MEETING MINUTES

I. Roll Call
II. Approval of Minutes from July 27, 2016: No objections to minutes. Let Jon know if you have any.
III. Proposals
   a. Migrate ‘Roundtable” ownership to Certification:
      - Hold off making a decision until Kellie Murphy can join us. Jon will reach out to Kellie.
   b. Create New Exec Committee Officer: Membership Coordinator
      - Brooke and Val think it’s a great idea. Requires a revision to by-laws. Vote by mail. Jon believes we can articulate the proposal well enough for people to vote by mail. Nobody has concerns.
   c. Proposed Committee Composition: Hold on this before moving forward. Need all committee chairs to agree. Not organized in by-laws so does not need full membership to vote on reorganization. Important that we do not lose any activity from any of the committee with this change. Jon will reach out to Kellie before we move forward.
      - Awards & Recognition
        - Adviser appreciation
      - Certification
        - Stays largely the same with addition of the Roundtables
      - Engagement and Publicity
        - Websites (SKIMM). Website done and needs to be migrated over to Word Press. No need to spend extra money when WSU hosts Word Press which allows all members to edit and update the website. Keep WSU.org and direct people to the new website (about $30.00 for 2 years).
IV. FY 16-17 Budget Requests from Committees
   a. Jon handed out budget that was approved at the fall membership meeting based on what we had 2014-2015. Terese King will forward the list of forum donations she has. A few items missing from budget (i.e. Best of Region guest speaker travel and advising forum).
   b. Committees please review your budget areas before it goes up to the full membership for a vote. Committees please send budget to Tina.
   c. Expenditures for socials in the future need to include branch campuses. Good opportunity for branch campuses to submit proposals for events (i.e. adviser appreciation).
   d. Please communicate purchasing needs to Michelle Ely in advance. Need to request P Card in advance and return the same day. Lots of different people need to use the P Card. Last minute requests may not be able to be accommodated. Jon will invite Michelle to an Exec Meeting.

V. Need to schedule a fall membership meeting:
   a. Date/time: Thursday, Oct 13th, 3:00-5:00 pm. Need AMS capabilities. Dena will secure space and contact AMS.
   b. We now have a representative from Faculty Senate (Consetta Helmick). Faculty often don’t understand advising issues. ACADA can present information to the FS. Let Consetta know how she can help.
   c. Topics to discuss at fall membership meeting:
      - Budget
      - new membership coordinator position

VI. Committee Reports
   a. Awards – Brooke Whiting
      - Today is the deadline for nominations. Sent out several calls for nominations. Probably received 10 nominations. And received one for all the categories. Deadline is September 15th. Nov 1st is the Region 8 deadline. March is the association deadline. Can self-nominate (encouraged at the university level).
   b. Certification – Kellie Murphy
      - Terese asked Kellie if they are meeting on the first day of class.
   c. Membership & Publicity – Becca Prescott & Matthew Jeffries
      - Move to Airtable. Tell Becca or Matthew what you want in our database. All membership and training information stored in one place. Matthew will share with the committee what they already have. List all deadlines on a single document. To-do task lists and when they need to be done (i.e. budget needs to be propose by...)
      - Newsletter: August will be first SKIMM article. Called “WSU ACADA Roundup”. Articles that are more engaging. Matthew will send everyone what he has. Send Matthew items to advertise in the newsletter.
   d. Programming & Events – Rebecca Liao
      - Nothing new since the summer. Natalie used to be Co-Chair but is no longer at WSU.
      - Tina received feedback that we have an event to explain what trainings and levels mean. Tina will reach out to Math and see if they want to do a roundtable.
   e. Best in the Region – Amber Denman
   f. Budget – Tina Krauss
      - A new budget gets proposed at the spring general membership meeting before the new fiscal year.

NEXT MEETING: Tuesday, August 30th
Time: 8:30-9:30 am/ Location: Matthew reserved space in Ed Addition 202.