

WA State CUPA Board Meeting – Phone Conference

January 24, 2013

10:00 a.m.

Present: Gary Womelsduff, Sherri Nelson, Stefanie Durand, Kartha Heinz, Cynthia Johnson, Chyerl Wolfe-Lee, Keith Woody, James Busalacchi, Anne Winkelman

Absent: Doug Adelstein, Deena Forsythe

Gary opened the meeting.

Kartha motioned to accept minutes Gary seconded motion. All agreed.

Keynote Speaker Update – Steven would like the 50% deposit to lock the date. This is not a problem.

Keith – Expenses mean what?

Chyerl – One night stay and breakfast is the usual. Chyerl will discuss details with him. I thought he was driving up. This is a template that we can detail down. We will fix and resubmit for approval. Two nights stay so he can attend the reception is agreed by the group. Mileage?

Book – How do we feel about acknowledgement inside the book for sponsoring? Gary - what is the drop dead date to finding a sponsor?

Stefanie – I bet that if we made a phone call to the vendors someone would agree to do this.

Keith – We should accept the contract (Keynote) with a bit of clarity and get the 50% to Steve Fulmer.

Cynthia – I would rather get the contract details ironed out first before we sign and send the 50% to Steve.

Gary – Need check from Anne once it is signed. Chyerl to sign the contract.

Sponsorship – Get update from Stefanie. We have open slots to fill with sponsorships.

WA Employers topic is? Kartha will be working with them on that.

Cynthia should be the holder of the information for the speakers/topics

Cynthia – Want to see variety for sure

Gary – Last couple years the vendor sponsorships have had time in the program

Stefanie – Only as space is available

Conference Theme –

Chyerl - we need to come up with a theme around Keynote topic. Need to get the program and logo done so we need a theme soon.

Theme – Leadership Just Got Personal - Invisible Force

Chyerl – this will work because it will go with the keynote and his last topic of the day.

Cynthia – keynote not on his contract

Chyerl – we hire him for the day for \$4,500

Gary – Full sail aheadis the one I like...positive tone

Leadership feel to it, which ties into his book

Full Sail Ahead.....

Graphics for the theme - Chyerl to send some ideas out. We have the software that we purchased to do this.

Financial Report – Nothing has changed – there is a continued phone bill for conference call. Balance in account is \$15,200

Website: Deena not here but, do we need to put some more on the website. Gary to talk to her and get the theme on the website along with more about Steve Fulmer.

Marketing Efforts – Chyerl has the contact list and numbers to call. Follow up with an email with the details, the theme, logo, conference information, speaker information, topics, etc.
Save the date out again with logo and theme. Chyerl to get the logo done next week, hopefully, and then send out save the date again.

Registration: Anne working on the registration site. February 1, 2013?
Stefanie – Make sure you ask if they are going to attend the reception that evening.
Do not ask specifics about what they want to eat for lunch. Status quo from the previous year's lunches.
Also ask what their focus area is....ex. benefits, payroll, etc.
Logo can also be put on the registration site. Anne would like to see the logo on there.
Run February, March and April....how much per month? Cynthia – Not significant amount.
Gary – Get this up as soon as possible. Cynthia will take care of.
PayPal – Capability of registering more than one person at the same time.
Gary – Cynthia and Chyerl will work on the flyer to send out for marketing.

Meeting adjourned at 10:55 am.

Next Phone Meeting – Thursday, February 28 at 10:00 a.m.

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

WA State CUPA Board Meeting – Phone Conference

February 28, 2013 10:00 a.m.

Present: Gary Womelsduff, Kartha Heinz, Cynthia Johnson, Chyerl Wolfe-Lee, Keith Woody, James Busalacchi, Deena Forsythe, Doug Adelstein

Absent: Stefanie Durand, Anne Winkelman, Sherri Nelson. (James left at 10:20am. Kartha left at 10:30am.)

Gary opened the meeting. Cynthia moved to accept the January, 2013 meeting minutes. Keith seconded motion. Minutes approved unanimously.

Budget Update. Budget stands at about \$15,000.

Sponsorship. Reviewed current level of sponsorship that Stefanie provided this morning. Sponsorships stand at \$8,300. (\$4,500 of which is designated to support the keynote speaker and a post-conference mixer.) Goal is to encourage additional sponsorships, raising at least \$2,000-\$3,000.

Keith, James, Gary and Kartha will follow-up with leads.

Clarified that the 3 levels of table sponsors: \$250, \$500 or \$1,000.

Forward all sponsor questions to Stefanie

Keynote Speaker Update. Keynote speaker should have received his down payment. If not, this is in process. Chyerl worked with Anne. Chyerl will notify speaker that Cigna is his sponsor. Chyerl will continue to coordinate the Cigna labels for the complimentary books for attendees.

Program Update. Thanks to all who supplied graphics for the program.

Chyerl will contact Cigna to finalize form of acknowledgment in speaker's books and to get their graphic to Cynthia (and will keep Stefanie in the loop).

Cynthia update. Morning session is planned. Still needs some workshop descriptions – will work with Stefanie. Moved the business meeting up, freeing up space for VALIC to make their presentation.

Discussed the value of moving the business meeting to mid-day. Concerned about cutting the networking time too much. And, this pushes lunch to 1:00pm. Discussion. Consensus to have lunch precede the business meeting and networking time.

Keynote sponsor introduction currently scheduled for 11:55am-noon. Should this be moved adjacent to the keynote speaker? Perhaps jointly introduce speaker with a board member. Consensus to make this change.

Questions about the 11-11:45am time slot. "Labor Relations / Investigation" but no description yet. All 3 2:05-2:50pm time slots are open. Ken Tagawa (years at national CUPA – Knowledge Center resources) is not able to commit at this time – may or may not be available. Gary will follow up with Ken.

Chyerl will speak with 2 former (very well received) speakers....hopefully for the 2:05pm slot.

Gary will contact a couple of SPU faculty (pro-d) about a workshop.

10am presentations...questions.....confirmed? Questions about some of the speakers who do not appear to be sponsors....a question for Stefanie.

Cynthia will make proposed program changes in the next day or two and will distribute the updated draft to the board members.

Financial Report. No update at this time

Web Site and Registration. Deena has updated the WA CUPA-HR chapter website conference page with the new logo and speaker information. Anne Winkleman indicated by email that she would try to have the PayPal registration set up this weekend (early March)

HRCI Credit Update. Keith provided an update. Goal is to finalize the program by April 1, allowing ample time for credit approval. This would also allow this information to be advertised on the program.

Marketing / Promotion Efforts. Chyerl is ready to move forward to promote the annual conference, once a few more conference details are finalized (conference flyer and registration). Focus is on those who have not attended yet. Gary suggested (and Board supported) that board members assist in making the contacts. The plan is to make an initial phone contact with an e-mail follow-up. And for prior attendees, a mass e-mail contact.

New Business. Board By-Laws. Gary referred to our fall, 2012 board meeting recommendations. In the March meeting, we will discuss these recommendations to finalize for inclusion in the conference business meeting. Gary will send the board an e-mail with details and asked the board to be ready to discuss at the next meeting.

Meeting adjourned at 10:53 a.m.

Next Phone Meeting – Thursday, March 28 at 10:00 a.m.

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

WA State CUPA Board Meeting – Phone Conference

April 25, 2013 10:00 a.m.

Present: Gary Womelsduff, Kartha Heinz, Deena Forsythe, Stefanie Durand, Sherri Nelson

Absent: Cynthia Johnson, James Busalacchi, Chyerl Wolfe-Lee, Keith Woody, Doug Adelstein, Anne Winkelman,

Gary opened the meeting. The March, 2013 meeting minutes were approved with amendment adding Sherri Nelson to the list as present.

Chapter Website and Conference Registration

- No current information - Cynthia and Anne not present

Conference Sponsorships:

- \$11,500 – looks good
- Plus conference registrations

Contacting Potential Attendees Across the State:

- Most in attendance has sent out email invite
- Add email contacts to WA schools list for next year
- On May 20, WSU HR is hosting a round table for HR departments at H.E. in the eastern part of state. Gary and Stefanie will represent WA CUPA at this event.

Conference Program Review:

All changes were made from our last meeting.

- Corrections to last two pages (current dates, hotel rates, etc.)
- Aetna – Description – Stefanie will send to Cynthia
- Moonwater’s session topic – Chyerl?
- Kaylee’s session – need information for page 9
- Description for Session 3C – Kartha will forward to Cynthia
- US Immigration might not be able to come
- Meet the Speakers, Page 12, needs updating

Taking this discussion into account, Gary will e-mail the Board the proposed changes/additions to the conference schedule for confirmation/approval.

HRCI Certification Process:

- Keith not present – Gary will contact Keith

Board Elections

- No special information needed to go out – just 60 days’ notice to chapter
- Pre-printed ballot with nominations ahead of time and open for new nominations for the day of the conference
- Amendments to By-laws – Gary will have pre-printed for meeting

Positions to be considered –

President – Cynthia

President Elect – open for new vote – Gary suggests we nominate someone from the current board

Past President – Gary

Secretary – Doug (will be his second year)

Treasurer – Anne is over the two years, but she can be re-elected. Gary will talk to her

Program Chair – Chyerl has been unofficially filling this – Currently our members are also helping with this

Stefanie – Where are the new positions that we talked about at our Board meeting retreat?

Gary will send to us.

Membership Chair (which Chyerl has been doing – Past president) and Partnership chair (which Stephanie has been doing). Add members' at large numbers. Partnership chair should become a new position.

Kartha is talking with the Bainbridge (BGI) President to maybe take over her role. She needs to take the next year off. Will maybe be back the following year. Kartha will let Gary know her response.

How many members at large do we want to have? Stefanie would like to see 3 new members at large added. Teresa Elliott from WSU has shown interest to join the board as a member at large.

Stefanie moved to make members at large to 9 members - Approved

Business Meeting Topics:

Gary reminded the Board that Board membership solicitation, according to our Chapter By-Laws, must be sent to membership 60 days prior to elections. In the next 2-3 weeks, Gary will draft a letter and send it to Board members for review. This information will be sent to members in early May. At our April Board meeting, we will discuss anticipated openings, including the possibility of adding more Member-At-Large positions to the Board.

Meeting adjourned at 10:45 a.m.

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

Conference Phone Call In:

1-888-204-5987

Access Code – 9588697#

WA State CUPA Board Meeting – Phone Conference

May 23, 2013 10:00 a.m.

Present: Gary Womelsduff, Cynthia Johnson, Kartha Heinz, Keith Woody, Deena Forsythe, Anne Winkelman, Doug Adelstein

Absent: Stefanie Durand, Chyerl Wolfe-Lee, James Busalacchi

Gary opened the meeting. The April, 2013 meeting minutes will be distributed today. Please contact Sherri if you have corrections.

Conference Program:

Some session descriptions and bios still missing:

- Moonwater (Chyerl)
- WWU Wellness (Sherri)
- E-verify and U.S. Immigration (Gary will contact Stefanie)
- Bio missing from Susan Ganley (Gary)

Couple of typos (Cynthia)

Update on Mercer exit directions to SPU (Gary)

Room Assignments – The rooms are reserved. Gary is finalizing the session assignments.

Registration Update –

- **Current Registered** – 50 as of today. Not all board member institutions are registered yet (about 20 more will be registered soon). Goal for the conference is to exceed 100 participants.
- **Web Registration** – Some questions about access. The registration link “disappeared” this morning. Deena is checking and will address issues ASAP.

National Office E-mail Blast Tomorrow (May 24)

Personal Contacts Update – most contacts have been made. Will be completed very soon.

Eastern WA Roundtable Report – Gary attended on May 20. Sponsored by WSU. Colleges and universities from central and eastern WA. About 20 participants from about a dozen institutions. Gary invited attendees to the conference and distributed a draft program. Asked participants to consider serving on Board for upcoming year. Gary got e-mail addresses and will follow-up re: conference and state CUPA-HR involvement.

HRCI Credits Update – Keith would like the program finalized by the end of May so that he can make the application for credits.

Conference Packet – what content do we want included?

- **Contents?** Program (Cynthia). Attendee list (Anne). Directions to Ponti's (Gary). HRCI credit process info. (Keith) A welcome from the President (include brief summary of Nat. and State CUPA-HR and an invitation to become involved) (Gary). Save-the-Date for the Western regional (?). Proposed by-law changes and a state board ballot (Gary).
- SPU will print and assemble.
- Nicer folders? Yes. (Gary).
- Need packet info by/before late June.

Name Tags – Keith volunteered to handle. Anne will provide names to Keith soon and will provide as new participants register. Nicer name tags? Yes.

Payment for Ponti Seafood Grill – already arranged between Gary and Anne. \$500 deposit is in process.

Other Items?

Open 2013-2014 Board Positions –

- At-large members on ballot.
- President becomes Past President.
- President-Elect becomes President.
- President–Elect will be open. (if interested, contact Gary)
- Treasurer will be open. (if interested, contact Gary)
- Doug will serve year 2 as Secretary.

Association Leadership Program (ALP) – Cynthia and Gary are registered for ALP on July 12-14 in Salt Lake City. National CUPA pays for one state participant and our chapter is paying for the 2nd.

Meeting adjourned at 10:43 a.m.

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

Conference Phone Call In: 1-888-204-5987

Access Code – 9588697#

WA State CUPA Board Meeting – Phone Conference

August 16, 2013 9:00 a.m.

Present: Cynthia Johnson, Gary Womelsduff, Keith Woody, Deena Forsythe, Anne Winkelman, Chyerl Wolfe-Lee, James Busalacchi, Theresa Elliott-Cheslek, Rafael Siguenza, Stefanie Durand, Doug Adelstein

Absent: Kerry Hansen

Cynthia opened the meeting.

- 1. Welcome New Members:** Kerry Hansen (Bainbridge Graduate Institute), Rafael Siguenza (Walla Walla), Theresa Elliot-Cheslek (WSU)
- 2. Discuss Revised Bylaws** – By-Law changes were approved by membership at the summer conference. Board completed a final review and supported the changes unanimously.
- 3. Discuss Conference Evaluations, Issues, Suggestions** – Board members have previously reviewed the conference evaluation summary. Discussed ratings/feedback about keynote speakers. As a result of the small amount of evaluations returned, we will consider an online eval for the 2014 conference. The reception after the conference was well done, but the number of attendees was less than expected. If an after-event reception were at the site of the conference, attendance would likely be higher.
- 4. Preliminary Review of Conference Costs** – Report from Anne. Fees/expenses were about \$14,000. Registration revenue was about \$6,900. Sponsor revenue was about \$11,000. Fund Balance after conference costs paid is \$17,500. Anne will distribute a financial sheet for board members.
- 5. Changing of the Guards (Banking)** – Switching signature authority from Anne to Deena and added Cynthia. Gary remains a signatory on the board account. Deena has a phone conference next week with other state chapter treasurers.
- 6. ALP Conference Report from Cynthia and Gary** – Discussed an increase of interaction between state and regional/national board members. National CUPA-HR has assigned Issac Dixon (Assoc. V.P. of HR at Lewis and Clark College) as WA State CUPA-HR regional representative. Issac hopes to offer our Board an orientation to better understand our national and regional efforts, and coaching for continuing to make our service to our state colleagues even stronger. Issac will try to attend our board's fall retreat.
- 7. 2014 Regional Conference in Seattle and State Conference?** The Western Regional conference is in April, 2014 in Seattle, at the Grand Hyatt Hotel. WA CUPA-HR (as the host state chapter) is asked to assist with the regional conference. Cynthia will find out more information. Do we have a 2014 state conference? Do we combine a mini-state conference with the regional conference? And/or do we consider mini-conferences on both sides of the state? Corporate sponsors may be hesitant to support the regional and the state conference a couple of months later. Tagging onto the front end of regional

(earlier on the first day of...) is preferable to extending after the regional conference. Prior to our fall planning retreat, will survey our members for their feedback. *(Gary and Keith will develop a survey.)*

8. Fall Planning Retreat

- **Date** – October 3 or 4, 2014 (10a.m.-3p.m.) with a working lunch
- **Location** – CWU (James will check)
- **Agenda** – Board education with regional rep Issac Dixon and discussion of Regional/State Conferences

9. Monthly Conference Calls – Monthly phone meetings will be held on the fourth Friday of the month at 9am, and more frequent in the spring.

Meeting adjourned at 10:02 a.m.

Next Phone Meeting – Friday, September 27 at 9:00 a.m.

Conference Phone Call In: (712) 432-1500

Access Code – 850338#

WA State CUPA Board Meeting – Phone Conference

September 27, 2013 9:00 a.m.

Present: Cynthia Johnson, Gary Womelsduff, Deena Forsythe, James Busalacchi, Theresa Elliott-Cheslek, Rafael Siguenza, Kerry Hansen, Doug Adelstein

Absent: Keith Woody, Stefanie Durand, Anne Winkleman, Chyerl Wolfe-Lee, Sherri Nelson

Cynthia opened the meeting.

Approval of Prior Meeting Minutes – motion to approve August and September, 2013 board meeting minutes by Doug and second by Rafael. Minutes were approved unanimously.

Chapter Affiliation Agreement Signed – questions/concerns? No.

Board Retreat – Issac Dixon (regional representative) is unable to attend the retreat but may be able to participate via Skype. The facility at CWU will support this option and the board would appreciate Issac's participation. The retreat will be held on Friday, October 18 from 10 a.m. to 4:00 p.m. (with a working lunch) at Central Washington University in Barge Hall, Rm. 304. Those planning on attending this meeting should notify James so that he can finalize his planning.

Agenda Items?

- Regional/national CUPA support options for our state chapter?
- Regional Conference– what support needs will WA State CUPA be asked to meet?
- Regional and State Conference(s) – a coordinated effort? If so, what should we consider offering in addition to or in lieu of our annual July meeting? A mini pre-conference for WA State, possibly at Central Washington University?
- Topics or theme for the regional conference? Cynthia will contact Kris Codron, regional board member from Lewis & Clark, to gather information.

2014 ALP Training – July 11-12 in Tampa, FL. President and President-Elect will attend.

Monthly Conference Calls – Monthly phone meetings will be held on the fourth Friday of the month at 9am, and more frequent in the spring.

Meeting adjourned at 9:27 a.m.

Next Meeting – Friday, October 18, 2013 (10:00 a.m. – 4:00 p.m.)

WA State CUPA Board Retreat
Central Washington University, 304 Barge Hall
Ellensburg, WA

October 18, 2013 10:15 a.m. – 3:00 p.m.

Present: Cynthia Johnson, Keith Woody, Gary Womelsduff, Anne Winkleman, Deena Forsythe, James Busalacchi, Theresa Elliott-Cheslek, Rafael Siguenza, Kerry Hansen, Doug Adelstein

Absent: Stefanie Durand, Chyerl Wolfe-Lee, Sherri Nelson

10:00 a.m. Cynthia opened the meeting

10:15 a.m. New Board member introductions

10:30 a.m. Special Guest Issac Dixon (regional CUPA representative from national CUPA-HR) participated through Skype. Issac is the Associate Vice President and Director of Human Resources at Lewis and Clark College, Portland, Oregon. Isaac's discussion topics included:

- What are our (CUPA-HR WA) objectives in the next 1-2 years?
 - Chapter growth – greater presence in state and especially in the central and eastern part of the state
 - Explore increased opportunities for involvement of our members (beyond serving on the state board) – could have committee sign-up sheets at both the regional and state conferences
 - Expand our support beyond our annual state conference
 - Explore the possibility of holding subject specific, mini-conferences supported by our vendors (e.g. retirement readiness)
 - Increase/improve our web presence; communication through multiple forms/formats and increase use of cross-platform communication
 - Expand our efforts beyond professional development and networking opportunities
 - Isaac encouraged officers to look into HR Boot Camp (on the National CUPA-HR website) – targeted for the junior to mid-level higher ed HR professional
- Isaac reviewed the 6 Strategic Priorities for National CUPA-HR and the Board discussed their relevance to our members
 - Regional/National CUPA support options for our state chapter?
 - National CUPA could provide our state chapter more/better demographics of our members
 - Discussed emerging trends in higher education HR and the opportunity to weave these topics into our conferences (e.g. the explosion of online learning, telework opportunities/issues, how to attract and retain the Generation Y workforce, cyber security, etc.)
 - Desire to add a Diversity track to our conferences – How to operationalize the effort to increase diversity (recruitment and retention) in real and practical ways on a day-to-

day basis on our campuses (e.g. How does the repeal of DOMA impact our administration of benefits?)

- Need to develop better qualitative skills - address organizational metrics (dashboards) so that we can share with our executive officers in efficient/effective ways
- Discussed the 2014 state conference in light of the Western regional conference being held in Seattle in April, 2014.
 - WA State CUPA-HR could hold our regular state conference in July; and/or
 - Hold a mini-state session at the beginning or end of the regional conference; and/or
 - Hold our annual business meeting at the regional conference; and/or
 - Request naming rights for a specific day (or a specific topic track) at the regional conference

11:45 A.M. July, 2014 State Conference – yes or no? The Board continued discussing the many facets of this topic.

12:00 P.M. WA State CUPA-HR Involvement/Presence at Western Regional Conference – The following ideas were generated:

- “State” shirts for board members
- Serve as room hosts for sessions
- Sponsor a social
- Staff a table at the exhibitor’s exposition
- Provide a hospitality room for WA members

12:15 P.M. Shop Talk Lunch

1:15 P.M. July, 2014 State Conference – yes or no? (continued) Gary and Keith previously circulated a state survey to better inform this decision. Gary provided an overview of the survey tool and led a discussion of the results. 41 colleagues around the state responded by completing the survey. There was no clear indication that our annual state conference would not be supported in 2014. Weighing the many pros and cons of this decision during a year in which our state is hosting the spring regional conference, the Board decided to maintain our current practice.

Since the regional conference will be held in Seattle, the Board decided to hold our state conference at Central Washington University (Ellensburg). James, our CWU host, confirmed that his University would support this.

Other State Conference Ideas:

- Provide a small school scholarship to attend our state conference
- Have a raffle for attendance at the next year’s state conference and/or to access the CUPA-HR Boot Camp

2:15 P.M. Mission/Vision

Mission – The Board collaboratively created the following as our state CUPA-HR mission: *“To be the Professional Human Resources organization for Higher Education in Washington State.”*

Vision – The Board suggests adapting the first four National CUPA-HR strategic priorities for our state with an immediate focus on goals 1, 3 and 4. **WA State CUPA-HR Vision** - *Advance the role of the Higher Education HR professional in Washington State by:*

- 1. Creating learning and development opportunities that help ensure the present and future professional excellence and success.*
- 2. Proactively influencing Washington State legislative and regulatory issues that impact higher education, human resources and the higher education workforce.*
- 3. Identifying emerging human resources and higher education trends and address their impact on the higher education workforce.*
- 4. Embodying a culture through diversity, inclusion and equitable practices in order to achieve excellence in higher education.*

2:45 P.M. State Conference Details

- Consider running the state conference from 9:00 a.m. (or 9:30) until 3:30 p.m.
- Conference Theme? Since this conference will be held on the east side of the mountains for the first time, it was suggested that *“New Directions.....Emerging Trends,”* could be an appropriate theme. In addition to previous workshop and subject track ideas discussed, the Board offered Employment Law Update, Bullying in the Workplace, Background Checks and Succession Planning for HR (and assisting higher education leaders).

3:00 P.M. Meeting adjourned.

A special thank you to Board member James Busalacchi and Central Washington University for hosting our retreat!

Next Phone Meeting – Friday, November 22, 2013 (9:00 a.m.)

WA State CUPA Board Meeting (by phone)

November 22, 2013 9:00 – 10:00 a.m.

Present: Cynthia Johnson, Keith Woody, Gary Womelsduff, Anne Winkleman, Deena Forsythe, Rafael Siguenza, Kerry Hansen, Sherri Nelson, Doug Adelstein

Absent: Stefanie Durand, Chyerl Wolfe-Lee, Theresa Elliott-Cheslek

Cynthia called the meeting to order.

Approval of Minutes – Keith moved to approve the October 18, 2013 board meeting minutes. Gary seconded the motion. The minutes were approved unanimously.

Resignation – At-large member James Busalacchi (Central Washington University) has resigned from the board, as he has accepted a new position in California. The board thanks James for his service and wishes him the very best in his new venture. It is still to be determined if another CWU HR professional will replace James on the board.

2014 State Conference – With James' departure from CWU, will this impact the possibility of holding our state conference at Central Washington University? Cynthia will discuss this with James. The consensus of the board is to hold the state conference at CWU if possible.

Western Regional Conference Update – Keith and Gary met with the Western regional planning group to discuss ways in which WA State CUPA could be involved in this conference. The board discussed this topic at length.

Regional conference attendance is expected to be around 200. There is not a conference theme or a keynote speaker at this time. The regional planning team will meet again in early December. They are very receptive to our state chapter's participation at this conference.

There was some discussion about our state chapter hosting a hospitality table – regional is very interested in this. The planning team also solicited ideas for area activities (outside of conference) for conference attendees, including ideas for the evening (gala) event.

If our state chapter holds a pre-conference event, Regional would likely provide the room.

After much conversation regarding our state presence at the regional conference, there was preliminary consensus that our state chapter hold an hour long Sunday afternoon (pre-conference) reception for WA state attendees. It would be an informal networking social in which we could have state chapter information available. Prize drawings (e.g. complimentary state conference attendance) could be held.

All agreed that the goal for a state presence at regional is to build awareness about our state chapter, invite broader participation with our state chapter and expand attendance at our annual state conference.

Action (decision) steps for WA – (1) state pre-conference gathering details and, (2) how to assist the regional team

December Meeting – the December 27 meeting is rescheduled for December 20.

Meeting Adjourned at 10:00 a.m.

Next Phone Meeting – Friday, December 20, 2013 (9:00 a.m.)

Conference Phone Call In: (712) 432-1500

Access Code – 850338#