

WASFAA Executive Council Meeting

April 16, 2005

Mount St Helens Room
Doubletree Lloyd Center
Portland OR

Present: Jim White, Kate Peterson, Steve Herndon, Kay Soltis, Lana Walter, Kathie Anderson, Peter Miller, Frank Silva, Wendy Olson, Tracy Reisinger, Rick Sinclair, David Allen, Kate Bligh, Jack Millis, Catherine King-Todd, Dwight Berreth, Frank Green, Terri Eckel, Leonard Walker, Wayne Mahoney, Tami Sato, Kathreen Silva, Kathy Campbell, Peggy Crawford, Mike Johnson, Pat Peppin, Theresa Bosworth, Marianna Deeken,

Absent: Don Black, Judy Saling-Field, Teresa Yslas, Jacquie Carroll and Karrie Trautman

There were no motions that occurred by e-mail between January and April Meetings.

President Jim White called the meeting to order at 1:10 p.m. Jim White asked Tracy Reisinger to give the Executive Council an update on the WASFAA Conference. Tracy Reisinger asked council members if they had received their giveaways and information regarding where they would be during certain conference events. She informed the council that as of today (April 16), we have 570 registered attendees, but expect the numbers to go up. Tracy Reisinger predicted that we would have 600 attendees. The WASFAA Conference Committee members will be wearing red shirts and their headquarters will be the Hawthorne Room located on the first floor. Tracey Reisinger also told the council that we have 160 newcomers.

Jim White asked everyone to review the January Executive Council Meeting minutes that Kathie Anderson handed to everyone when they entered the meeting room.

Motion: Jim White asked for a motion to approve the minutes to the January Executive Council Meeting. Kay Soltis moved to accept the minutes; Dave Allen seconded. Motion passed.

Review of Outstanding To Do Items

January EC Meeting

1. Done
2. Done
3. Not Done: Kate Peterson will research by-law language regarding how we count votes and passing percentages.

4. Done:

October 2004 EC Meeting

1. Done
2. Done
3. Done

June 2004 EC Meeting

1. Done

April 2004 Transition Meeting

1. Ongoing: Executive Council members must turn in reimbursement requests to the Treasurer within thirty days of when the expenses occurred.
2. Not Done: Consider where else Electronic Services Committee should be involved in WASFAA, such as Fiscal Planning Committee.
3. Not Done: Have Historical Archives be part of Strategic Planning Committee for the association.
4. Ongoing: Executive Council members should submit their newsletter articles in a timely manner.
5. Done
6. Done
7. Done
8. Ongoing: Executive Council members will provide Peter Miller with digital images or Peter Miller will take digital pictures at the next Executive Council meeting. This will be placed onto our WASFAA web site.
9. Combined with number 8.
10. Done

Treasurer's Report

Lana Walter announced that WASFAA is doing very well. Lana Walter distributed the Treasurer's Report to the members of Executive Council. She did point out an error on the WASFAA Budget report regarding the 2004 and 2005 Summer Institute budget lines. The budget lines should read 2005 and 2006 rather than 2004 and 2005.

Motion: Frank Green moved to approve the Treasurer's Report with the corrections to the two Summer Institute budget lines; Rick Sinclair seconded. Motion passed.

Lana Walter also told the members that the report along with copies of the audit from Jordan and Co. would be available at each table during the WASFAA Business Meeting on Tuesday morning.

Fiscal Planning Committee

Kay Soltis discussed the audits that were completed and that all is well with the association.

Kay Soltis told the Executive Council that the investment policy statement is now in draft form. She also told the members that Vicky Rekow is still willing to help us in selecting investments.

Kay Soltis said that 1,000 of this year's giveaways were purchased. Five hundred and seventy-five were brought to the conference, the Summer Institute will have 155 and 295 are at Pacific Lutheran University. The 295 at Pacific Lutheran University will be taken to Kay Bligh to be placed in WASFAA's storage unit.

There was discussion regarding the new Internal Revenue Service mileage standard and whether it should be adopted for WASFAA. It was suggested that on January 1st of any year the IRS standard would automatically become the WASFAA standard.

Motion: Dwight Berreth moved that we accept the Internal Revenue Service's mileage standard as determined and announced each January by the IRS; Frank Silva seconded. Motion passed.

To Do: Peter Miller recommended that Dwight Berreth (Policies and Procedures Chair), change the language in the Policies and Procedures to reflect the change.

Peter Miller made a recommendation to the council that the credit card monthly limit be raised to \$10,000 for the Treasurer and \$3,500 for the President. Items exceeding \$10,000 will need approval from President, Vice-President, Treasurer and Fiscal Planning Chair. If it is approved, the Vice-President will notify the bank.

Kay Soltis asked Peter Miller to talk about bank locations. Peter Miller explained that there are no Bank of America locations in Alaska. He recommended that WASFAA use Wells Fargo as a secondary bank for WASFAA business since they are in all eight states of the association. Frank Green told council that there are no Wells Fargo banks in Hawaii. Peter Miller also discussed the idea of allowing event registrars to make their own deposits. Discussion followed with many Executive Council members expressing their thoughts and opinions.

Motion: Frank Green moved that the Fiscal Planning Committee should develop procedures for event registrars to handle their event deposits; Kay Soltis seconded. Motion passed.

Jim White talked about the passing of Sister Dale Brown. He has received e-mails recommending what WASFAA should do in her memory: change the name of Summer Institute to honor Sister Dale Brown, change the name of the Summer Institute Scholarship to honor her. Several members expressed their opinions as well. Wayne

Mahoney indicated that CASFAA is also struggling with how they will honor Sister Dale Brown

Motion: Steve Herndon moved that we rename the Summer Institute to the Sister Dale Brown Summer Institute; Frank Green seconded. Motion passed.

The renaming will go into effect for this year's Summer Institute.

Peter Miller discussed the issue of the WASFAA State Scholarships and whether it should include hotel and conference registration or let the states determine how the money should be spent..

Tami Sato sent everyone the links to review the grassroots product, Capitol Advantage. Kate Peterson was not impressed with the product and Tami Sato stated that the proposal cost was much higher than first quoted. The Federal Issues Committee could provide WASFAA members with issues and web links to encourage contacting their congressional representatives.

Kay Soltis reminded folks to check out the asset/equipment list to make sure everything is accounted for and updated.

Jack Millis asked for web site links to provide information for Summer Institute to apply for the scholarships.

Jim White thanked everyone for their hard work and support. Frank Green also thanked Jim White for coming to Hawaii for the PACFAA Conference.

Jim White reminded everyone about the President's reception this evening. Jim White asked for a motion to adjourn.

Motion: Frank Silva moved that the meeting be adjourned; Kathie Anderson seconded. Motion passed.

Jim White adjourned the meeting at 3:10 p.m.

Respectfully submitted,

Kathie Anderson
WASFAA Secretary

COMPILATION OF MOTIONS DURING THE MEETING OF APRIL16, 2005

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Motion: Frank Green moved to approve the Treasurer's Report with the corrections to the two Summer Institute budget lines; Rick Sinclair seconded. Motion passed.

Motion: Dwight Berreth moved that we accept the Internal Revenue Service's mileage standard; Frank Silva seconded. Motion passed.

Motion: Frank Green moved that the Fiscal Planning Committee should develop procedures for event registrars to handle their event deposits; Kay Bligh seconded. Motion passed.

Motion: Steve Herndon moved that we rename the Summer Institute to the Sister Dale Brown Summer Institute; Frank Green seconded. Motion passed.

Motion: Frank Silva moved that the meeting be adjourned; Kathie Anderson seconded. Motion passed.

COMPILATION OF OUTSTANDING TO DO ITEMS

From April EC Meeting

1. Dwight Berreth (Policies and Procedures Chair), will change the language in the Policies and Procedures to reflect the change to the mileage allowance for reimbursement.

January EC Meeting

1. Kate Peterson will research by-law language regarding how we count votes and passing percentages.

October 2004 Meeting

1. As items are purchased, you need to notify the Fiscal Planning Chair.

June 2004 Meeting

None

April 2004 Transition Meeting

1. Executive Council members must turn in reimbursement requests to the Treasurer within thirty days of when the expenses occurred..
2. Consider where else Electronic Services Committee should be involved in WASFAA, such as Fiscal Planning Committee.
3. Have Historical Archives be part of Strategic Planning Committee for the association.

4. Executive Council members should submit their newsletter articles in a timely manner.
 5. Executive Council members will provide Peter Miller with digital images or Peter Miller will take digital pictures at the next Executive Council meeting. This will be placed onto our WASFAA web site.
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