

WSASEA Executive Board Meeting

August 10, 2009

10am to 3pm

Central Washington University

“Changing of the Guard”

Introductions:

Pam Martin, President

Gayle Dohrman, Past President and Webmaster

Paula Three Stars, President –Elect and Secretary

Christi Rafer, Vice President

Kamara Brooks, Treasurer

Daphne Lightfoot, Member at Large

Robin Guevara, Past Treasurer

10:00am Meeting called to order

Gayle went over housekeeping.

Distribute and discuss Officer Duties/Timetable

Job Descriptions:

President presented each board member with a copy of the By-Laws and Executive Board job descriptions to review. The Board agreed Board job descriptions needed to be updated.

Each Board member read their job description and items of question were discussed and changes were implemented. Gayle Dohrman will update all the changes to the Boards’ job descriptions and will then email updated description to all board members for agreement.

President-updated

Past President- updated. Robin Guevara volunteered to find out more details about being the State Liaison for WASEA.

Past President- updated

Vice President-updated

Secretary- updated

Treasurer- updated. Kamara Brooks volunteered to develop an audit form to be implemented.

Member-at-Large-updated

Webmaster- updated

Secretary’s Report- approved with amendments

Treasure’s Report- approved

Members paid (2008-2009) 37 members

Old Business:

Spring Conference Feedback- it was noted the keynote speaker slot in the evening worked out better; more time to network; more free time. Break out session needed two separate rooms and more time

Other: Board members pictures needed to be updated on website.

New Business:

Committees for this year- defined by updating Board member job descriptions

Membership Drive- defined by updating Board member job descriptions

Town Meeting 2009:

Date and Time- Oct 19, 2009 TENTATIVE WAFSA & NSEA conferences are the same week.

9am to 3:30 (9-10 board members arrive)

Town Meeting Agenda:-**Topics:**

1. Ice Breaker- Daphne
2. SEOTY- how other schools honor their student employees.
3. High Demand Programs
4. SWS off campus job development
5. Keynote Speaker- Pam suggested, Frosty Westen
6. Gayle brought up the fact of the economy and the 10% discount brought in new members and suggested downsizing in paying keynote speaker and no t shirts for the conference- keeping it frugal.
7. Gayle suggested, Jaclyn Johnson, Director of career services- to present "Finding Job In A Down Economy." All agreed to have Gayle invite her.
8. SWS Community Service Project- Daphne Lightfoot suggested Kamara could do a presentation or a topic for round table
9. Coffee
10. Round Table
11. Networking
12. Lunch- sandwiches from cater.
13. Daphne Lightfoot and Kamara Brooks will bring breakfast food.

Conference Dates:

NSEA -TBA

WASEA-TBA

WSASEA -TBA

Adjourned: 3:15pm

Other Business will be covered through email.

Spring Conference Planning

Newsletter:

Topics

Respectfully Submitted:

Paula Three Stars