

WASFAA Minutes
Executive Council Transition Meeting
Saturday, April 6, 2002
Boise, Idaho

Attendees: Addalou Davis, David Allen, Steve Herndon, Kate Peterson, Catherine King-Todd, Lana Walter, Eric Nemoto, Ken Jackson, Pam Doerner, Peggy Crawford, Lupita Murphy, Kim Naig, Pat Peppin, Linda Bisesi, David Caldwell, Yvonne Hicks, Leonard Walker, Jannine Oyama, Tami Sato, Laurie Franklin, Jacqueline Brathwaite, Johnetta Scott, Colin Randolph, Kate Bligh, Barb Alm, Tracy Reisinger, Mary San Agustin, Marsha Dupree, Laura Whitelaw, Sun Ow.

Guest: David Gelinis, NASFAA regional representative-at-large

At 1.05 p.m., Catherine King-Todd welcomed folks to the transition meeting. Introductions were made.

The outgoing WASFAA committee chairs/Executive Council spent the next hour talking with the incoming committee chairs/Executive Council, with the outgoing folks sharing with the incoming group things they learned this past year and answering questions. The outgoing chairs/Executive Council then went to other activities, and the incoming committee chairs/Executive Council continued to meet.

Introductions of the new Executive Council and committee chairs were done.

Steve Herndon reviewed the budget (see written report). Dave Allen then provided a review of committee budgets. He encouraged people to submit a fiscally conservative budget, since fiscal concerns/issues are, by necessity, going to be a focus of this council.

TO DO: By May 15, each committee chair is to submit to Dave Allen their proposed budget for 2002.

Instructions for the above TO DO item: Use the Budget Request Form provided at the meeting. Include suggestions for income. Send in the form even if you have no budget for your committee. Include the plans/activities you believe your committee will be involved in through December 2002. There needs to be a clear indication on the form of any outstanding bills from the previous year's committee that still need to be paid, as well as a projection of costs from April through December 2002. Committees may not exceed their budget.

Kate Bligh requested feedback on the budget request once a decision has been made by the Fiscal Planning Committee.

TO DO: Dave Allen will follow up once the budgets are approved/adjusted and will notify each committee chair of the outcome.

Details were provided about WASFAA's reimbursement policy. Most of the information is summarized on the back of the WASFAA reimbursement form. When there is a council meeting, if committee chairs are invited their expenses are covered by the Executive Council budget. Those reimbursement forms do not need Catherine King-Todd's signature; they can go directly to Steve Herndon. On the other hand, committee meetings are covered by that committee's budget.

Steve Herndon reviewed the WASFAA reimbursement form. He emphasized the need for committee chair's signatures on the forms before they are sent to Steve. If the committee chairs anticipate their committee members will be traveling on committee business, they should provide in writing a list of all committee members to Catherine King-Todd and she'll forward to Travel

Creations. Also, give a list of the committee members to Steve Herndon. The committee member lists are due by May 3, 2002.

TO DO: Steve Herndon will change the form to reflect e-tickets rather than paper copies of the last page of the airline ticket.

Committee chairs to provide committee member list to Catherine King-Todd and Steve Herndon by May 3, 2002.

Steve Herndon asked that folks circle the amounts on the lodging receipts for which reimbursement is being requested.

Catherine King-Todd asked that committee chairs share the above information with their committee members, and to emphasize the requirement that all reimbursement forms be submitted within 30 days from the date of the activity. Committee members must be WASFAA members; it is up to the committee chair to ensure that they are. Catherine explained WASFAA's non-alcohol policy.

Steve Herndon asked that everyone contact him immediately if they discover that something they submitted needs to be changed. It's easier for him to change it before the check is prepared. He works evenings at home, Monday-Thursday, from 6:30-9:30 California time, and Saturday/Sunday mornings. His work phone is 661-664-3264. His home phone is 661-837-8874. His office fax number is 661-665-6800.

Catherine King-Todd covered the new fiscal section of the recently revised Policies and Procedures. It was discovered that some pieces are missing. It was suggested that those who were at the previous Executive Council meeting where these changes were discussed review the document and give the missed information to Catherine.

TO DO: Provide to Catherine King-Todd any items that were missed during the update/revision to Policies and Procedures.

The transition meeting was dismissed at 4:45 p.m.

TO DO LIST from April 6, 2002 transition meeting.

- By May 15, each committee chair is to submit to Dave Allen their proposed budget for 2002.
- Dave Allen will follow up once the budgets are approved/adjusted and will notify each committee chair of the outcome.
- Steve Herndon will change the form to reflect e-tickets rather than paper copies of the last page of the airline ticket.
- Committee chairs to provide committee member list to Catherine King-Todd and Steve Herndon by May 3, 2002.
- Provide to Catherine King-Todd any items that were missed during the update/ revision to Policies and Procedures.