  - iii. Emails for each alias will be added, Jacques will work on this item
- XI. Future Agenda Items
- i. The following are future agenda items:
    1. New Professionals definition
    2. Charles L. Miller Award
    3. Printing of WACUHO history
    4. Update on website

5. Review of Leadership Manual
6. Per Diem
7. Past Presidents database
8. Hotel points policy
9. Conference registration module
10. RAP forms development

XII. Executive Travel Reimbursements

- ii. Tim distributed form used for executive travel reimbursements
  1. Travel is 100% reimbursed, per diem is up to \$75.00
  2. Tim will need itemization of any mileage, reimbursement rate is 50.5, and make sure to attach any appropriate receipts
  3. Claimable expenses are shuttles, mileage on car, parking at airport
- iii. Make sure receipts show payment

XIII. Adjournment

**IMPORTANT DATES AND INFORMATION:**

WACUHO Exec Transition Meeting	June 1 – 3, 2008	Santa Barbara, CA
ACUHO-I	June 21 - 24, 2008	Orlando, FL
Fall Exec Meeting		
Winter Exec Meeting		
2009 NASPA/ACUHO-I Placement Exchange	March 4 – 7, 2009	Seattle, WA
2009 NASPA Annual Conference	March 7 – 11, 2009	Seattle, WA
Spring Pre-Conference Mtg	April 4, 2009	Fess Parker, Santa Barbara
2009 WACUHO Annual Conference	April 5-8, 2009	Fess Parker, Santa Barbara
2009 ACPA Annual Convention	March 28 – April 1, 2009	Washington D.C.
2009 WACUHO Transition Meeting		Malibu, CA ??
Apartment & Community Living		
Central RAP		
Conference Connection		
Diversity & Affirmative Action		
Island RAP		
Northern RAP		
PACURH		
Southern RAP		
WTI		
2010 NASPA/ACUHO-I Placement Exchange	March 3 – 6, 2010	Chicago, IL
2010 NASPA Annual Conference	March 6 – 10, 2010	Chicago, IL
2010 ACPA Annual Convention	March 20 – 24, 2010	Boston, MA
2010 WACUHO Annual Conference		Hawaii
2011 NASPA/ACUHO-I	March 9 – 12, 2011	Philadelphia, PA

Placement Exchange		
2011 NASPA Annual Conference	March 12 – 16, 2011	Philadelphia, PA
2011 ACPA Annual Convention		