Washington State University Academic Advising Association (WSU ACADA)  
**Date/Time:** March 7, 2017 8:30 AM

**Meeting Subject:** Executive Council Meeting  
**Meeting Location:** CUE 305  
**Meeting Start Time:** 8:32 AM  
**Meeting Adjourn Time:** 9:15 AM

---

**Attendees:**  
Valerie Fisher  
Past President  
Consetta Helmick  
Faculty Representative  
Miwako Nakamoto  
Regional Campus Rep – VA  
Rebecca Liao-Cance  
Co-Chair – Programming & Engagement  
Dena Spencer-Curtis  
Secretary  
Becca Prescott  
Membership Coordinator  
Matthew Jeffries  
Vice President & Co-Chair – Programming & Engagement  
Brooke Whiting  
Chair-Awards  
Anna Brown  
Regional Campus Rep – SP  
Terese King  
Director, Academic Success and Career Center  
Kellie Murphy  
Chair – Certification  
Tina Krauss  
Treasurer  
Mysti Meiers  
Regional Campus Rep-TC

**Absent:**  
Jon Walter  
President  
Sara Ackerson  
Professional Representative  
Susan Poch  
Associate Dean University College

---

**MEETING MINUTES**

I. Approval of Minutes – didn’t approve minutes. Will do this at next meeting.  
II. Committee Reports

a. **Awards & Recognition - Brooke Whiting**  
   - Looking for a new Chair. Current committee members not interested.  
   - Currently just waiting for 3 of the 4 WSU ACADA winners to submit for the Global awards

b. **Certification – Kellie Murphy**  
   - Round table today: International Programs  
   - Committee will be more public with trainings available. This includes a calendar that will list future events. We already have a Level II event for next fall and spring.  
   - Committee also working to improve event submission forms to ask for more information (for example, if the event is available to all campuses).  
   - **Level II**  
     - Typically no Level II events in the summer.  
     - Most events will be on Tuesday and Thursday  
     - Will be an online form to track members’ Level II participation.  
     - April - May: members will send Kellie information on their national, regional, and UI Advising participation.  
     - June: membership payment due
July: committee will consolidate information and members will be informed of their activities and progress towards Level II certification.

- Roundtable
- Most events will be on a Wednesday.

c. **Publicity & Engagement – Rebecca Liao-Cance & Matthew Jeffries**
   - WSU ACADA Walking Competition
     - 12 teams signed up.
     - Matthew will post the steps from each team
   - Happy Hour March 27
   - Basketball event went well

d. **Budget—Tina Krauss**
   - Committees please send Tina your budgets.
   - Tina will send out budget request forms. She has been working with Michelle on what information is needed on the forms.
   - Tina will send out last year’s budget.

III. **Advising Training**
   a. Discussion with Mary Wack about what advising training will look like.
   b. Want training to reflect Level II but not require people to be part of ACADA.
   c. Faculty Senate: 38B rule will go forward but holding back on training component to reword the Level II part.

IV. **Membership—Becca Prescott**
   a. Members: 173 total: Ev 3, Global 9, Pul 120, Sp 4, TC 10, Van 27; 164 paid members; Received $3,400.
   b. AirTable data base close to being finished.
   c. Interactive excel spread sheet that stream-lines tracking members and Level II certificates.
   d. We need to decide who has password and permission to make changes.
   e. Becca and Tina will meet to discuss how the membership dues are tracked.
   f. Need to manually track Level II participation.
   g. Committees can filter AirTable to get information they need.
   h. Becca will demonstrate at an Exec meeting.

V. **Historical—Matthew Jeffries**
   a. Matthew is in charge of preserving historical information.
   b. Everyone please send Matthew photos.
   c. Suggestion to look at WSU’s ACADA old Facebook page. Might also be information on the National or Region 8 Facebook pages.

VI. **Spring Membership Meeting**
   a. Meeting will be on Marcy 16, 3:00 PM. Dena sent out a calendar invite.
   b. Becca volunteered to be on the elections committee. Matthew will send something out about this today.
   c. Meeting agenda:
      - Vote on Professional Representative and Membership Coordinator
      - Vote on budget for upcoming year
      - Committee Reports
      - Update on UACC

**NEXT MEETING:**

**Time:** March 28, 8:30 AM
**Location:** CUE 305