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

**Date/Time:** 2017 September 14

<table>
<thead>
<tr>
<th>Meeting Subject:</th>
<th>Executive Council Meeting</th>
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<tbody>
<tr>
<td>Meeting Location:</td>
<td>Lightly 401</td>
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<tr>
<td>Meeting Start Time:</td>
<td>9:10 AM</td>
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<td>Meeting Adjourn Time:</td>
<td>10:00 AM</td>
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### Attendees:

- **Sara Ackerson** President (for 2017-2018 term)
- **Valerie Fisher** Past President
- **Chanelle Denman** Co-Chair – Programming & Events
- **Dena Spencer-Curtis** Secretary
- **Ashley Herridge** Membership Coordinator
- **Darryl Craig** Vice President (for 2017-2018 term)
- **Tina Krauss** Treasurer

### Absent:

- **Miwako Nakamoto** Vancouver Campus Rep
- **Allison Ramsing** Chair-Awards
- **Consetta Helmick** Faculty Representative
- **Rebecca Liao-Cance** Co-Chair – Programming & Events
- **Anna Brown** Spokane Campus Rep
- **Susan Poch** Assistant Vice Provost
- **Terese King** Director, Academic Success and Career Center
- **Mysti Meiers** Tri-Cities Campus Rep
- **VACANT** Professional Representative
- **VACANT** Chair – Certification
- **VACANT** Everett Campus Rep

### MEETING MINUTES

#### I. Approval of Minutes: minutes approved by Exec. Committee

#### II. Fall Semester Meeting Schedule—Sara proposed Wednesdays at either 8, 9, or 3.
   a. Sara will email Exec. Committee and see if Wednesdays at 8:30 or 9:00 am works.
   b. Next meeting October 11. Time is TBD.
   c. We will use Skype or Zoom to connect with all campus representatives. Sara will look into using Region 8 Zoom account for all campus connections.

#### III. Vacancies
   a. Certification Chair
      - Per by-laws, Sara will send an email to the certification committee and ask if anybody wants to Chair. The Chair should be someone who is already on the committee.
      - Ashley has list of people who are interested in being on committees and will send this to Sara and Darryl.
      - We need to look at our certification process and make it more accessible for all campuses.
   b. Professional Representative
      - Darryl will send out a call to the general membership list. Membership list is up to date.
c. Everett/NPS campus
   ▪ Sara will reach out to someone in Everett.

IV. NACADA membership renewed for a year until end of August 2018. Sara approved the spending.

V. Membership – Ashley Herridge
   a. 108 members have paid for 2017-2018 and 17 of these are new members. We have received $2,160.00 in membership dues to date: Everett 1, Global 9, Pullman 78, Spokane 6, Tri-Cities 10, Vancouver 4.
   b. Ashley will send Sara, Darryl, and the P&E committee the updated membership list.
   c. Ashley sent emails out to whole membership about renewing membership and dues back in July-August.
   d. Sara will talk to Susan Poch about departments/college paying for membership fees.
   e. Suggestion to send email from Exec. Committee regarding membership fees to Susan Poch and Erica Austin. Valerie will draft email and it to send to Sara by next week.

VI. Committee Updates
   a. **Awards & Recognition – Allison Ramsing**
      ▪ 11 nominees
      ▪ Committee met and decided on winners.
      ▪ Sara has plaques.
      ▪ Sara will hand out awards at the WSU Advising Forum on October 5th.
   b. **Publicity & Engagement – Rebecca Liao-Cance & Chanelle Denman**
      ▪ First meeting of the semester will be on September 28th.
      ▪ Talking to Ruth about the having the re-instatement training breakfast again. Last year was well received. Will talk about the winter social at their meeting.
      ▪ Will reach out to new members who are interested.
   c. **Budget – Tina Krauss**
      ▪ New budget procedures have been implemented.
      ▪ Members will be required to use purchasing form to buy items.
      ▪ Tina is working on award expenditure forms.
      ▪ Purchasing forms get submitted to Tina.
      ▪ Purchases may be made with a department credit card and reimbursed by WSU ACADA.
      ▪ President, vice-president, treasurer, and membership coordinator will have signature authority.
      ▪ Plaques: in the past we purchased too many plaques and the cost was quite substantial. Sara has a few extra plaques. Brooke might have some as well.
      ▪ Expirations on the award money: Winners have been notified that funds must be spent within 2 years. Money needs to be used for professional development. Does anybody have copies of these emails from 2014-2015? Sara will go through by-laws and see what it says about awards. Anna Chow might have info on this because she and Brooke were chairs for a long time.
      ▪ Clarify purchasing forms. Ideally, forms will be submitted two weeks prior to the event.

VII. Events Update—Webinar on 9/12/17 had 20 attendees.
   a. Received over 35 RSVPs so far for November. Dena will check and see if PACCAR is available for all the webinar dates.
   b. Sara sent out save the dates for the academic year. She will send out dates through Outlook.
   c. They will re-record the 9/12 webinar and then send us a link.
   d. Sara has tried to get webinar registrations for the branch campuses. It costs about $150.00/webinar. Vancouver had about 20 people turn out last year. For now they can watch the recording of the webinars.

VIII. What would the Exec. Committee like to see from the Pres/VP? How can we support your goals?
a. Make a priority for getting Level II and roundtable events on people’s calendars. Important to have events out there far in advance. A lot of new advisers who need the info. Seminars can be recycled for new advisers. In the past we have had 2 Level II and 3 roundtables per term. Connect the social to the professional development parts-- maybe meet for lunch after the 11:00 am webinars. Can the webinars count as a roundtable or Level II?
b. Make events more inclusive/accessibe for people on all campuses. For example, using Zoom is helpful and saves time.
c. If you think of something send email to Sara and Darryl.

IX. Proposal for a fall half-day retreat for Exec. Committee.
   a. Shoot for end of December or spring semester. Time to plan out calendar for next semester.
   b. One idea: EAP did a stress workshop.

X. Date for fall WSU ACADA general membership meeting.
   b. Exec. Committee often provide snacks, _______ will be responsible for this.
   c. Agenda item:
      ▪ Elect chair for certification committee

NEXT MEETING:

Time: October 11, time TBD
Location: TBD