

WA State CUPA Board Meeting (by phone)

January 17, 2014

9:00 – 10:00 a.m.

Present: Cynthia Johnson, Keith Woody, Gary Womelsduff, Stefanie Durand, Deena Forsythe, Rafael Siguenza, Kerry Hansen, Doug Adelstein

Special Guest: Veronica Gomez-Vilchis, Central Washington University

Absent: Theresa Elliott-Cheslek, Chyerl Wolfe-Lee, Anne Winkleman, Sherri Nelson

Cynthia called the meeting to order.

Introduction of Special Guest - Veronica Gomez-Vilchis, Program Specialist – Equal Opportunity & Employee Development from Central Washington University (CWU). CWU has agreed to host the 2014 CUPA-HR Washington Chapter Conference.

Approval of the December Minutes – Motion to approve by Cynthia, second by Rafael. Approved unanimously.

2014 CUPA-HR Washington State Conference – Originally planned tentatively for July 9. Because of planned summer activity at CWU, later in July works better. The annual Jazz in the Valley festival runs from July 25-27. Veronica will check on hotel availability during Thursday and Friday night and will report back by January 21. CWU could also provide dormitory housing if needed.

Update CWU on Previous Conferences – general structure summary and facility needs, including food/beverage requirements

2014 State Conference:

- **Theme** - “*New Directions.....Emerging Trends*” was selected as our conference theme at the October, 2013 board meeting.
- **Vendor Liaison Identification** – The Board is grateful for the amazing job Stefanie has done, providing leadership in this role for years. Gary is willing to assume this responsibility.
- **State Conference Brochure** – To include: conference theme, general schedule/cost, keynote speaker, Jazz in the Valley information, State Chapter mission/vision, lodging accommodations.
- **State Conference Program** – Cynthia is willing to assume this responsibility again this year.
- **Keynote Speaker Ideas?**

Rob McKenna from SPU. (*Chair, Dept. of Industrial/Organizational Psychology and Executive Director, Center for Leadership Research & Development, Seattle Pacific University*) topics that include everything from strategic networking, learning from experience, and sacrificial leadership, but the topics below feel like they have particular relevance to the CUPA audience.

Development Plans That Aren't a Waste of Time: Strategies for Creating a Learning Culture in Your Organization

We know that development plans for employees are important, but how does an HR department support the learning and growth of employees when there is so much other work to do? The focus must be on choosing a process that employees are excited about, can own themselves, and that doesn't tax the other human resources initiatives for which your HR staff are responsible. This session will point out the most critical aspects of a development planning process, strategies that make these tools for employees more than "just another thing they have to do", and highlight an innovative online system being used successfully by other organizations.

Leading Under Pressure: Developing Your Leadership Capacity for When It Matters Most

Whether you are a parent or a president, your leadership matters most in these difficult times, and leaders need specific strategies for leading well when they are needed the most. In this area, Dr. McKenna Targets 11 research based strategies for leading well when you are facing the toughest of times with your team or your organization. The focus is on identifying each person's emotional tendencies when they get under pressure, and specific behaviors that can help them lead well and stay connected to those around them.

Debrena Jackson Gandy (specialty is more on personal development but she can customize for our group and focus on team / leadership development that ties to personal development.) - Best-selling author, engaging, award-winning speaker, business consultant and coach. Leading expert on personal growth and transformation and team building. A graduate of Pepperdine University, Ms. Gandy has been named *Outstanding Young Woman of America* in Who's Who Among Top Minority Executives and Who's Who Among Professional and Executive Women.

<http://www.youtube.com/watch?v=rdYgp6r7tBs>

<http://practicalsolutionszone.com/experts/debrena-jackson-gandy/>

<http://www.seattlebookings.com/speakers/Debrena+Jackson+Gandy.php>

Richard DeShields from CWU.

Marilyn Grey, independent consultant.

- **Washington Chapter Membership List** – Cynthia has been working to update this list.
- **Check our conference timeline chart to assist in our planning / decision making.**

Western Regional Conference Update – Regional conference information has just been posted on the Western Region website.

- **WA Board Participation** – As of now, our plan is to staff a hospitality table.
- **WA Chapter Welcome** – Table with giveaways and chapter information (development/printing) – discussed coordinating our marketing/printing needs for the regional and state conferences with Greystone.
- **Welcome to Seattle Brochure** – Gary has prepared a draft "local activity" brochure. A representative from CUPA Western Region conference committee has seen this draft. WA

State CUPA is not expected to provide or host local activities at the conference. Will these event require us as Board members to facilitate

Meeting Adjourned at 9:58 a.m.

Next Phone Meeting - Friday, February 28, 2014 (9:00 a.m.)

Conference Phone Call In: (712) 432-1500

Access Code - 850338#

WA State CUPA Board Meeting (by phone)

February 28, 2014 9:00 – 10:00 a.m.

Present: Keith Woody, Stefanie Durand, Rafael Siguenza, Anne Winkleman, Sherri Nelson, Veronica Gomez-Vilchis

Absent: Theresa Elliott-Cheslek, Chyerl Wolfe-Lee, Cynthia Johnson, Gary Womelsduff, Deena Forsythe, Kerry Hansen, Doug Adelstein

Keith called the meeting to order.

Approval of the January Minutes – Motion to approve by Sherri, second by Rafael. Approved unanimously.

2014 CUPA-HR Washington State Conference – The date has been set for July 24, 2014. Veronica has secured the Student Union Rec Center (Event Center) for our conference. The ballroom holds up to 400 people and can be divided into sections. She suggested that maybe the vendors could be off in a side room/section. She has reserved 4 other rooms, two of these rooms hold up to 32 people and the other 2 hold up to 40 people. Keith stated that there are usually 3 breakout sessions at a given time. These rooms are all equipped with computers, projectors, screens, etc. We have to use CWU's catering/dining services. They provide the same variety of lunches we have had the last few years at our venues (sandwiches, salads, etc.)

2014 State Conference:

- **Theme** - "New Directions.....Emerging Trends" was selected as our conference theme at the October, 2013 board meeting.
- **Vendor Liaison Identification** – Gary not at the meeting, but there are 5 confirmed and 3 possibilities. Keith to confirm with Gary.
- **Save the Date** – Stefanie will send this out to CUPA-HR members.
- **Speakers/Presenters** – Keith is not sure where we are with speakers, but will check with Cynthia for an update. Stefanie suggests that Valic and/or AON speak/present. They are good about it not being a sales pitch.
- **Keynote Speaker Ideas** –

Rob McKenna from SPU. (*Chair, Dept. of Industrial/Organizational Psychology and Executive Director, Center for Leadership Research & Development, Seattle Pacific University*) topics that include everything from strategic networking, learning from experience, and sacrificial leadership, but the topics below feel like they have particular relevance to the CUPA audience.

Possible Topic - Leadership Traits/Strategies That Can Be Developed During Stress or Turmoil

Richard DeShields from CWU – Associate Dean for Student Services - Veronica has heard him speak and says he is a great speaker.

Stefanie suggests that we have 2 speakers. One in the morning to start things off and one in the afternoon during lunch. Veronica will talk with Richard about Keynote topics for a kickoff to the conference.

- **Website** – Anne will work with Deena on the website registration and get it available quicker than last year, which was April or May. There was some discussion about using another payment method, but it was determined to stick with PayPal.
- **Budget** - There is approximately \$17,500. Stefanie – Plenty of money for a good conference. Also should think about sending a third person to the National CUPA-HR Leadership Orientation Conference.

Western Regional Conference Update – Regional conference information has just been posted on the Western Region website.

- **WA Board Participation** – Cynthia, Gary, Doug, Stefanie, Keith are all attending.
- **WA Chapter Welcome** – Welcome table with chapter information for WA members. Those attending would rotate working the table during open expo but not during sessions. Also have a clip board so that those interested in being added to our listserv can sign-up when no one is sitting at the table. More discussion coordinating our marketing/printing needs for the regional and state conferences with Greystone. Stefanie suggested we also do the Save The Date flyer with them, we print them and hand out at Regionals.
- **Welcome to Seattle Brochure** – Gary has prepared a draft “local activity” brochure. A representative from CUPA Western Region conference committee has seen this draft. WA State CUPA is not expected to provide or host local activities at the conference. Will these event require us as Board members to facilitate

Meeting Adjourned at 9:50 a.m.

Next Phone Meeting – Friday, March 28, 2014 (9:00 a.m.)

Conference Phone Call In: (712) 432-1500

Access Code – 850338#

WA State CUPA Board Meeting (by phone)

March 28, 2014

9:00 – 10:00 a.m.

Present: Keith Woody, Stefanie Durand, Rafael Siguenza, Anne Winkleman, Veronica Gomez-Vilchis, Theresa Elliott-Cheslek, Cynthia Johnson, Gary Womelsduff, Deena Forsythe, Kerry Hansen, Doug Adelstein

Absent: Chyerl Wolfe-Lee, Sherri Nelson

Cynthia called the meeting to order.

Approval of the February Minutes – Motion to approve by Keith, second by Anne. Approved unanimously.

2014 CUPA-HR Washington State Conference: *“New Directions.....Emerging Trends”* – The date has been set for July 24, 2014 at Central Washington University. The conference checklist was reviewed. Concurrent sessions should be finalized soon. General session speakers, workshop session facilitators and vendors need to be finalized.

- Board members contacted Richard DeShields, Assoc. Director for Student Housing and New Student Programs at CWU. Richard is also adjunct faculty. Richard incorporates “Strength Finders,” to guide a discussion. Several board members are familiar with and are very positive about this book. Each book has an access code for the user to take an assessment of strengths. Richard has offered to present at the state conference without charge. The board supports Richard to be our conference’s keynote speaker. Veronica will speak with him to finalize details. We would also like for Richard to lead a workshop session.
- Discussed the possibility of an afternoon general session speaker. We discussed the budget availability for this.
- Want to invite a lawyer for the lunch time legal update. Possibilities are Shannon Phillips (Summit Law Group) or a contact Kerry has.
- Workshop topics? Succession planning, phased retirement, recent NLRB decisions that affect higher education, healthcare reform, possible changes in overtime rule legislation, Veteran’s Outreach, Disability Accommodations, generational differences in the workplace, etc.
- Board members committed to connect with their contacts.
- Cynthia will gather workshop, speaker and agenda details and will distribute to the board for input.
- Deena will update the conference time (10-4) on our chapter website.
- For HRCI credits, the agency requires a review of detailed conference program agenda.

Western Regional Conference Update –

- **WA Board Participation** – Cynthia, Gary, Doug, Stefanie, Keith are attending

- Keith update – overseeing the development of a bi-fold brochure for our state conference. Needs details on the keynote speaker and workshop topics. Number of brochures to print? Will print 150. We could also e-mail this tool to non-attendees.

Next Board Phone Meeting – it was decided that the board should meet in 2 weeks to continue finalizing plans for our summer conference. We will connect in a phone conference on Friday, April 11 at 9:00 a.m.

Meeting Adjourned at 10:10 a.m.

*Next Phone Meeting – Friday, **April 11, 2014 (9:00 a.m.)***

Conference Phone Call In: (712) 432-1500

Access Code – 850338#

WA State CUPA Board Meeting (by phone)

April 11, 2014 9:00 – 10:00 a.m.

Present: Keith Woody, Veronica Gomez-Vilchis, Theresa Elliott-Cheslek, Cynthia Johnson, Deena Forsythe, Kerry Hansen, Rafael Siguenza, Doug Adelstein

Absent: Chyerl Wolfe-Lee, Sherri Nelson, Gary Womelsduff, Anne Winkleman, Stefanie Durand

Cynthia called the meeting to order.

Approval of the March Minutes – Motion to approve by Keith, second by Kerry. Approved unanimously.

2014 CUPA-HR Washington State Conference: *“New Directions.....Emerging Trends”* – July 24, 2014 at Central Washington University.

Speakers Update:

Michael Rask (AON Hewitt) – Affordable Healthcare Act and the 30-hour requirement.

Ann Preston – Not available. Seth Bernstein from her office could speak on Discrimination/Retaliation Claims in Higher Ed.

Kellis Borek (Washington Employers) and Ron from Ann’s office could address leading labor relations in a union environment and leading employee relations in a non-unionized environment.

Succession Planning? Ideas for a speaker? Board members will make contacts.

Henry Farber (Chair, Firmwide Employment Practice) or Chris Martin (DTW) – FLSA Update - Exempt status changes

Richard DeShield, Assoc. Director for Student Housing and New Student Programs at CWU – Morning Keynote Speaker, Strength Finder books available, Strength Finder breakout session.

Jenna Hyatt – Generational Differences. Not confirmed yet. Veronica is verifying. Deena recommended Christopher De Santis and will contact.

Reorganization – Doing Business in a New Way?

Veteran's Outreach & Compliance – Lori Allen, Dir. of Affirmative Action and Equal Opportunity at U.W., agreed to lead a breakout session.

Cynthia will create and distribute a tentative workshop agenda to board members.

Western Regional Conference Update – (Doug, Cynthia, Keith, Gary, Stefanie & Anne are attending)

- State Conference flyers being printed – 150 copies.
- Welcome Table – will get an update from Gary. Needs for table aside from flyers?
- Other responsibilities? Cynthia will check.

Meeting Adjourned at 10:10 a.m.

Next Phone Meeting – Friday, April 25, 2014 (9:00 a.m.)

Conference Phone Call In: (712) 432-1500

Access Code – 850338#

WA State CUPA Board Meeting (by phone)

April 25, 2014 9:00 – 10:00 a.m.

Present: Keith Woody, Theresa Elliott-Cheslek, Cynthia Johnson, Deena Forsythe, Kerry Hansen, Doug Adelstein, Sherri Nelson, Gary Womelsduff, Stefanie Durand, Anne Winkleman

Absent: Chyerl Wolfe-Lee, Veronica Gomez-Vilchis, Rafael Siguenza

Keith called the meeting to order.

Approval of the March Minutes – Motion to approve by Doug, second by Theresa. Approved unanimously.

Board Membership – discussion about available board positions for the 2014-15. Secretary position (2-year term) will be open as well as all of the other offices. Doug is not able to continue on the board in the upcoming year. Outreach to other institutions was discussed. Board members are making contacts.

2014 CUPA-HR Washington State Conference: “*New Directions.....Emerging Trends*” – July 24, 2014 at Central Washington University.

Speakers Update:

Tina Janni from WWU will present a breakout session on *Generational Differences in the Workplace*.

Veronica continues to make contacts for other breakout session facilitators.

Kellis Borek (Washington Employers) will address leading employee relations in a non-unionized environment and will also provide an NLRB update.

*Speaker biographies and workshop session summaries should be sent to Cynthia.

Sponsorship: Gary will provide sponsor information to Cynthia. Checks are beginning to be received.

Western Regional Conference Update – (Doug, Cynthia, Keith, Gary, Stefanie & Anne are attending)

- Cynthia will deliver a welcome from WA State CUPA-HR. Will introduce board members, announce the summer conference and invite membership in/involvement with the state chapter. Will reference our brochure.
- Welcome Table – Gary, Keith and Doug will meet at the hotel at 3pm on Sunday. Will not staff the table during sessions. Should staff the table at 8-9am and at breaks. Scheduling will be completed Sunday evening.
- State Conference flyers are printed – 175 copies. Keith will bring.
- Doug will provide a supply of board position summaries available as an encouragement to invite participation. The board contact list will be attached.

Meeting Adjourned at 10:00 a.m.

Next Phone Meeting – Friday, May 23, 2014 (9:00 a.m.)

Conference Phone Call In: (712) 432-1500

Access Code – 850338#

WA State CUPA Board Meeting (by phone)

May 30, 2014 9:00 – 10:00 a.m.

Present: Keith Woody, Gary Womelsduff, Deena Forsythe, Sherri Nelson

Absent: Chyerl Wolfe-Lee, Anne Winkleman, Stefanie Durand, Veronica Gomez-Vilchis, Theresa Elliott-Cheslek, Cynthia Johnson, Kerry Hansen, Rafael Siguenza, Doug Adelstein

Keith called the meeting to order.

Approval of the May 12th Minutes – Motion to approve by Sherri, second by Deena. Approved unanimously.

2014 CUPA-HR Washington State Conference: *“New Directions.....Emerging Trends”* – July 24, 2014 at Central Washington University.

Chapter Website and Conference Registration

- Anne has not yet been able to take over maintaining the website, so Deena is still doing this.
- Dena reported that the registration is up and running on our website with 10 registrations so far.
- Dena would like to take Jessica up on her offer to send out an email blast to CUPA members – She will follow up with Jessica.

Bank Account

- Dena reported that she has deposited for 9 vendors for a total of \$4,167.00.
- The new balance in the bank account is \$20,980.81.

HRCI Certification Process

- Keith reminded us that this process takes 4-6 weeks ahead of time to get approval done.

Conference Program Review

Keith led the group through the program and all agreed with the following:

- It was suggested that the cover photo from the regional conference flyer handed out should be used on the program – All agreed – Keith will let Cynthia know.
- Cynthia still needs several bios – Keith will send out reminder to the board requesting them.
- Still need directions and parking instructions from CWU – Keith will email Veronica and request the information to put on website and program.
- There is a typo on the program in the ‘where to stay in Ellensburg’ – Keith will let Cynthia know.
- We still need a logo for DWT Immigration (vendor – Silver section) – Gary will contact them for logo.
- It was decided that Cynthia will acknowledge the sponsors during her introduction and have them stand up.
- Valic’s presentation – Fine Wine and Finance – All agreed to let them present since they have been consistent sponsors for our event – Cynthia will fit them in the schedule.

- Deena received an email from TIAA Cref regarding sponsorship in Silver level – Deena will forward to Gary to take care of. They need to be added to the program.

It was decided to consider Galen Emanuel and Marc Sachnoff for next year's speakers.

Business Meeting Topics

There was discussion on board member elections. At the regional conference Keith had a couple of people approach him for information on getting more involved with the board. Maria Woods, HR Generalist from Bellevue College and Jason Bavuso, HR Director at Antioch University. Keith will send them an invitation to the conference and inquire if they are still interested in serving on the board.

Deena will be President Elect and Treasurer next year. Deena just got done transferring everything over into her name for the bank account along with the debit card, which took some time doing. She would be happy to serve the two position for the upcoming year now that she has done all of this. Gary suggested we open the website position so that she isn't responsible for 3 positions/areas. It was agreed that we should have Deena continue in her roles for next year since President Elect is not a burdensome role. This being the exception not the norm.

Theresa will be new secretary next year – This still needs voting on.

Positions at Large – Those new interested can be suggested.

Need to do a ballot with current positions filled in with names and those positions that are opened people could vote on.

Meeting Adjourned at 9:57 a.m.

Next Phone Meeting - Friday, June 27, 2014 (9:00 a.m.)

Conference Phone Call In: (712) 432-1500

Access Code - 850338#

WA State CUPA Board Meeting (by phone)

June 27, 2014 9:00 – 10:00 a.m.

Present: Keith Woody, Gary Womelsduff, Deena Forsythe, Anne Winkleman, Veronica Gomez-Vilchis, Theresa Elliott-Cheslek, Cynthia Johnson, Sherri Nelson

Absent: Chyerl Wolfe-Lee, Stefanie Durand, Kerry Hansen, Rafael Siguenza, Doug Adelstein

Cynthia called the meeting to order.

Approval of the May 23rd Minutes – Motion to approve by Keith second by Gary. Approved unanimously.

2014 CUPA-HR Washington State Conference: *“New Directions.....Emerging Trends”* – July 24, 2014 at Central Washington University.

Sponsor update

- Gary – Received ING payment yesterday
- Aetna not a gold partner this year
- Gary will send Cynthia an update on the sponsors and Cynthia will send complete program to group
- \$6,000 committed with \$4,100 already received
- We have sponsor, but who will actually show up for the event. Some would like to ship their information/pamphlets. Need address of where to send. Veronica said they can be shipped to HR at Central. Veronica will email Gary the direct contact and address today
- Tents on tables of sponsors and power point of sponsors running on screen

Program Review

- Keith – speaker Mike Rask at AON asked for a copy of the program so he could see when he is speaking. Should we send a copy of the program to the speakers so that they know when they are speaking?
- Cynthia – How did we do this last year? See no problem with that
- Gary – Just make sure it is the final copy
- Cynthia will send the final PDF out and those working with a specific speaker can forward it to them
- Gary will send to sponsors as well
- Veronica – I am meeting with scheduling office to help with the building set-up and workshop set-ups
- Keith – I think we should just assume that all speakers are going to need the complete set-up. Will that be a problem, Veronica. Veronica – they will charge whether they use the equipment or not, \$100 per room. We are using 4 rooms plus the ballroom – 5 total \$500 total
- Gary suggests we just do it. All agreed

- Veronica – The Ballroom is a very large room do you want the sponsors to be in that area? Gary and Sherri said that they think the sponsors like to be in the same room as the program. Set up off to the sides like we've done in the past. Gary – Pre-assigned locations. Wi-Fi is available.
- Place set-up for registration table? Yes outside of the ballroom.
- Veronica – Food – How did you know if we should get Gluten free? Gary – we just did a variety of each. It usually works out pretty good.
- Name tags: Keith will do – Conference participants – Deena will email him at least a week before the conference with all participants and sponsors

Program Packet

- Kerry will not continue on the board. She is leaving her job
- We will need ballots in the packet
- Keith sent the HRCI yesterday – Needed to get it approved – Sent Deena the expense for the application. Deena will get Keith a check out to Keith on Monday
- Next year how will this work with HRCI and SHRM – SHRM will has separated from HRCI and creating their own certification program. Might have to submit the program to SHRM. Just don't know how that is going to work so we need to stay in the loop and see how it is going
- Keith - HRCI says the change with SHRM will not impact their program. It is possible there will be two certification efforts going on. Trying to standardize it. Complexities of applying SHRM is hopefully going to easier
- Parking \$5 for the day - Cynthia will put in the program. Directions to event center and where to park. The parking lot has the machine to pay and print out the parking pass for your car.

We should meet again to finalize everything a week before on July 11th. At that meeting Deena we will need to know how many people so programs can get printed. Cynthia will do the copies. She will include the evaluation form, board election form and HRCI notification that it is pending. Let's not put the HRCI notification with the program, but hand it out at the conference instead.

Cynthia and Gary will talk off line about that stuff.

Meeting Adjourned at 9:50 a.m.

<i>Next Phone Meeting – Friday, June 11, 2014 (9:00 a.m.)</i>	
<i>Conference Phone Call In: (712) 432-1500</i>	<i>Access Code – 850338#</i>

WA State CUPA Board Meeting

December 9, 2014 ~ 1:00-1:35

Present: Keith Woody, Deena Forsythe, Casey Manahan on behalf of Theresa Elliot-Cheslek, Maria Woods, Gary Womelsduff, Cynthia Johnson, Traci Klein, Kartha Heinz, Lea Aune, Anne Winkleman

Absent: Stefanie Durand, Chyerl Wolfe-Lee

Keith called the meeting to order.

The November 18, 2014 minutes were approved.

Follow up to the November 18, 2014 Meeting:

Speakers:

- Keith updated the board on the status of Nikki Jackson. She is excited to be our keynote speaker however; she will not participate for less than \$5000.
- Board agreed the amount above was a fair price, as indicated in the November meeting.
- The conference has been changed to the 9th, due to scheduling conflicts with the speaker.
- Nikki will take the conference theme and create a presentation to connect to the CUPA framework.
- Keith will follow up with her to assure her presentation is in sync with the vision of the conference.

Location of the Conference:

- Keith and Cynthia will be visiting and assessing Bellevue College to be sure it meets the need of the July WA CUPA conference.
- They will be evaluating:
 - Seating arrangements
 - Vendor locations
 - Location of lunch
 - Bellevue College's auditorium

Finalizing the Speaker Nomination Form

- Lea has finalized the speaker nomination form after the edits from November.
- Ideas regarding distributing this form:
 - Send the nomination form to people the board thinks would be good candidates
 - Possibly sending the form to *all* of the members in WA CUPA
 - "Save the date's" with Nikki as the speaker may also be attached to the nomination form. Save the dates will be an action item for the first part of January.
- **Meeting adjourned at 1:35pm.**

Next Phone Meeting – January 13 at 1:00PM

WA State CUPA Board Meeting (Bellevue College)

October 20, 2014 ~ 9:00 – 3:00 p.m.

Present: Keith Woody, Deena Forsythe, Theresa Elliot-Cheslek, Kartha Heinz, Lea Aune, Maria Woods, Gary Womelsduff, Traci Klein

Absent: Anne Winkleman, Stefanie Durand, Cynthia Johnson, Chyerl Wolfe-Lee

Keith called the meeting to order.

The August 27, 2014, minutes were approved

July 2014 Conference

Suggestions to improve the conference included:

- Presentation Materials available on the website before and/or after the conference
- Provide presenters with a deadline to submit presentation
- Utilize something like survey monkey to get feedback on the conference and sessions from attendees
- If a presenter has more than one presentation try to keep them in the same room
- Allow enough time between presentations 10 – 15 min
- Know the costs for rooms and catering before the conference
- Have business meeting during lunch to include voting

2015 Conference Locations

- *Maria* will check information on Bellevue College and Meydenbauer Center in Bellevue
- *Theresa* will check information on Hotel/Conference location at SeaTac and check with UW on possibilities at UW Bothell or main campus and WSU Everett location

Oregon CUPA

- It was decided we won't have a joint conference with the OR chapter at this time. We may reach out to them to invite their leadership to the WA conference.

2015 Conference Date

- Depending on location availability will be either Thursday, July 9 or July 16
- Registration 8:00 – 9:00 Conference 9:00 – 4:00

2015 Conference Theme and Keynote Speaker

- Use the CUPA-HR Learning Framework for the presentations and tracks
 - What We Do – Key Higher Education HR Professional Expertise and Knowledge
 - Who We Are – Building and Developing Self and Others
 - How We Operate – Building and Developing Talent and Your Organization Management
 - Why We're Relevant – Knowledge, Information and Technology
- Conference Theme - Building Blocks to Transformational HR
- Keynote speaker ideas included: ZAPPOS presenter from Regional Conference; Rob McKenna and Lori Jentles
Keith and *Lea* will contact the national office regarding speaker options and will look into an RFP for keynote and session presenters
Maria will see if their VP for Diversity is available to present on Micro Aggression
Other topics: Playing nice in the sandbox, Leadership without title, The speed of trust
Roundtable discussion – generalist or specialist, roles and paths
WA CUPA will cover presenters lodging and travel expenses
Gary will coordinate vendors

Involve other schools and members

- *Theresa* will follow-up with Anne on website and reach out to Eastside higher eds
- *Maria* and *Cynthia* will reach out to chapter members

Non-conference Activities

- *Kartha* will look into Non-conference webinar or speaker
- *Theresa* will look into LinkedIn WACUPA group

Monthly Board Meeting:

- Next meeting Tuesday, November 18, 1:00pm
- Then scheduled for the second Tuesday of the month at 1:00pm
December 9, January 13, February 10, March 10, April 14, May 12, June 9

Assignments at a glance:**Conference**

Keith and Lea – Keynote and presenters
Maria – VP Diversity
Gary – Vendors
Theresa and Maria – sites

Other

Kartha Non-Conference events
Maria and Cynthia Membership
Theresa east side schools

Meeting Adjourned at 3:00 p.m.

Next Phone Meeting – November 18 at 1:00PM