

WASFAA Transition Meeting Minutes
March 22 and 23rd



Attendance: Tracey Lehman, Judy Saling, Leslie Limper, Christina Twelves, Colleen MacDonald, Onita Clark, Ellen Neel, Leonard Walker, Frank Green, Catherine King-Todd, Frank Silva, Jodie Kuba, Jeff Lackey, Marilyn Ponti, Nick Boschert, Renee Davis, Francie Campbell, Tami Sato, Mindy Bergeron, Kathy Campbell, Doug Severs, Cheryl Kibarian, Wendy Olson, Don Black, Rod Dunn, Bert Logan, Kay Lewis, Alexandra Edwards, Tamara Hornbuckle, Carla Idohl-Corwin, Pat Peppin, Sandy Guiday, Steve Herndon, Peter Miller

Tracy starts the meeting at 1:08pm at the resort Coeur d'Alene. The agenda is reviewed and an ice breaker activity is introduced.

Goals of the transition meeting were discussed (expectations of EC, collaboration, who to call for help, how to get ideas for your committee and WASFAA "state of affairs" are the discussion items from the group)

Idaho welcome from Rod Dunn takes place.

Tracy's World- Tracy shares that communication is the "key", SMVF- wants ec to be successful, memorable, valuable and fun, review of critical issues for the agenda, challenges, discussion on membership and office, review of WASFAA facts and items of interest including purpose.

Leonard's World- (bacon and wine) Leonard reviews WASFAA policy on visiting each state every 10 years, boutique hotel theory, hotel to site transportation, encourages members to put WASFAA dates on their calendar, remind committees that if they are having a meeting at one of the hotels we frequently use you may be able to master bill. Leonard reminds everyone to respond quickly, cancel with Leonard if needed, not the hotel.

Peter's World- Peter distributes the treasurer report and goes over the 2 accounts (checking and maximizer), 4 T Bills, 2 money market accounts, etc.

Peter reminds committee chairs to track their expenses, he can't write a check over their allocated budget amount. The travel reimbursement form is also reviewed; deadline/ time frame is 30 days.

Doug's World- ATAC. Doug provided a handout on membership services; it is a tool for committee chairs and presidents. He encourages you to work with ATAC when there are changes in leadership, if you need revisions on the web, Doug is the go between with ATAC, give ample time to get things up or changed. Doug will develop a calendar this year for guidance.

Discussion on "go to meeting", discussion on ATAC committee functionality, reminds committee chairs to post minutes and submit your members for archive purposes.

Steve's World- Steve went over the fiscal health of the organization. He explained we need and have a road map of where we want to be in the next 5 year period. He explained that we are in excellent fiscal shape with an operating budget of over \$500,000. Steve reviewed by laws page 9 contracts and policy and procedure manual page 21 the fiscal planning committees' purpose. Steve continued with pages 30-32, budgets, committee chairs guide, emergency expenses, management of funds.

Day 2, March 23, 2007

Tracy starts the meeting at 8:05 with an exercise.

Tami's World- Tami (complete with cheerleaders) does a strategic plan overview, the mission statement and core values. Goals, measures, strategies and how the strategic plan was created were addressed. Tami also does an exercise in Robert's Rules of order that was participatory. The materials will be (and were) e mailed to all participants). It was reviewed that it is NOT necessary to have details in minutes, or conversation.

Frank Silva's World- Frank distributed the volunteer participation calendar, did an overview of the importance of volunteer committee to other committees, reviewed past volunteer communication issues (non-communication), reviewed diversity of membership, and we discussed that volunteers must be members to serve. Committee volunteers must complete the online volunteer form for tracking purposes.

Judy and Onita's World/Fund Development- Judy and Onita reviewed the WASFAA model of sponsorship. We were all reminded that vendors **May Not** be approached to provide give away items or to cover expenses, you must budget for that. Handouts for select committee chairs were distributed (ones that may work with vendors such as MLI, JSMLI etc). There was a review of what vendors

receive (banner ad's, newsletter ad's, tables). Judy and Onita reviewed that they work with the vendors for conference exhibiting and that we may see shrinking of exhibitors and vendors in the future.

Your World- Tracy reviewed what is expected of executive council members, your responsibilities, follow etiquette, contribute to conversation but do not monopolize conversation. Be an active participant, be patient, review reports. Tracy reviewed that there are 2 list serves for 0708, one for council members voting only and one for the entire board. The calendar was reviewed and what can be posted, job descriptions are in the policy and procedures manual and Tracy asked that everyone review them carefully, There was a reminder that committee chairs need to develop committee members, prepare reports and attend meetings as well as working with EDAC and submit newsletter articles if possible.

Brainstorming with Don- How will you do your job? Review the strategic plan, make goals, get feedback, and plan to obtain goals, prioritize goals, budget. We then did a goals brainstorming activity, write out your potential goals, 3 if possible. Look at the strategic plan and see where you fit. Time was allocated to meet with other ec members and determine how you can and will work together.

There was a motion exercise and then the meeting was concluded. Good byes ensued and it ended

Respectfully submitted,

Tracey Lehman