



WASFAA Executive Council Meeting

June 24-25, 2004

Lemieux Library, Seattle University

Present: Lana Walter, Dwight Berreth, Kathreen Silva, Tami Sato, Wayne Mahoney, Kathy Campbell, Theresa Bosworth, Frank Silva, Kate Bligh, Mike Johnson, Frank Green, Paula Cady, Pat Peppin, Karrie Trautman, Renee Baker, Catherine King-Todd, Peter Miller, Steve Herndon, Jim White, Kate Peterson, Wendy Olson, Doug Severs, Jack Millis (both Doug and Jack attended only part of June 24)

Not Present: Kathie Anderson, Jacquie Carroll, Peggy Crawford, Tracy Reisinger, Judy Saling Field, Don Black, Leonard Walker, David Allen, Rick Sinclair, Marianna Deeken, Teresa Yslas

Motions That Occurred By E-Mail Between the April and June Meetings: None

President Jim White began the meeting with a welcome at 1:15 p.m. and reminded us about the dinner and housing arrangements.

Review of Minutes

Jim White will be sharing with Kathie Anderson the recommendations for changes to the minutes from the April meeting. A vote of approval will take place after the minutes have been revised.

MOTION: Kate Peterson moved, and Frank Green seconded, that a representative-at-large (with the ability to vote) be appointed by the President and approved by Executive Council, to represent active members that are not employed by an institution of higher education or a central office for an institution of higher education, on the Executive Council. Motion carried.

TO DO: Review the Bylaws to determine if they need to be updated and voted on as a result of the motion to create a representative-at-large for active members that are not employed by an institution of higher education or an institution of higher education's central office.

Summer Institute

Doug Severs reported on the success of this year's Summer Institute here at Seattle University. Doug Severs recommended that the policy be set that if a person has not paid by a particular date, the person will lose his or her reservation. The refund policy will be applied for those wanting a refund for this 2004 Summer Institute.

TO DO: Add policy information about refunds in our Policies and Procedures. The registrar for the event should be responsible for the granting of a refund and should request the Treasurer to create the check for the refund. The conference guide that David Levy put in place has information about refunds.

Review of Outstanding To Do Items (Note: Outstanding to do items from this list also appear at the end of these minutes.)

April 2004 Transition Meeting Minutes:

1. See motion above related to this first "To Do" item.
2. Done.
3. Done.
4. Done.
5. Done.
6. Still needs to be added to the Policies and Procedures on the web.
7. Done.
8. Ongoing.
9. Done.
10. Done.
11. Done.
12. Done.
13. Done.
14. Not done.
15. Not done.
16. Done. Speak to Mike Johnson or Barbara Burnett, Program Chairs.
17. Not done.
18. Ongoing.
19. Ongoing.
20. Done.
21. Not done.
22. Not done.
23. Done.
24. Done.
25. Done.
26. Done.
27. Done.

Content of To Do Items Above:

1. WASFAA may want to consider if there should be a voting representative on the Executive Council from the associate members.
2. Review the membership database to determine numbers of members in the associate vs. active categories.

3. Review membership requirements for holding office to consider if associate members should be considered for elected positions.
4. State Presidents and committee chairs need to report their state's or committee's future events to the Vice President so that the information can be posted on the web calendar.
5. State Presidents need to report their state conference dates to Jim White as soon as possible so that he can plan his participation in their conferences.
6. Add to Policies and Procedures that the Secretary will take minutes at the Fiscal Planning Meetings.
7. Committee chairs should make sure that their committee members are members of WASFAA and that there is good regional, ethnic and segmental representation.
8. Executive Council members must be sure to turn in reimbursement requests to the Treasurer within 30 days of when the expense occurred.
9. The various committees' membership should be reported to Jim White and Lana Walter as soon as the committee make up has been determined.
10. Peter Miller will find out what ATAC can do to make sure that the listservs are working properly.
11. State presidents should add WASFAA's President, President-Elect, and Newsletter Chair onto the state's listserv so that they can stay current with the state's activities.
12. The Fiscal Planning Committee will clarify the Policies and Procedures and the reimbursement form regarding ground transportation, especially in relation to ground transportation that is not by personal auto use and the need for a receipt.
13. The Fiscal Planning Committee will review what should be included in the travel reimbursement policy related to meal expenses.
14. Under Section 4-4 of the Policies and Procedures, include a reference to section 11 for descriptions. The actual listings of recipients should be removed and the website referenced as the source of this information.
15. Consider where else the Electronic Services Committee should be involved in WASFAA, such as the Fiscal Planning Committee.
16. Committees that would like to have a role in the conference (such as an interest session) should be sure to get in contact with the Conference Co-Chairs.
17. Have historical archives be a part of the strategic planning for the organization.
18. Current Executive Council members should be sure to submit their newsletter articles in a timely fashion.
19. Executive Council members need to read through the entire Policies and Procedures document and submit suggestions for corrections or additions to Kate Peterson, especially in their area(s) of responsibility.
20. Jim White will discuss with Kate Peterson, how she would like to bring awareness at the end of her meeting and also when motions are made, to indicate what corrections or additions need to be made to the Policies and Procedures.
21. The secretary may want to include times when items should be completed by, when reviewing the "To Do" list at the end of meetings.
22. Kate Bligh will add the themes of our conferences and numbers of participants on the site history spreadsheet, which Jim White will forward on to her. Kate will contact David Levy to obtain his statistics on our conferences.

23. Review conference numbers for this May and see if the later date may have affected attendance.
24. Send information to Leonard Walker of good locations for potential sites for Summer Institute and Jerry R. Sims Management and Leadership Institute.
25. Tracy Reisinger and Paul Krull will talk to Don Black about training of the trainers at the 2005 conference. Jim White will talk with Kate Peterson and Don Black about this as well.
26. Committee chairs will define goals for their committees by the May meeting at the conference, on Tuesday. It will take place from 12:30-3:00 with lunch provided.
27. Executive Council members should be sure to notice in their registration envelopes when they need to have special seating at events during the conference.

From Fiscal Planning Meeting Minutes of February 2004:

“Action Items from November Minutes That Are Not Yet Completed”

1. Done.
2. Not done.
3. Done.
4. Not done. Wayne Mahoney suggested that David Levy of CASFAA may have some suggestions for this item. Kate Bligh will call someone she knows and see if they will look at the policy.
5. Ongoing.
6. Not done.

Contents of To Do Items Above:

1. Peter Miller and Kate Bligh are still determining the best method for archiving WASFAA’s historical records.
2. Catherine King-Todd has located a credentialed person to provide financial advice.
3. Today the proposal to require in-kind gifts greater than \$2000 will be brought before the Executive Council; then the Policies and Procedures Manual will be updated.
4. Richard Glasner has declined providing advice on the Marsh Affinity Group proposal, so another attorney must be sought.
5. The Policies and Procedures Manual still needs to be updated to include information about chairs obtaining event insurance. Most often it is language that is included in the site contract. Chairs should make sure that this is covered in the event planning.
6. The Policies and Procedures Manual still needs to be updated to make sure that the Fund Development committee will oversee that the tiered-sponsorship promises take place.

“Action Items from February 2004 Meeting”

1. Needs to be posted.
2. Done.
3. Done.
4. Done.
5. Not done.

6. Duplicate.

Content of To Do Items Above:

1. WASFAA will revise the Policies and Procedures Manual to include the recommendation that the organization will use the average operating expenses for the three most recent years as a guide for determining the one-year asset reserve.
2. Peter Miller and Steve Herndon will find out if Gomerchant.com is bonded.
3. Steve Herndon will recommend to the Executive Council that we use Gomerchant.com for activity registration, recognizing that WASFAA will need to increase charges for training and conference registration by \$5.00.
4. Steve Herndon and Peter Miller will gather more information about having a WASFAA credit/debit card. They can also get information about keeping WASFAA's fiscal records on the web, so that executive committee members can have access to it on a daily basis.
5. The Policies and Procedures Manual will be updated to add that WASFAA will track singular in-kind support with values that are greater than \$2000.
6. Kate Peterson will find an attorney that will give us advice on the Marsh Affinity Group proposal.

Executive Council Meeting of February 2004

“Compilation of Outstanding To Do Items”

1. Done.
2. Done.
3. Ongoing
4. Not done.
5. Not done.
6. Ongoing.
7. Done.
8. Not done.

Contents of To Do Items Above:

1. Catherine King-Todd will ask Kate Bligh for information on the use of the word “administrating” in the Bylaws, Page 1, Article III, Section 2.
2. Teresa Yslas will work with Kate Peterson to determine what new members should be sent at the time that they become members.
3. The Policies & Procedures Manual will be revised to reflect the changes that took place regarding the Research Committee.
4. The Federal Issues Committee will work on having canned paragraphs or suggested wordings for writing letters to congress, be posted to the web.
5. Peter Miller will post digital images of Executive Council members on to our website.
6. Executive Council members will provide Peter Miller with a digital image or else have Peter take a digital picture at the next Executive Council meeting.
7. Peter Miller will work with Dave Allen to develop the banner ad revenue stream.
8. The Bylaws Committee will review Peter Miller's proposal to allow the Treasurer, Fiscal Planning Committee Chair and the President to make investment decisions related to available assets beyond just the current year.

“On going Reminders”

1. Done.
2. Done.

Contents of To Do Items Above:

1. Executive Council members and committee chairs should send electronic reports to the Executive Council and Wendy Olson so that they are a part of the official minutes that will be posted on the WASFAA website and stored by the Historical Archives Committee.
2. Send dates of WASFAA/State events to Steve Herndon and Peter Miller for posting to the WASFAA website.

“Current Meeting”

1. Done.
2. Done.
3. Done.
4. Done.
5. Done.
6. Done.
7. Done.
8. Done.
9. Done.
10. Ongoing.
11. Not done.
12. Done.
13. Ongoing.

Content of To Do Items Above:

1. Steve Herndon and Peter Miller will be getting more information on security and the risk WASFAA would be exposed to if we use Gomerchant.com.
2. This year we will have the Fiscal Planning Committee monitor any singular in-kind donations that are in excess of \$2000. Fund Development will report this information to the Fiscal Planning Committee with the assistance of the Treasurer.
3. Steve Herndon and Catherine King-Todd will update the Policies & Procedures Manual, Section 8-1-C under “Management of Funds”, F.
4. Each member of the Executive Council needs to report any changes (or that there are no changes) to the Policies & Procedures Manual to Catherine King-Todd by March 1st.
5. State presidents need to report to Don Black the dates and locations of where and when they would like spring training to take place in their states, by February 20. The dates should be no earlier than March 20th and end by the end of June.
6. Don Black will investigate the possibility of having Jim Briggs as a trainer in the WASFAA region in the future.
7. State presidents should let Jim White know when state conferences will take place so that he can plan for 04-05.
8. The Membership Committee should think about a way to get members to update their profiles on the web when they change positions. A newsletter article would be one way to do so.
9. State presidents should encourage members to vote during the upcoming NASFAA election.

10. The Secretary should send out a reminder on the listserv that the Executive Council's minutes are available on our website.
11. The Fiscal Planning Committee should address what the dues cover and share that information with the membership.
12. The Training Committee and Conference Committee should consider offering a "training the trainers" session prior to the conference in 2005.
13. We will discuss at the transition retreat ideas to increase communication with membership. One idea would be to have a monthly teaser or reminder to the membership about events that are happening in the region. It could come from the President or the Newsletter Committee.

TO DO: State presidents should bring their state banners to the 2005 conference in Portland.

Summer Institute 2005

Jack Millis reported on his plans for the Summer Institute in Reno for 2005.

Fiscal Planning

Kay Soltis, Vice President and Fiscal Planning Chair, is teaching with the Summer Institute so Jim White gave the report. WASFAA's bank is Bank of America. They have no branch in Alaska where Treasurer-Elect Peter Miller lives. Peter Miller will be presenting a proposal on what bank to switch to and how to facilitate processes for the Treasurer. We plan to buy a laptop for the Secretary. Jim has proposed that when training occurs within two months of the end of the membership year, the membership dues would be for the next fiscal year.

MOTION: Steve Herndon moved, and Lana Walter seconded, that any person who registers for training within two months of the end of May 1, their membership fee can be applied to the coming membership time period. Motion carried.

The adjustments to the 2004 budget, which Lana Walter disbursed this week, were reviewed.

MOTION: Peter Miller moved, and Dwight Berreth seconded, that the adjustments to the budget (Summer Institute income and expenses, General Administration, MLI Scholarship, and Restoration of Assets) be accepted. The motion passed.

Future budgets will show a line item for purchased giveaways that will be used for the conference, Jerry R. Sims Management and Leadership Institute, and the Summer Institute.

MOTION: Peter Miller moved, and Frank Green seconded, that the vice president will be responsible for determining and purchasing the giveaway for the coming calendar year and will work with the chairs of these committees. Motion passed.

Jim White will be granting the chairs of event planning committees the ability to sign for WASFAA after he has reviewed the contracts. They will be acting as his designee.

WASFAA Executive Council members' reimbursement policies including new revisions were reviewed. The information will appear on the reimbursement form's instructions.

MOTION: Peter Miller moved and Kate Peterson seconded that the proposed revisions to the reimbursement policy be accepted. The revisions were to change the personal phone call limit to \$10 per day, to allow \$46 maximum for meals per day, and to require receipts for ground transportation reimbursement. Motion passed.

Kay Soltis is gathering WASFAA asset information and creating a detailed database of this information.

TO DO: Executive Council members should send in their WASFAA-owned physical asset information on items like walkie-talkies, left over giveaways, computers etc. to Kay Soltis when she requests this information from the Executive Council members.

Jim White is planning on utilizing the Executive Committee (generally the voting members of the Executive Council) to have a smaller group to conceive and refine proposals for the Executive Council.

TO DO: In the Policies and Procedures, add the Treasurer-Elect to the membership of the Executive Committee.

Jerry R. Sims Management and Leadership Committee

See written report. If there is anything else that people want to see on the agenda, the committee will take proposals for suggested agenda items.

Treasurer's Report

See written report. The reimbursement form must be submitted within 30 days and the newest version will appear on the web shortly. Chairs will be getting a request to evaluate their budgets for this year. The chair can request an adjustment if the budget is not enough. In the fall, chairs will receive a request for 2005 budget requests.

Website Usage Demonstration

Peter Miller provided a user's guide and live demonstration on how committee chairs can use our website for their committee management.

TO DO: Peter Miller will prepare a format for committee reports so that there is a consistent look.

Past President's Report

Kate Peterson is chairing the Nominations and Election Committee, the Policies and Procedures Manual Committee, and the Bylaws Committee.

TO DO: Executive Council members should look at the Policies and Procedures manual that Catherine King-Todd sent out in May (She will resend it again.) and submit necessary updates to Kate Peterson.

In early fall, Kate Peterson will seek candidates for WASFAA's leadership positions.

President Elect Report

Steve Herndon plans to attend some other regional meetings and attend NASFAA board meetings. He is also looking at other regional association websites for ideas related to policies and procedures, bylaws, long range plans, etc. Steve is identifying key chairs for his Executive Council. His conference will be in Reno, Nevada, in 2006. Steve will be chairing the Strategic Planning Committee. A written report was included.

Historical Archives

Kate Bligh passed out a written report. She is thrilled to report that we will have over 16000 pages scanned. The refund check from Kits Cameras will be sent to WASFAA.

MOTION: Kate Peterson moved and Peter Miller seconded, that the 2004 Historical Archive Expense line item be increased from \$1100 to \$2000 to cover the costs of electronically archiving WASFAA's documents. Motion carried.

Jim White suggested that we plan how to archive our current electronic reports in the future.

TO DO: Add to the Policies and Procedures the task that the Historical Archives Chair be responsible to remove any reports or records that should be archived from the website after they are three years old, and see that it is stored electronically (perhaps on CDs) elsewhere.

The meeting was suspended at 5:00 p.m. with plans to resume at 8:30 a.m. on June 25.

Jim White reconvened the meeting at 8:45.

Fund Development

Theresa Bosworth reviewed the Fund Development written report. Theresa and Judy Saling Field plan to get their letters out to sponsors earlier.

Conference 2004

Catherine King-Todd will share her conference notebook with Tracy Reisinger. Currently, the income is \$138,185 and expenses are \$115,764 for the conference. Only one more payment needs to be made for a one day attendee. Evaluations for events ranged from 3.6 to 4.48, out of a scale of 5. EdFund provided the LCD projectors which saved us over \$200 per day. Catherine's committee suggests that WASFAA consider buying LCD projectors for the association over a period of time. Walkie Talkies were purchased and worked well most of the time. They have been passed on to Tracy Reisinger. Catherine will be sharing a number of recommendations with Tracy Reisinger's committee. There were 14 one-day registrants, 15 complimentary registrants, and 496 full fee-paying registrants for a total 525 attendees. Kate Bligh is creating a record of room counts, meal counts and attendee counts for the past conferences.

Strategic Planning

In October, the Executive Committee (elected officers) will talk about the strategic planning for WASFAA and determine what the best approach is for WASFAA. See Steve Herndon's written report.

Awards

Kathy Campbell has now got her committee together.

Conference 2005

Tracy Reisinger is on faculty for the Summer Institute so Jim White reported the Conference Committee's progress. Barb Alm will be the facilities chair and Barbara Burnett and Mike Johnson are program co-chairs. The conference begins on Sunday afternoon. The hotel, DoubleTree at Lloyd Center, is very accessible, on the MAX train system, and is near a large mall (Lloyd Center).

Ethnic Diversity Action Committee

See written report. We will consider Frank Silva's proposal to change the name of his committee at the next meeting.

Membership Committee

See written report. Kathy Campbell suggested that we emphasize on the web the importance of completing all of the membership questions on the membership form.

Electronic Services Committee

Job opportunities postings get e-mailed to everyone and get posted to the website, which is not limited to members only. Peter Miller reminded us that if you send anything to WASFAA's liveservs you cannot send a cc or bc or to more than one recipient address.

Treasurer-Elect

See written report. Peter Miller will be bringing a written proposal to our October meeting regarding a number of issues that were brought up at the Fiscal Planning Committee meeting.

Federal Issues

See written reports. Because reauthorization has been postponed to 2005 the process will have to start all over again, per Tami Sato. Discussion followed about the concerns related to regulating/not regulating lender inducements. Dwight Berreth asked if WASFAA has a process to do research. Currently, there is nothing in place.

Newsletter

Pat Peppin and Kathreen Silva would like to have four issues instead of six. Theresa Bosworth felt that Fund Development could work with this proposal. Peter proposed that one of the issues be sent as paper with a membership renewal reminder, and special advertising. Pat Peppin thought it could all be done electronically. Dwight thought that the issue following the conference would be the best one to send to members who have not renewed.

TO DO: Membership, Electronic Services and the Newsletter Committee chairs can work together to determine how to use the newsletter to encourage increased membership and participation.

MOTION: Steve Herndon moved, and Dwight Berreth seconded, that we go from six to four newsletters per year. The motion carried.

Site Selection

See written report.

MOTION: Dave Allen moved, and Peter Miller seconded, that the Jerry R. Sims Management & Leadership Institute for 2005 take place at the Benson Hotel in Portland, November 5-8. Motion passed.

Training

Don Black is looking into hiring Jim Briggs for a WASFAA training event. No written report was provided.

State Reports

Alaska – See written report.

Arizona – See written report. Paula Cady reported that the school that received the donated books from the conference was very grateful.

California – See written report.

Idaho – See written report.

Nevada – See written report. Renee Baker reported for Jacquie Carroll.

Oregon – See written report.

PacFAA – See written report. The conference will be on Maui this year, for the first time. They are now incorporated with a 501c status. They have created a Treasurer-Elect position.

Washington – No written report was provided. Wendy Olson gave a brief update of Washington events.

Federal Update

Marianna Deeken said that there is a new registration system on line which is easier to use, and will be in place for the fall training. The training will cover R2T4, conflicting information and processing student level data. The locations and dates will be posted on the web. The guidance on stored-value cards is expected soon. The need analysis tables for 2005-6 were published last week. The Campus Crime Compliance handbook is due to be published soon. Volumes of the 2004-5 Handbook are coming out as they are approved. They have revised the volume titles and contents. Please send your comments to Marianna Deeken. There is a plan to create a “crosswalk” to show where the new location of information is. There will be no index.

President’s Report

Jim White wants to promote professional development this year. The scholarships that were approved at the last meeting for the Jerry R. Sims Management and Leadership Institute and the conference, need policies for the selection of recipients. Two options are to have the selection process centralized with WASFAA or have the states select the recipients. The registration is covered by the scholarships, but not the membership fee or other costs. Jim White suggested that the process be decentralized and that the states make the decisions. Peter Miller would like to have the application on the WASFAA website, but the states would make the selections. 2 scholarships are available per state for the conference and 1 scholarship per state for the Jerry R. Sims Management and Leadership Institute.

MOTION: Kate Peterson moved, and Dave Allen seconded, that we have a WASFAA scholarship application on the public area of the WASFAA website and then send out the

information to the state presidents for their selection of the recipients of the Conference and Jerry R. Sims Management and Leadership Institute Scholarships. Members and non-members would be eligible. Motion passed.

Catherine King-Todd felt that the Awards Committee could be responsible for overseeing the administration of these scholarships. Peter Miller felt that the Membership Chair should be responsible for the administration as it would be a way to encourage membership. A decision on who will be responsible for the administration will take place later.

New Business

Steve Herndon has proposed that we provide funding for the Jerry R. Sims Management and Leadership Institute scholarships for the Ethnic Diversity Action Committee.

MOTION: Peter Miller moved, and Steve Herndon seconded, that the Ethnic Diversity Action Committee scholarship funding be increased from \$1000 to \$3000 for the Jerry R. Sims Management and Leadership Institute. The asset restoration line item will be reduced accordingly. Motion passed.

Old Business

TO DO: The WASFAA Business Meeting minutes from the conference will need to be sure to include the awards that were given at the conference.

Jim White would like consideration of committee chair term limitations to encourage greater participation of WASFAA members. He also wants to make sure that chairs assure continuity of the committee as leadership changes. Frank Green suggested that state presidents be tapped for various WASFAA committees. Kathy Campbell is concerned that we don't limit ourselves. The Policies and Procedures do make it clear that appointments to committees are just one year and at the discretion of the President.

MOTION: Kate Peterson moved, and Peter Miller seconded, that the meeting be adjourned. Motion passed.

The meeting was adjourned at 12:10 p.m.

Respectfully submitted,

Wendy Olson on behalf of Kathie Anderson, Secretary

COMPILATION OF MOTIONS DURING THE MEETING OF JUNE 24 & 25

MOTION: Kate Peterson moved, and Frank Green seconded, that a representative-at-large (with the ability to vote) be appointed by the President and approved by Executive Council, to represent active members that are not employed by an institution of higher

education or a central office for an institution of higher education, on the Executive Council. Motion carried.

MOTION: Steve Herndon moved, and Lana Walter seconded, that any person who registers for training within two months of the end of May 1, their membership fee can be applied to the coming membership time period. Motion carried.

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MOTION: Peter Miller moved, and Frank Green seconded, that the vice president will be responsible for determining and purchasing the giveaway for the coming calendar year and will work with the chairs of these committees. Motion passed.

MOTION: Peter Miller moved and Kate Peterson seconded that the proposed revisions to the reimbursement policy be accepted. The revisions were to change the personal phone call limit to \$10 per day, to allow \$46 maximum for meals per day, and to require receipts for ground transportation reimbursement. Motion passed.

MOTION: Kate Peterson moved and Peter Miller seconded, that the 2004 Historical Archive Expense line item be increased from \$1100 to \$2000 to cover the costs of electronically archiving WASFAA's documents. Motion carried.

MOTION: Steve Herndon moved, and Dwight Berreth seconded, that we go from six to four newsletters per year. The motion carried.

MOTION: Dave Allen moved, and Peter Miller seconded, that the Jerry R. Sims Management & Leadership Institute for 2005 take place at the Benson Hotel in Portland, November 5-8. Motion passed.

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MOTION: Kate Peterson moved, and Peter Miller seconded, that the meeting be adjourned. Motion passed.

COMPILATION OF OUTSTANDING TO DO ITEMS:

From The Meeting of June 24 & 25:

1. Review the Bylaws to determine if they need to be updated and voted on as a result of the motion to create a representative-at-large for active members that are not employed by an institution of higher education or an institution of higher education's central office.
2. Add policy information about refunds in our Policies and Procedures. The registrar for the event should be responsible for the granting of a refund and should request the Treasurer to create the check for the refund. The conference guide that David Levy put in place has information about refunds.
3. State presidents should bring their state banners to the 2005 conference in Portland.
4. Executive Council members should send in their WASFAA-owned physical asset information on items like walkie-talkies, left over giveaways, computers etc. to Kay Soltis when she requests this information from the Executive Council members.
5. In the Policies and Procedures, add the Treasurer-Elect to the membership of the Executive Committee.
6. Peter Miller will prepare a format for committee reports so that there is a consistent look.
7. Executive Council members should look at the Policies and Procedures manual that Catherine King-Todd sent out in May (She will resend it again.) and submit necessary updates to Kate Peterson.
8. Add to the Policies and Procedures the task that the Historical Archives Chair be responsible to remove any reports or records that should be archived from the website after they are three years old, and see that it is stored electronically (perhaps on CDs) elsewhere.
9. Membership, Electronic Services and the Newsletter Committee chairs can work together to determine how to use the newsletter to encourage increased membership and participation.
10. The WASFAA Business Meeting minutes from the conference will need to be sure to include the awards that were given at the conference.

From Previous Meetings:

1. Add to Policies and Procedures that the Secretary will take minutes at the Fiscal Planning Meetings.
2. Executive Council members must be sure to turn in reimbursement requests to the Treasurer within 30 days of when the expense occurred.
3. Under Section 4-4 of the Policies and Procedures, include a reference to section 11 for descriptions. The actual listings of recipients should be removed and the website referenced as the source of this information.
4. Consider where else the Electronic Services Committee should be involved in WASFAA, such as the Fiscal Planning Committee.
5. Have historical archives be a part of the strategic planning for the organization.

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7. Executive Council members need to read through the entire Policies and Procedures document and submit suggestions for corrections or additions to Kate Peterson, especially in their area(s) of responsibility.
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