

**WSASEA Executive Board Meeting
Wednesday, April 30, 2008
Restaurant in North Bend, WA**

Equipment Update (Camera, Laptop, Other?)

Digital Camera: Mona brought out our out-of-date digital camera and shared its lack of features, battery-hungry history and below-par capabilities (16 MB card) with the rest of the board. It definitely needs to be replaced if we still want a usable digital camera for the organization. Even though we've had this camera for about five years, we've been routinely using other people's personal digital cameras to record photos of conferences and meetings. Our options are (1) Replace this camera; (2) Not replace the camera and continue relying on others to use their own cameras and (1) Keep the old camera as a back-up/last resort camera or (2) Donate it to a charity.

Laptop Computer: WSASEA currently provides the Secretary with a Dell Inspiron 8200 laptop computer, which is vintage 2002-2003. It has Windows XP Home Edition installed for the operating system and runs Microsoft Office 2003.

It has the following features:

Pentium 4-M 1.6 GHz processor

128 MB of PC266 DDR SoDIMMs (upgradable to 1 GB)

nVidia GeForce4 440 Go 64MB graphics chip

15 inch UltraSharp UXGA monitor

30 GB 4200rpm Hard Drive

DVD/CD-RW combo drive (8x DVD and 8x/4x/24x CD-RW)

Integrated 56k modem and 10/100 Ethernet port

Windows XP Home and MS Works

It probably cost about \$2200 in March of 2002 but is woefully underpowered for today's use. Its most glaring fault is lack of WiFi capability. Its only access to the Internet is through a dial-up modem. The battery is also old and rarely holds a charge past a half-hour. Plugged in to the wall, it operates nicely, if not a little slow by today's standards. Jim used this computer very little as his own laptop was much easier and faster to use. He did a quick check on eBay and this computer is now being sold from \$50 to \$200. Although it lacks wireless Internet capability, it is still somewhat useful as a word processor with the full suite of MS Office applications. Jim is not sure how we support it with applications or if it ever needed repair. It has a nylon carrying case along with a PS/2 Mouse and Owner's Manual and serial printer cable.

A very basic \$800 laptop today could easily eclipse the capabilities of this computer. Jim recommended it be given to the President-Elect, who is the organization's historian. We could keep files, minutes, rosters and written history permanently on the hard drive. Then consider getting a newer laptop for the Secretary.

Jim also asked the board to consider purchasing a display projector so the organization would always have one. We've relied on Jeffrey Powell's HECB projector for on-screen PowerPoints but we can't really rely on that ever time. Gay

Gayle mentioned that we might need a portable printer for those times (flyers, agendas, rosters, certificates) when we need something printed and we don't have one available to us.

The Board agreed that we should look into the costs for each of these items and discuss it at a future Board meeting.

Conference Debrief

A quick review of the conference feedback sheets showed a very favorable evaluation of the conference.

We had 24 attendees, which was one short of our goal.

The Board thought the Round Table Discussion was a little short and that sentiment was echoed in the feedback sheets. Some members asked for more structure in that session and one suggested getting into smaller breakout groups to explore topics then report back to the larger group.

Some attendees said the TANF presentation didn't apply to everyone and its time slot (right after lunch) made it tough to stay awake through.

Jim suggested that we build in some free time during the day so people could explore the surrounding area. But we'd have to list this on the agenda as something other than "free time." Perhaps "networking" or "team building exercise" would fit nicely.

Jim said we should wait until the last possible moment to complete any certificates of appreciation for speakers or presenters. We got word late of some additional presenters so we didn't have certificates of appreciation ready for them.

Perhaps we allotted too much time for the business-part of the conference due in large part to the fact that we took care of much of the WSASEA business items during lull periods.

Jeffrey suggested making the conference two full days instead of three partial days. We currently begin around noon of the first day and end at noon on the third day. The issues involved with driving across state to make a 8 or 9 am meeting start the first day might be problematic. Plus we have to be out by noon on the last day of the conference.

We may consider doing the SEOTY award on the second day vice the third. (After lunch?)

We may want to add email addresses to the conference attendance sheet that is shared with everyone.

Should we consider having our keynote speaker do an evening presentation? It might be attractive especially when we have an entertainer like Debbie Wooten. That would give extra time during the day for other agenda items or for some free time to explore the area.

One member suggested a future workshop or session could be put on that would give members ideas about how to apply some of the new ideas and best practices that are learned and discussed at the conference.

Gayle thought a future session on job funding resources and budget management would be useful.

Christi thought it would be useful to hold a discussion on best practices for marketing the SWS program at your college.

Some people were mildly disappointed with the menu as compared the last conference. The hot dog lunch was an admittedly uninspired choice for a chef-provided meal.

The Board reviewed the current status of Board position nominations. More will be solicited from the members that were unable to attend the conference.

Jim mentioned that Jeff's support of WSASEA has been invaluable but that his time may become limited due to his expanding role at the HECB and there was suggestion that we formalize the HECB relationship by establishing a named WSASEA Board position such as HECB Liaison. Jeff recommended that perhaps we should submit a formal request to the HECB to have Jeff's unofficial duties added to the job description for Jeff's eventual replacement. That segued into Jeffrey Powell receiving a Certificate of Appreciation from WSASEA for his continued and essential support of our organization.

Board Recognition

The "Tres Presidentes" took the time to formally recognize the current Board for their help in putting together yet another successful Spring Conference and presented each with a plaque and kind words of thanks.

The Board then presented a small gift to Kitty for her service this year as President. They also presented a gift to Mona for last year's term as President. We failed to formally recognize her last year due to the WSEA conference pre-empting our normal spring gathering.

The Board members wished each a safe journey home and the meeting ended.