## Washington State University Academic Advising Association (WSU ACADA)

**Date/Time:** February 14, 2017, 8:30-9:30 AM

<table>
<thead>
<tr>
<th>Meeting Subject:</th>
<th>Executive Council Meeting</th>
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<tbody>
<tr>
<td>Meeting Location:</td>
<td>CUE 305</td>
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<tr>
<td>Meeting Start Time:</td>
<td>8:35</td>
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<td>Meeting Adjourn Time:</td>
<td>9:05</td>
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### Attendees:
- **Jon Walter**  President
- **Miwako Nakamoto**  Regional Campus Rep – VA
- **Rebecca Liao-Cance**  Co-Chair – Publicity & Engagement
- **Dena Spencer-Curtis**  Secretary
- **Matthew Jeffries**  Vice President & Co-Chair – Publicity & Engagement
- **Brooke Whiting**  Chair-Awards
- **Anna Brown**  Regional Campus Rep – SP
- **Tina Krauss**  Treasurer
- **Mysti Meiers**  Regional Campus Rep - TC

### Absent:
- **Valerie Fisher**  Past President
- **Consetta Helmick**  Faculty Representative
- **Becca Prescott**  Membership Coordinator
- **Susan Poch**  Assistant Vice Provost
- **Terese King**  Director, Academic Success and Career Center
- **Kellie Murphy**  Chair – Certification
- **Vacancy**  Professional Representative

### MEETING MINUTES

I. Approval of Minutes (11-2-16 and 1-24-17). No objections.

II. Committee Reports

   a. **Awards & Recognition -Brooke Whiting**
      - Followed up with remaining award winners. Three of them will move forward. Honoring them on Monday at the spring forum on 2/20. Brooke is working on speech for that. Plaques came last week. Brooke will put them together.
      - One person expressed interest in being Awards Chair. Send Brooke names if you know of anyone else who is interested in being Chair.
      - Thank you Brooke for staying on as Chair. Long serving member.

   b. **Certification –Kellie Murphy**  – Not present

   c. **Publicity & Engagement – Rebecca Liao-Cance & Matthew Jeffries**
      - Last happy hour went well.
      - **February**
        - 2/14 Recipe exchange coffee hours today in CUE 518. And decorate cookies.
        - 2/26 BB game. 30 seats saved. 18 ACADA members bought tickets.
      - **March**
        - 3/1-3/31 Walking challenge program. Still need to create sign up page and team directions. Matthew will send out info today.
• 3/27 happy hours post-transfer ALIVE, 5:00 PM.
  • April
  • 4/25 coffee hour. Ferdinands ice cream
  • Still working on a community engagement event. Matthew met with Mica DeMarco from Pullman for us to talk to first generation students.
  • Jon informed Mysti, Miwako, and Anna that there is $200.00 for urban campus ACADA events. Let Jon know if you have an event you want to put on. Future talks needed about signature authority for PO from urban campuses.

III. Budget – Tina Krauss
   a. Expended money was less then what was allocated for the plaques.
   b. There will be forms for requesting funds. Tina still working on form. Essentially it’s a form asking for the event and amount. Michelle only one who needs receipts but please cc’ Tina about your expenditures.
   c. Jon reported that we are cash positive for this year.

IV. Advising Forum Update
   a. 3 breakout sessions for Pullman campus. Urban campuses also have 2 breakout sessions. Matthew will get rooms to the campuses (AMS).
   c. Thank you Matthew for all your efforts and representing WSU ACADA.

V. Membership Update
   a. Total 169 members. 4 unpaid. 3 EV, 36 new members, 9 Global, 118 Pullman, 3 SP, 10 TC, 26 VC.
   b. Dues received: $3380.00
   c. Airtable to keep track of all information (level II, roundtable, who’s paid, etc.). Becca will be adding 138 historical members to the database. Adding past members (138) for historical tracking.
   e. Creating a monthly to-do as membership coordinator. Becca plans to depart from WSU. Membership coordinator position open at spring membership meeting.
   f. Becca will present the database at our next Executive Meeting.

VI. Review of the Database (table for next meeting)

VII. Professional Development
   a. Approached Sara Ackerson for Professional Representative for WSU ACADA. She has accepted the offer to be appointed to the position. She knows position is up for election. Term from February-June 1 and then run for position.

VIII. Spring Membership Meeting
   a. New date: Thursday, 3/16 (3:00-5:00 PM)
   b. Need elections committee.
   c. Need budget proposals from all committees. We will pass budget at spring membership meeting.

NEXT MEETING:

Time: 3/7/17, 8:30-9:30 AM
Location: CUE 305