

## **WA State CUPA**

### **Board Phone Conference**

August 10, 2012

10:00 a.m.

**Present:** Gary Womelsduf, Cynthia Johnson, Keith Woody, Deborah Shriber-Barkley, Stephanie Durand, Deena Forsythe, Kartha Heinz, Chyerl Wolf-Lee, Sherri Nelson, Doug Adelstein

**Absent:** Anne Winkleman

#### **1. Gary opened the meeting**

#### **2. New Board member introduction**

- Sherri Nelson, Member-At-Large (Western Washington University)
- Deena Forsythe, Member-At-Large (Pierce College)
- Kartha Heinze, Member-At-Large (The Seattle School of Theology and Psychology)

#### **3. Conference Evaluation Summary – discussion**

- Full day format is preferred
- Getting caught in traffic at the end of the conference is an issue for some
- Look into adding a half or  $\frac{3}{4}$  day workshop east of the mountains
- Conference topics were largely well received
- Keynote by Galen was popular
- Not all conference sessions actually had a higher ed co-sponsor
- Most vendor presented topics didn't come off like an infomercial
- Vendors gave very positive feedback to Stephanie – already asking about sponsoring next year's conference
- Sessions appeared heavily weighted toward benefit programs – seek more variety

#### **4. Conference Suggestions and “Think Abouts”**

- VALIC is willing to sponsor an evening event the night before or day of – consensus is that such an event to end the one day conference is preferable and would be appreciated
- Provide more guidance to vendors regarding presentations – work to ensure that presentations are interactive and/or high energy (especially the keynote and last presentation of the day) – goal is engagement
- Vendors can sponsor presentations in HR outside of their specific area of the business
- Higher ed co-presenter probably not necessary as long as clear expectations around our needs/expectations
- Should invite/require call for proposals for breakout sessions
- Consider willingness to spend \$'s to ensure a quality program
- A vendor could sponsor the keynote and introduce him/her
- Group participants around HR specialty? Different color name tags (or different color dots for name tags) to denote specialization. Or label tables by specialization
- 2 or 3 sessions? Some thought that we could handle and should support 3 breakout choices per session

- Benefits, compensation and diversity have been well represented topics. Consider adding employee relations, training/development, technology, core competencies for career development in HR, labor relations, organizational development, etc. Others?

#### **5. Conference Costs / Revenue**

- Estimate - \$4,000 in expenses
- Approximately \$13,000 in combined revenue (vendor sponsorships and participant registration)

#### **6. Conference Quality**

- Consider providing a continental breakfast – more networking time
- Consider nicer name tags – laminate?
- Could add \$5/registration to cover additional costs
- SPU is a great venue and does a great job hosting – thanks to Gary and his staff!

#### **7. HRCI Credit**

- Keith sent a follow-up e-mail and hasn't received a response – continues to actively follow-up
- Shane turned information in about 2 weeks before conference – thought turnaround would be much quicker
- Suggestion to apply 2 months before conference next year (with whatever sessions we have booked and can update as additional sessions are finalized) – important to be able to take care of HRCI at the conference

#### **8. 2013 Conference**

- Wednesday, July 10, 2013 is tentative selection
- Site? Decided to keep it on the west side of the state, but will look into locations that are more to the east. Discussed Bastyr – Keith said the facility options are limited....but the food would be great! Gary will try to make some contacts with Bellevue College, Seattle University, U.W. and Northwest.

#### **9. Fall Planning Retreat**

- Full day meeting on October 4 at a site to be determined. Prefer to meet at the location we're considering as the host for the 2013 state conference.

#### **10. Phone Board Meetings**

- Works well. Continue with monthly meetings and more often as we get closer to the conference.
- Agreed to 4<sup>th</sup> Thursday of each month at 10:00 a.m., beginning August 23.
- Gary will send Outlook invitations to schedule.
- Is video conferencing an option?

#### **11. Miscellaneous**

- Sherri sent out PowerPoint presentations as promised
- Doug will distribute meeting minutes after running them by Gary
- Nominations for future Board members – all asked to consider a better nominating process

***Next Phone Meeting – Thursday, August 23 at 10:00 a.m.***

## **WA State CUPA**

### **Board Phone Conference**

August 23, 2012

10:00 a.m.

**Present:** Gary Womelsduff, Cynthia Johnson, Keith Woody, Deborah Schriber-Barkley, Stefanie Durand, Sherri Nelson, Doug Adelstein, Anne Winkelman

**Absent:** Deena Forsythe, Kartha Heinz, Chyerl Wolf-Lee

#### **1. Gary opened the meeting**

#### **2. Agenda for today**

- HRCI credit update
- Finance update
- October 4<sup>th</sup> planning meeting topics
- Board positions for future

#### **3. HRCI Update**

- Keith received confirmation that we have received certification credit
- Shane was still listed as contact person – Keith updated
- Waiting for instructions from HRCI on how participants can apply for credit
- Will send instructions to participants when he receives them
- HRCI did not say how many credits will be received, but Stefanie confirmed we received 5 last year
- Keith will send to Deb for the Central attendees that were not on the attendee list

#### **4. Planning Meeting/Retreat – October 4, 2012**

- Jump start planning for next conference.
- Need to decide location of meeting. Would like it held where the conference will be held next year
- Gary has contacted NW University, City University – Bellevue and Bellevue College and is waiting to hear back
- Keith offered to host the Planning Meeting/Retreat, but is unable to hold the conference due to lack of space
- Will check with Central, Lynnwood and Edmonds CC
- Anne will check into U of W – Bothell campus as a location for the conference
- Those checking on locations to send up-date email to the Board within 2 weeks so we know where we are meeting
- Topics to discuss at planning meeting: Theme/Logo, Keynote Speaker, Workshop Topics, Marketing Plan, Update Website (earlier and more often)
  - Stefanie – definitely not rely on national office to do this, we need to do it
    - Sherri to check with the students coming back to work in September
    - Deb will check with their ITS department about helping and cost

- We do have the money to support this
- Stefanie – Need to come well prepared to the meeting to accomplish as much as we can in advance this year

#### **5. Finance**

- Approximately \$10,000 in account
- Anne to update as soon as possible
- Gary to be added to the account for purposes of having more than one check signer
- Account should be updated annually after elections of new officers

#### **6. Miscellaneous**

- Board members attending CUPA National Convention: Gary, Chyerl, Stephanie
- Board offices are defined in our By-Laws – Gary will distribute By-Laws and review office descriptions. Input to Gary encouraged
- Board Nominations – goals: 1) communicate opportunity prior to convention, and (2) continue seeking wide representation
- Shared folder or directly on our website – board meeting minutes, position descriptions, etc.
- Will continue phone meetings on the 4<sup>th</sup> Thursday of the month, at 10:00 a.m. Need to move meeting dates for November and December to avoid conflicts with holidays. November 8 and December 13 were suggested. Let Gary know if these work for you.

***Next Phone Meeting – Thursday, September 27 at 10:00 a.m.***

*Conference Phone Call In: 1-888-204-5987 Access Code – 9588697#*

## **WA State CUPA**

### **Board Phone Conference - Minutes**

September 27, 2012

10:00 a.m.

**Present:** Gary Womelsduff, Cynthia Johnson, Keith Woody, Deborah Schriber-Barkley, Sherri Nelson, Deena Forsythe, Kartha Heinz, Chyerl Wolf-Lee, Stefanie Durand, Doug Adelstein,

**Absent:** Anne Winkelman

1. Gary opened the meeting
2. **Conference Call System Costs** – consensus that this expense is appropriate for state CUPA to pay – cost of conducting board business. Gary will ask Anne to pay.
3. **Planning Meeting/Retreat** – October 4, 2012
  - In Weter Hall at SPU
  - Gary will supply parking permits if needed
  - 9am start
  - If you haven't done so already, get Gary your lunch order
  - Workshop topics – Stephanie previously distributed workshop topics from National convention. Review workshop themes, topics and speakers and be ready to discuss.
  - Chapter website (update/maintenance/budget)
  - By-Laws – will discuss roles/responsibilities of officers
  - Appointing a membership or recruiting chair.....Chyerl? An annual role of immediate past president?
4. **Miscellaneous**
  - Deb is resigning from board – moving to Montana. Thanks for all your contributions and we wish you the very best!
  - November phone conference changed to the 8<sup>th</sup>
  - December phone conference changed to the 13<sup>th</sup>

***Next Phone Meeting – Thursday, October 25 at 10:00 a.m.***

*Conference Phone Call In:*

*1-888-204-5987*

*Access Code – 9588697#*

## WA State CUPA

### Board Meeting

October 4, 2012                      10:00 a.m.

Weter Hall, Seattle Pacific University

**Present:** Gary Womelsduff, Cynthia Johnson, Keith Woody, Sherri Nelson, Deena Forsythe, Kartha Heinz, Stefanie Durand, Doug Adelstein,

**Absent:** Anne Winkelman, Chyerl Wolf-Lee

#### 1. Gary opened the meeting

#### 2. Review Chapter By-Laws – reviewed and discussed:

- Purpose of state chapter
- Membership – defined higher ed as an institution in WA that grants 2 and/or 4 year degrees. No charge for membership in the state chapter. Membership by request and by conference attendance.
- Affiliate Organization Memberships – must have a close connection with higher ed.
- Individual memberships – should these members have voting rights?
- As a result of continued discussion, the following motions were made and acted upon:
  - ✓ Stefanie moved that the office of the Past President be assigned the role of Membership Chair for the purpose of outreach and promoting membership and conference attendance. Motion seconded by Keith and passed unanimously. The president has the authority to assign committee chair responsibilities and did so in assigning Chyerl with this responsibility. Chyerl is asked to draft ideas, formulate an outreach strategy and lead the board discussion on continued growth for our state chapter.
  - ✓ Stefanie moved that a Partnership Chair be assigned the role of working with sponsoring entities to maximize financial support to the chapter. Motion seconded by Cynthia and passed unanimously. The president has the authority to assign committee chair responsibilities and did so in assigning Stefanie with this responsibility.
  - ✓ Gary moved that the terms of office for board members run from annual conference to annual conference. This is the current practice and allows for the new President to take office and preside over the membership meeting at the end of the annual conference. Motion seconded by Keith and passed unanimously. This requires a change in the by-laws and will be recommended to membership at the chapter meeting during the summer, 2013 conference.
  - ✓ Doug moved that “Member-At-Large” be added to the by-laws as an official board office. This action would align the by-laws and current practice. Motion seconded by Sherri and passed unanimously. This requires a change in the by-laws and will be recommended to membership at the chapter meeting during the summer, 2013 conference.
  - ✓ Cynthia moved that the last sentence in the first paragraph of Article VI, Section 1 be changed from, “*Officers will be elected by the membership at the Spring meeting,*” to, “*Officers will be elected by the membership at the annual meeting*”, to align with current practice. Motion seconded by Gary and it passed unanimously. This requires a change in the by-laws and will be recommended to membership at the chapter meeting during the summer, 2013 conference.

3. **Current board vacancy** with the resignation of Deb Schriber-Barkley (CWU). Gary will contact other HR personnel at Central to see if there interest to serve on the board. If so, the Board supported Gary filling this position to complete Deb's term of office.
4. **Board Membership** – 60 days in advance of the annual conference, State CUPA members will be invited to consider serving on the board, see position descriptions, etc. Gary will draft this letter (work with Jessica from National office). Reminders will follow until the conference. Elections are during the chapter meeting at the conclusion of the summer conference.
5. **Terms of Office** – all board positions serve for one (1) year except Treasurer and Secretary; both of which serve for two (2) years. Treasurer Anne Winkelman is in the first year of her second term. Secretary Doug Adelstein is in the first year of his term.
6. **2012 Conference Budget Update:**
  - Expenditures of approximately \$4, 039. Facility/beverages/lunch was the major expenditure, costing approximately \$2,500.
  - \$12,000 revenue from vendor partnerships.
  - Current chapter balance estimated to be approximately \$15,000.
  - Anne is working on the final conference cost and chapter balance.
7. **2013 Conference - General Planning:**
  - Stefani provided a conference planning checklist. Board used this to review responsibilities, timelines and assign tasks.
  - Morning snacks - Consensus to offer light snacks with coffee in the morning. Might need to increase conference fee \$5-\$10/person. Discussed concern that cost increase could discourage attendance. No decision made regarding cost increase.
  - Sponsorship – continue working with sponsors to provide quality programing. Emphasis on quality of partnerships, not quantity. Also discussed what opportunities sponsorship provides the partners at the different levels of sponsorship. Goal for 2013 is that partner sponsors provide at least \$6,000-\$7,000. Board is grateful for the enthusiastic and generous support of our sponsors.
  - Partner Opportunities – earlier deadline to assist in planning
  - VALIC and Aetna have offered to sponsor an evening networking reception either the night prior to or the night of the 2013 conference. The Board is receptive to this offer and believes that a reception immediately following the conference is the best plan. Gary and Stefani will work with these partners to draft a plan to be presented to the board in the next few months.
  - Sponsor provided pens/notepads? We agreed that we reserve the right to not use or distribute items “donated” by vendors who are not also sponsoring the conference.
  - Keynote Speaker – Top quality speaker is essential. In past years, keynote speakers have been paid little or not at all (expenses typically paid). Willing to pay a reasonable fee in the future. Consensus to budget \$2000 (maximum) for 2013 conference keynote speaker
  - Name badges - Discussed expense for nicer name badges. No decision made. Make badges for presenters and sponsors.

#### 8. 2013 Conference – Workshop Topics / Keynote / Updates, etc.:

- Board members are encouraged to consider leading a workshop
- Greater variety of workshop topics across specialty areas within higher ed HR
- # of choices during breakout sessions? Depends on the quality of presentations. O.K. to vary by session. If a panel discussion is one option, recommend only offer one other break out option.
- Reduce passing times to 10 minutes
- Ice breaker prior to morning key note (Karthia and Doug will brainstorm and offer suggestion(s) to Board)
- Employee engagement (not job satisfaction but rather, ownership, commitment, etc.)
- Compensation break out
- Stacy Carroll for some break out session? (Chyerl to contact)
- Title IX break out (Deena will check with contact)
- Labor Relations break out (Relationship building with unions? Diane Leigh? PERC Arbitrator?)
- Health care reform (vendor presentation?)
- Wellness panel discussion break out (Chyerl to facilitate?) – Stefani will contact Neil Suffian and Doug will speak with Kaylee Nightingale.
- Recruitment break out (HERC? – Gary will contact)
- Employment law update – Shannon at Summit (move to last general session of the day)
- Mediation / Conflict Resolution (Moonwater) at lunch – 40-45 minutes (Sherri will contact)
- Lunch networking by specialty area. Will ask registrants to select their primary specialty area as part of the registration process and sit at designated tables during lunch – 30 minute networking.
- CUPA-HR National online resources – 10-15 minutes at lunch (Gary will contact Ken T. now with U.W.-Tacoma)
- Recruiting break out – strategically reaching your target market (Graystone? Stefani will contact)
- On-Boarding panel discussion break out. Represent large and small schools; private and public.
- Training and Development break out (Mandatory Supervisor Training at Western? Karthia will check with W.E. and Keith/Stefanie have some leads.)
- Bullying in the Workplace break out (Stefani will check with Kelly from Simpson Consulting)
- Change management break out (Issac Dixon from Lewis & Clark?)
- New to HR? break out – check with National CUPA-HR.
- Investigations break out (Shannon from Summit just prior to law update? Cynthia also has a lead.)
- WA Employers as possible presenter for break out (provide assistance and training for worker's comp, retro program, etc.)
- Possible keynotes – Dan Miller, Steven Fulmer (Human Strategies)
- What does Robert Jeffers present? Recommended by some 2012 attendees (Doug will check out)
- Prepare a one-page guideline for presenters listing session parameters (including emphasis on engagement), due dates for workshop summary, presenter bio, etc. Could use submission form from Western Region CUPA. (Sherri will draft with Stefani's help)



9. **Chapter Website** – not utilized well. Goal is to make this resource “functionally helpful” to HR colleagues. Need for expertise. National CUPA can help. Deena will discuss with National office. All officers asked to provide feedback to Deena. At a minimum, website should contain board contact information, board meeting agendas and minutes, chapter by-laws and programs from the past few years’ conferences.
10. **Leadership Training** – each year, National CUPA-HR conducts leadership training (ALP) for new state chapter presidents. They pay for this conference. It typically occurs in mid to late July. As President-Elect, Cynthia will be attending next summer.
11. **Networking Data Base** – are we maintaining an adequate data base of members and conference participants? Should/could we capture more data? Each year, Stefanie sends list of conference attendees to Jessica at National office. This data base automatically “dumps” prior, repeat names.
12. **Expand professional support?** Discussed possibility of workshop or conference east of mountains? Sponsor a free webinar 2 to 4 times/year - paid by a corporate partner? (Stefanie will run this idea by some partners.)

**Goal – gather all information; make contacts, etc. prior to November 8 board meeting.**

***Next Phone Meeting – Thursday, October 25 at 10:00 a.m.***

*Conference Phone Call In: 1-888-204-5987 Access Code – 9588697#*

## WA State CUPA Board Meeting – Phone Conference

October 25, 2012

10:00 a.m.

**Present:** Gary Womelsduff, Cynthia Johnson, Keith Woody, Sherri Nelson, Deena Forsythe, Kartha Heinz, Stefanie Durand, Doug Adelstein

**Absent:** Anne Winkelman, Chyerl Wolf-Lee

- **Gary opened the meeting.**
- **Financial Report** – Reviewed financial report submitted by Anne. Doug moved that the report be accepted as presented. Kartha seconded the motion. Motion passed unanimously.
- **Draft 2013 Conference Budget** – draft prepared by Gary for beginning the discussion. Board reviewed and discussed:
  1. **Conference Fee** – Current conference fee is \$45/person. Hold current rate or raise it? Since some services are being added (e.g. morning snacks) consensus that 2013 conference fee be set at \$50/person.
  2. **Keynote Speaker Budget** – Discussed Chyerl’s contact with Steven Fulmer. Keith, Stefanie and Doug heard Fulmer’s keynote address at last Western Regional. Keith and Doug attended his break-out session. All agreed that Fulmer is very good and would be a great addition to our conference. Fulmer’s fee is \$4500 for the day. Could include a break-out session. Tentatively booked. Would supply his book for participants for free if a vendor(s) paid \$2000 and vendor can have a stamp/label on each book. This would bring down the fee to \$2500. Travel expenses in addition. May be a challenge to find a vendor willing to sponsor at \$2000 (for the books). More likely to secure 2 sponsors at \$1000 each. Consensus to book Fulmer for keynote and a break-out session. Also, invite him to evening reception. Sherri will schedule a phone conference with Gary, Chyerl, Sherri and Doug early next week, to finalize details.
  3. **A.M. Treats** – (coffee, muffins, etc.) Gary estimates about \$5/person. Consensus to move forward with this plan. If the cost is higher, Gary will bring the decision back to the Board.
  4. **Evening Reception** – Stefanie is in communication with vendors VALIC and Aetna. Reception would be held at the end of the conference for about 2 hours at a restaurant that we can have our own space, as close to the SPU as possible. Most venue options are close, but most aren’t walking distance. Would serve appetizers, wine and beer. Gary is working with Stefanie on locations. Stefanie continues to work with sponsoring vendors. Goal is for vendors to pay full cost of reception. May or may not happen.
  5. **Vendors/Sponsors** – Will likely need new sponsors. Gary and Stefanie will discuss/review vendors. Will bring a strategy back to Board for Nov. 8 meeting. Should focus on total funds needed from sponsorships instead of # of sponsors.

**Conference Theme** – Probably around Fulmer’s presentation. Chyerl will advise the Board. Should decide ASAP.

**2013 Program** – Publicize what we have ASAP – helps to market to current and new attendees. Stefanie will prepare a draft for Gary’s review.

**Open Member-At-Large Position** – Discussed and approved Deborah Schriber-Barkley’s recommendation that her current supervisor, James Busalacchi replace her on the CUPA-HR WA Board for the remainder of this year. Doug moved to accept this suggestion. Motion seconded by Stefanie. Gary will contact James to confirm his willingness to serve, and make him aware of current business and our phone conference call schedule.

**Chapter Website** – Big thanks to Deena! 2 membership requests since Deena updated our website. Consensus to add minutes, by-laws, links to Western Regional and National CUPA-HR.

**ALP** – Discussed and tentatively approved covering the expenses for one Board member to attend the ALP – CUPA-HR leadership conference in July 2013. Kartha moved for the chapter to pay for an additional participant – current president Gary. Keith seconded the motion. Motion passed unanimously. Normally the national office will cover the costs for one chapter member, and we want to send both the current President (Gary) and the President Elect (Cynthia) this year. Gary will do some research on the total costs involved in covering one of these two.

**Meeting adjourned at 11:04am.**

***Next Phone Meeting – Thursday, November 8 at 10:00 a.m.***

*Conference Phone Call In: 1-888-204-5987 Access Code – 9588697#*

## WA State CUPA Board Meeting – Phone Conference

November 8, 2012 10:00 a.m.

**Present:** Gary Womelsduff, Keith Woody, Sherri Nelson, Deena Forsythe, Stefanie Durand, James Busalacchi, Anne Winkelman, Doug Adelstein

**Absent:** Kartha Heinz, Cynthia Johnson

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### **Gary opened the meeting.**

**New Member** – Welcome James Busalacchi from Central Washington University, Director, Faculty & Labor Relations. James came to CWU this June from the CA State University system (Chancellor's Office) where he was involved in all manner of labor relations for 5 years. Prior to that, James spent 7 years as an employment law attorney in CA. James fills the member-at-large position recently vacated by Deb Schriber-Barkley. Board members introduced themselves by sharing brief bios.

**Approval of Minutes** – Stefanie moved to accept the minutes from the October 25, 2012 Board meeting. Keith seconded the motion. Motion carried unanimously.

**Conference Reception** – Gary has been researching venues close to SPU. Discussion of holding the reception the night before or the day of the conference. Decision was made to hold the reception immediately after the conference for a couple of hours. There will be a 2 drink maximum. Need to determine what we want at the event and Stefanie will communicate with Aetna and VALIC. Suggestion that we select Ponti Seafood Grill. It's a 10 minute walk from SPU. Parking is not great but there is parking on the street about a block away. Ponti is very nice and has been responsive to our inquiries. For the night before for those who will be in Seattle, we will explore arranging a less formal gathering with the keynote speaker. We're moving forward with the assumption that the Vendors will cover all of the reception costs.

**Keynote Update** – Chyerl has left messages with Steven Fulmer. He had previously, tentatively booked our conference. ([www.fulmerspeaks.com](http://www.fulmerspeaks.com))

**Conference Theme** – Chyerl and Steven have had a conversation about the theme. Chyerl has underscored the need for the theme/presentation to be high energy and uplifting. Please contact Chyerl with ideas. The logo will be created to follow the theme. Keith shared some of Steven's previous topics. The theme will likely emerge in discussions between Chyerl and Steven.

**Web Conference Flier** – Reviewed draft that Stefanie prepared. Stefanie is already getting inquiries about the conference. Not ready to include information on evening reception until final details are worked out. Deena will make the few minor changes discussed and will post the flier now (and will update as we have more information).

**Financial Report** – no update at this time.

**Conference Checklist** – reviewed. Nationals already sent out the general "save the date." Ready to move forward with Vendor contacts after reception is finalized. Next e-mail blast to be at the first of the year. No need to address registration process yet. Facility (SPU) is reserved. Next meeting – we'll review speakers committed and plan for gaps.

**Meeting adjourned at 10:38 am.**

***Next Phone Meeting – Thursday, December 13 at 10:00 a.m.***

*Conference Phone Call In:*

*1-888-204-5987*

*Access Code – 9588697#*

## WA State CUPA Board Meeting – Phone Conference

December 13, 2012 10:00 a.m.

**Present:** Gary Womelsduff, Sherri Nelson, Deena Forsythe, Stefanie Durand, Anne Winkelman, Kartha Heinz, Cynthia Johnson

**Absent:** Keith Woody, James Busalacchi, Doug Adelstein, Chyerl Wolfe-Lee

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### **Gary opened the meeting.**

**Keynote Update** – Stefanie has not yet heard back from the vendor regarding sponsorship for the books from Steve Fulmer, the keynote speaker. There is enough in the budget to cover the books if a vendor isn't willing to sponsor. Gary suggested we don't wait for a sponsor and all agreed to just finalize. Stefanie will send us the blast to the vendors for our review.

**Sponsorship** - It was suggested that we do one Platinum Sponsor - \$2,500 to cover Keynote Speaker and books for the attendees. This sponsor would get more recognition. Stefanie suggested they have 15 minutes during the program sometime.

**Conference Reception** – Stefanie reported that Aetna and VALIC have confirmed to putting \$1,000.00 in for the reception. Jessica suggested we make them Gold level sponsors. Gary is estimating about 40 participants. We selected Ponti Seafood Grill. Gary will contact them to confirm. It's a 10 minute walk from SPU. Parking is not great but there is parking on the street about a block away. We will have an area on the registration form for the attendees to choose if they are coming or not.

**Conference Theme** – Steve gave some ideas for the theme, but we also came up with some:

Calming the Rough Waters  
Sailing the Rough Waters  
Full Sail – Full Sail Ahead

Still discussing and brainstorming.

**Financial Report** – Gary is now on the bank account with Anne.

**Web Conference Flier** – Will be updated to include the evening reception information.

**Conference Checklist** – Reviewed. Need to confirm program sessions. WA Employers has confirmed. The 4:00 – 4:45 time slot is blank. It was discussed to put Steve Fulmer, Keynote speaker, in that spot. Request from Steve Fulmer a picture of the cover of his book to possibly use on program and invite. Cynthia will be sending a draft schedule of the program out to all of us. We will not offer housing this year. Should we have the attendees break into groups by unit/group (ex. Benefits, Payroll, etc.)? Anne thinks it is possible to ask this information on the registration form.

**Meeting adjourned at 10:55 am.**

***Next Phone Meeting – Thursday, January 24 at 10:00 a.m.***

*Conference Phone Call In: 1-888-204-5987 Access Code – 9588697#*