

Date of Meeting:		Tuesday, April 12, 2016	60th Annual WACE Conference Business Meeting Long Beach Hilton Hotel, Long Beach, CA Hosts: UCLA and CSU Long Beach			Total:	45			
Minute Taker:		Kenrick Ali (Secretary)				Voting:	45			
Time	Main/Sub Topic 1	Sub Topic 2/3	Speaker	Notes/Discussion	Motion 1	Motion 2nd	Vote - Appr	Vote Not - Appr	Vote -Abst	
3:25 PM	I. Call To Order		James Smith							
3:26 PM	II. Roll Call		Kenrick Ali							
			Member Roll Call (Present)	1. California Lutheran University; 2. Cal Poly University, Pomona; 3. Cal Poly San Luis Obispo; 4. Chaminade University; 5. Chapman University; 6. Chico State University; 7. CSU Channel Islands; 8. CSU Dominguez Hills; 9. CSU East Bay; 10. CSU Fullerton; 11. CSU Long Beach; 12. CSU Los Angeles; 13. CSU Monterey Bay; 14. CSU Northridge; 15. CSU San Bernardino; 16. CSU San Marcos; 17. Dominican University of California; 18. Fresno State University; 19. Holy Names University; 20. Humboldt State University; 21. Loyola Marymount University; 22. Marymount California University; 23. Occidental College; 24. Pitzer College; 25. Sacramento State University; 26. San Diego State University; 27. San Francisco State University; 28. San Jose State University; 29. Santa Clara University; 30. Sonoma State University; 31. Stanford University; 32. UC Berkeley; 33. UC Davis; 34. UC Irvine; 35. UC Los Angeles; 36. UC Riverside; 37. UC San Diego; 38. UC Santa Barbara; 39. UC Santa Cruz; 40. University of Hawaii-Hilo; 41. University of Hawaii-Manoa; 42. University of San Diego; 43. University of San Francisco; 44. University of Southern California; 45. University of the Pacific						
			Member Roll Call (Not Present)	1. Cal Poly Foundation; 2. Colburn School; 3. Pepperdine University; 4. Pomona College; 5. Scripps College; 6. Soka University of America; 7. UC Merced;						
			Kenrick Ali	Quorum established						
3:40 PM	III. Appointment of Parliamentarian		James Smith	Scott Hoffman from Cal Poly Pomona						
3:41 PM	IV. Approval of WACUHO 59th Annual Conference Business Meeting Minutes - 2015		Kenrick Ali							
			UC Riverside	Change - Last page G. - strike "s" so it reads David Stephen						
			UC Davis	Change - Under Fee Structure - Something more gradual						
			CSU Channel Islands	Change - Last item slate of candidates, Cindy Derrico, President Elect						
			Motion	To approve the WACE 2015 Minutes	UCLA	Fresno State				
			Acclimation	Acclimation called by USC. No dissent						
3:45 PM	V. Additions/Changes To Agenda		James Smith	No Additions						
3:46 PM	VI. Executive Committee Elections		Tim Trevan	Tim Trevan, Co-Nomination Chair introduced candidates for each of the positions						
		Mal - South	Tim Trevan	Rexanne, Holly, Jenna, Priscilla, Jamie						
			James Smith	Opened nominations. No additional						
		Mal - Central	Tim Trevan	Jordan						
			James Smith	Opened nominations. No additional						
		Mal - North	Tim Trevan	Justin						

		James Smith	Opened nominations. No additional					
	Secretary	Tim Trevan	Matt					
		James Smith	Opened nominations. No additional					
	Treasurer	Tim Trevan	Loyola					
		James Smith	Opened nominations. No additional					
	Vice President	Tim Trevan	Dave, Tiffany					
		James Smith	Opened nominations. No additional					
	President	Tim Trevan	Tyler, Josh, Samuel					
		James Smith	Opened nominations. No additional					
		Motion	To officially close nominations		Mary mount CA Univ.	CSU San Marcos		
		Acclimation	Acclimation called by USC. No dissent					
		Tim Trevan	Distributed ballots to voting member schools					
		Voting						
		Run Off	Position of MAL-S between Rexanne and PJ					
4:01 PM	VII. Announcements							
		CSU San Marcos	Announced that Director, Patti O'Rourke Andrews retired as of April 6					
		Chico State	Announced that Dr. David Stephen retired in December					
		CSU LA	Announced that Stephen Fleischer had moved from the Director of Housing to the Executive Director of the Student Union. Rebecca Palmer was the new Director of Housing					
		USC	Announced that Emily Sandoval is the new Director of Housing at USC					
		Cal Poly SLO	Announced that Joe Cambell is the new Executive Director of Housing					
4:06 PM	VIII. Committee Liaison Reports		Note: For the sake of time, each person gave quick snippets of their report. Members were encouraged to look on the WACUHO website for their detailed report					
	A. MAL North	Kristin Delo	Report is posted on website. Liason with NRAP, hosted by Sac State, 372 attendees. Held on Halloween Day, fantastic turnout. Philanthropy benefited ASI pantry. \$600 budget excess					
	B. MAL-Central	Chad Myers	Report is posted on website. Central RAP – Cal Lutheran – 452 attendees, only budgeted for 350. 17 participating institutions. 176 likes on facebook page. Got a lot of food to donate to the foodbank.					
	C. MAL-South	Jamie Kammerman	Report is posted on website. Worked with SRAP. University of Redlands hosted, game of Leadership. 12 committee members, 90 program submissions.					
	D. Jr. Technology Coordinator	Chad Fehr	Report is posted on website. Worked with two different committees, Religion and Spirituality Affairs; Inactive. Worked with EDA, Katie Knoll did a great job, gathered a lot of information to prepare for WACE, various roundtables, board that is outside at conference. Nancy Alonso awarded outstanding commitment to diversity scholarship.					
	E. Sr. Technology Coordinator	Matt Lewis	Report is posted on website. Continued working finding new ways to integrate on line platform. Looking at new method after business meeting to implement this year. Liaison to New Professionals committee. Consistently active committee, this year, more active than normal. Speaks volumes to organization involving new professionals.					
	F. Marketing and Communications Coordinator	Alyssa Root	Report is posted on website. Audited our social media accounts, newsletter, bounceback – out of date e-mails. Liaison with Women of WACUHO. North and South, monthly newsletter, own listserv.					
	G. Secretary	Kenrick Ali	Report is posted on website. Aside from regular duties as Secretary, stepped in as Liaison to NRAP at beginning of year until MAL-N replacement was selected.					

4:25 PM	H. Treasurer		Mako Ushihara	Report is posted on website. More information to follow as agenda topics. Liaison with Corporate Relations, Danny Mann, Robert Stephens. Proposed and adopted general guideline updates, clarification on policies. Proposed changes to fee structure. Added layer of sponsorship for different exhibitors. Liaise to FAC - Ramona Hernandez. Had audit at UC Riverside. Findings are in the minutes.
	I. Vice President		Tiffany Taylor	Report is posted on website. Mid-Level Managers, Juls White and Tyler Miller. Official name change from PMI to Mid Level Managers, what we needed to do to follow natural progression to what the committee was doing. Conducted 4 mentor tracks. Managed membership of association, active membership of 200, more than 60 serving on 2 or more committees. Saw great activity on focus of active committees and strategic plan. Proposed a couple of membership guideline changes that were approved regarding committees closing earlier for membership and size. Membership drive started on February 5, had 60 members, had a goal of 100, have 130 now.
	J. President-Elect		Cindy Derrico	Report is posted on website. Had the opportunity to liaise with Nomination Chairs, Tim and Martin, for Stephen when transitioned. Awards and Recognition – volunteer of the year, will give the other two at banquet and RW Gang earlier today. Worked with Samuel Jones as Time and Place Chair who worked with Hyatt Regency in Sacramento for WACE April 2-5, 2017. Looking at a bid development project for 2018 in a highly desirable southern California location. Leadership manual, new policies can be found on the website. Additional changes to be found by the end of the year.
	K. President		James Smith	Report is posted on website. Had 2 executive committee members leave in fall. Appointed 2 new folks: Jamie and Kristin. Worked with annual conference chairs – Josh and Christine. They will give a report later. Liaise with Past President's Committee. Has been a great addition and helped to get sound advice to move and make decisions as we move forward. The Strategic Planning committee – broke up into subgroups, been really great to see how it has developed. Tyler will speak later. Attended all RAPS. Great opportunity for students to participate. Southern WOW conference was great, attended.
	IX. Association Business			
	A. 2015 Annual Conference Overview		Josh O'Connor and Christine Phu	Attendance, 251 full attendees; 27 day attendees; 11 cancellations, 5 were vendors. Recommend: only registration for participants with an edu address. 54 schools. 57 exhibitors. Able to take down AV contract, gave back 4000 thanks to UCLA and CSULB for providing that. 80 program submissions, accepted 56. 27 corporate partners; 2 great keynotes. Wonderful food from Hyatt and Aquarium. Please fill out evaluation. Logo was designed by UCLA student.
	B. Time and Place		Sam Jones	Announced that WACE 2017 will be in Sacramento, CA, hosted at the Sacramento Hyatt. The conference is being hosted by UC Davis, Sonoma State and Sacramento State. It will be held on April 2-5, 2017. Currently there is no Chair for the conference.
	C. 2014-2015 Financial Audit Report		James Smith	Was given report by Ramona Hernandez, books are in good order, committee met at UC Riverside to review the books. Will go to Sacramento next year to open the books. There were recommendations from FAC. Our financial outlook looks good, need to look at structure, strategic plan, how we look at funds, everything going well. Continued discussion from bank and charges from Schwab, checking and saving account that are connected, no yields currently. Overall, good report that will be submitted to organization later.
	D. Financial Report	1. 2014-2015 Financial Statement	Mako Ushihara	Discussing summary as had a data issue last year. No comments
		2. 2015-2016 Year To Date (YTD) Financial Statement	Mako Ushihara	No Questions
		3. Proposed 2016/17 Budget	Mako Ushihara	Prepared by the Executive committee, presented to FAC for review. Would like to recognize that one of the insurances we have comes due every three years, so we reduced the line item and cost through association reserves versus operationalizing. Re-allocated committee budget, making notes of low committee activities, opened a fund that will be open to all committees and they can make proposals to the Executive Committee. Will continue with transfer of reserves to supplement operation budget to transfer 5k. Unfortunately, the credit card fee, it was a big fee for the organization, and an additional fee to make sure the transactions are secure.
			UC Irvine	Piya Bos - What kind of conversations have been had regarding issues related to some of which was asked last year?
			Mako Ushihara	With different committees, we see different activities. We have been able to free up more funds in order for all committees to have access. Again, based on tax status, we are able to do certain things, and not (donations). We will be looking for recommendations from Strategic Planning Committee.
			UC Irvine	Piya Bos - What about organizations that have offered to donate money?

		James Smith	There is a structure on how organizations can donate to the organization. One thing that the corporate partners committee is looking at is a way of how these companies can donate to specific items to the organization.
		UC Riverside	Robert Stephens - Had to turn away some Corporate Sponsors based on our current policy, which is why we would like to change some policies so that we might be able to accept donations in the future.
		Santa Clara University	Maggie Malagnon - What is the time frame?
		Cindy Derrico	There is a proposal that has been given to the Exec Committee recently. We have not been able to review and provide recommendations. We are looking at a global strategic plan regarding all of our finances. Our policies are clearly defined as to how we take in donations, finances, etc into the organization. Designated the corporate partner structure to make sure to give appropriate recognition to those partners. We need to take a broad look at how we receive funding. Start of the new committee is exactly that thing.
		Marymount CA University	Can you clarify the decrease in super active committees, can you talk about the rationale regarding that?
		Mako Ushihara	Are you referring to a specific committee?
		Marymount CA University	It looks like funding is far less for them all.
		Mako Ushihara	Aligned based on activity in last years. The thought is to create a larger pool for committees to access and come to the Executive Committee to request.
		SDSU	What will be the process for requesting the funds?
		Mako Ushihara	We will inform all committees of timeline and process and then they will put in their request.
		SDSU	What will be the criteria?
		Mako Ushihara	No specific criteria has been set yet.
		Cindy Derrico	One of the challenges that we face is we are making financial decision based on not having a request from the committee chair. We looked at trending data. This will allow more flexibility in addressing needs.
		Marymount CA University	Can you clarify what constitutes the 7k for corporate relations?
		Mako Ushihara	This is what is allocated to memorabilia and other items for programs. 3K is a new split with allocation from last year. It can be allocated by corporate relations to different program endeavors. This is another pool that can be tapped into.
		Occidental	How can a committee apply by the date?
		James Smith	We don't have a plan/process yet. Once the allocation is approved, it will then give us an opportunity to develop a process and plan to move forward.
		Mako Ushihara	It will be a challenge with committees that would like to start earlier.
		Chico State	Can you explain why the Joan F. Mortell scholarship increased?
		Mako Ushihara	The thought was to align this amount to be consistent with the other scholarships that are presented by the organization.
		UC Irvine	Piya Bos - How does the association decide which award has the budgeted amount?
		Matt Lewis	The strategic planning work group have been talking about this. There is no process for creating new scholarships. We are working on a process to have this occur rather than using their operational budget for this. We did not want you to use your budget for this when it could be used programmatically.

			Cindy Derrico	The idea is that a scholarship that is given is given on behalf of the association. As an organization, we have to agree on an amount of funds that would be able to be presented and it be a set amount of fund and standardized as much as possible. The finances of the association is limited so there is a limit of how many can be created. We had to make a decision on what we have now and how we should allocate the money to scholarships throughout the organization.						
			Ramona Hernandez	WACUHO does have a process, it is has been in existence for some time. We are looking at challenges and recommendations. Finances are managed. Encourage folks to send me your questions, or join the committee in order to get answers.						
			Motion	To approve the budget	Cal Poly Pomona	SJSU	39	0	1	
	E. ACUHO-I Presentation		Deb Schmidt-Rogers	Thank you for having me. I adore my time with WACE. I am struck with the level of professionalism and skillset within the region. It always makes me sad regarding the region's involvement on a national level. Nominations are currently open for Executive Board members. It will close on May 27. 3 On Board positions – Globalization Director, Business Practices and, Facilities. Check site. Emphasis this year by ACUHO-I and strong pushing by foundation, funding 4 research projects, can find them on the website. On second cycle of accepting proposals. Please consider to put in research proposal. It is due April 14.						
	F. ACUHO-I Foundation		Dan Ocampo (Trustee)	Would love to see more WACUHO people at ACUHO-I. It is going to be in Seattle this year, so it is relatively close. Gave perspective of where we fall in regards to other regions giving to foundation. Goal of \$1500 of raising at the conference with 60-70 individual donors giving \$1685 that raised here. We are in the middle of the pack in comparison with the rest of the regions. Highlights that there is more that we can do. This is my first WACUHO since 2001. Will leave the donation site open until the end of the week, so we can still get credit for the conference donations.						
	G. Strategic Task Force Update		Tyler Miller (Chair)	If you would like more information, please come to one of our sessions. There is a lot of work happening since we passed it. The execs and the committee has been working in parallel, 4 different sub-committee: committee structure; on-going sustainable assessment plan; long term recognition plan; Exec committee has been looking at communication platform. We did some focus groups and phone calls and have gotten some good feedback. We are looking at a summer retreat where we can develop an action plan for 2017 with outgoing and incoming execs.						
			James Smith	They have done an excellent job, and sometimes have been good at keeping us on track.						
			Matt Lewis	All of the documents can be found on the website						
			Tyler Miller	If you are interested, we will be developing new work groups, so if folks interested, please sign up.						
	H. Other Association Business		Kenrick Ali	Reminded folks about the sign in sheet						
	I. 2016/17 Executive Committee Election Results		Tim Trevan	President – Tyler Miller; Vice President – Tiffany Taylor; Secretary – Matt Lewis; Mal-Central – Jordan Richman; Mal-North – Justin Baca; Mal-South – Rexanne Bowman; Treasurer - Jason Lu						
5:04 PM	X. Adjournment		Motion	To adjourn	USC	SJSU				
			Acclamation	Called by CSU East Bay; No Dissent						