



WACUHO 2017-18 Executive Committee Meeting

January 24-26, 2018

UC Santa Barbara

Meeting Begins 9AM 1/24 and concludes by 5PM 1/26

- I. 8am: Executive committee book club: Chapter 10 (over breakfast)
- II. Call to order- 9:00 AM
- III. Schedule
 - A. Wednesday
 - 1. 9am-Noon, 1-6pm meeting
 - 2. Noon-1pm: Catered lunch
 - 3. Dinner at 7pm (location TBD)
 - B. Thursday
 - 1. 9am-noon, 1-6pm meeting
 - 2. 12-1pm Willie joining us for lunch - catered
 - 3. Dinner at 7pm (location TBD)
 - C. Friday
 - 1. 9am-noon, 1-4pm meeting
 - 2. 12-1pm: catered lunch
 - D. To build into the agenda:
 - 1. Introduction to UC Santa Barbara
 - 2. Teambuilder (welcoming Todd)
 - 3. Action Item review (so far)
- IV. Agenda review
 - A. Additions, deletions, changes
- V. Approval of prior meeting minutes – Melissa
 - A. January 12, 2018 meeting
 - B. Motions between meetings
- VI. Reports/Business
 - A. Treasurer – Jenna Hazelton-- 90 minutes
 - 1. 2017-2018 budget update – how are we looking financially?
 - a. 1st and 2nd Quarter financial report
 - 2. 5 year financial plan – how are we looking financially in the future?
 - 3. 2018-2019 budget – to be presented to the business meeting
 - a. \$3000 Membership fee increase
 - 4. FAC recommendations/audit
 - 5. Refund policy – WACE Cancellations
 - a. Changing it now, while WACE 2018 reg is happening, or after WACE?

- 6. ACUHO-I making payments/cutting checks on behalf of WACUHO (process and approval)
- 7. Investment options
- B. Task Force on Equity and Inclusion Chair – Crystal Lay (60 minutes)
 - 1. Climate survey update
 - a. <https://infograph.venngage.com/ps/tzuEziMyFM/wacuho-survey>
- C. President-Elect – Dave Keller
 - 1. Awards and Recognition:
 - a. Awards at WACE:
 - i. Volunteer of the Year Award
 - ii. RW Gang Award
 - iii. Charles L Miller award
 - iv. JB Brock Spirit of WACUHO award
 - v. WACUHO Outstanding Woman of the Year award
 - b. Scholarship updates:
 - i. New Pro Scholarship award
 - ii. WoW Scholarship award
 - iii. EDA scholarship award
 - iv. Institutional diversity award
 - c. Plaques:
 - i. Committee lists, chairs
 - 2. Time and Place:
 - a. WACE 2019 updates
 - b. WACE 2020 updates
 - i. Reserve request for deposit
- D. Vice President – Jen Novotny:
 - 1. Strategic Planning Updates:
 - a. Assessment/Research committee
 - b. Mission/Values/Goals survey
 - c. Exec committee restructure
 - d. Onboarding plan for chairs and execs
 - e. Cycle of engagement
 - 2. By Law changes:
 - a. Task Force on Equity and Inclusion by-law
 - b. Climate Assessment
 - c. Executive committee training on inclusion
 - d. Membership definitions
 - i. Mid-level, new pro, etc
 - e. Tabled for next year:
 - i. Mission, Values, and Goals of the Organization
 - ii. Executive committee structure?
 - i. Depends on Strategic Planning
- E. Marketing/Communications Coordinator – Todd McGregor

- F. Sr. Tech Coordinator – Chris Young
 - 1. Website development policy – changing our policies
 - 2. Creating a system to broadcast webinars of top 5 WACE programs
 - G. Jr Tech Coordinator – Erica Little
 - H. Member at Large, North – Rachel Stice
 - I. Member at Large, Central- Steph Kaneen
 - J. Member at Large, South- Kate Hsieh
 - K. Secretary – Melissa Silverman
 - L. President – Tyler Miller
- VII. Old Business:
- A. WACE 2018 Updates– Tyler
 - 1. Registration Numbers:
 - a. Registrants
 - b. Exhibitors
 - 2. Philosophy of WACE registration - discussion for the future
 - 3. Program numbers: 98 program submissions
 - 4. Pre-Conference
 - 5. Conference producers notes?
 - 6. Bus - Reserve request
 - B. WACE 2019 updates - Dave
 - C. Exec committee election process
 - D. Scanning Project – Chris
 - E. WACE Hotel contract signings – tyler and Dave
 - F. ACUHO-I Central Office – Dave & tyler
 - 1. Dashboard update
 - 2. Membership database updates (how many in our database)?
 - a. Transition to when we use this solely (vs Mailchimp list)?
 - 3. Any feedback so far to give to ACUHO-I on this transitional year?
 - 4. Plan for 2018-2019 and beyond -
 - a. ACUHO-I liaison, Committee continuing for 2018-2019?
 - b. Payment process - expense and reimbursement form
 - 5. Moving forward with communication: customerservice@wacuho.org
 - G. Welcome Wagon for professionals new to the region - Jen
 - H. Mid-Year appointment of executive committee (processes) – Jenna
 - I. Drive in Conferences workgroup - Rachel
 - J. Corporate Partners Revision – how we do corporate partners - tyler
 - 1. Allowing for donations from vendors outside corporate partners?
 - 2. Allowing corporate partners to present?
 - 3. Reviewing work done previously by Robert Stephens and Mako
- VIII. New Business:
- A. ACUHO-I Stars College Scholarships? – tyler
 - B. Reviewing other housing related professional associations - tyler
 - C. June Transition meeting – Dave or tyler

- D. Review/Identify future Exec Agenda Items – Dave or tyler
- IX. Announcements.
- X. Review Important Dates/Action Items – Melissa
- XI. Review and Confirm Important Dates - tyler
 - A. In-person meeting: January 24-26th
 - B. Waves Deadlines – Todd (always 11th of the month to be published on the 15th)
 - C. To Do List from current meeting– Melissa
 - D. Other Important Dates and Events (attached to this agenda)

*Items denoted with star are items we need to make sure we get to before we finish

IMPORTANT DATES 2017 - 2018		
Winter Executive Committee Meeting	January 24-26 th , 2018	UCSB
ACUHO-I Senior Housing Officer Institute	January 29-February 1 st	Pittsburgh, PA
PACURH RBC Conference	February 23-25 th	Berkeley, CA
WoW Drive In Conference - South	January 26, 2018	UC Irvine
WoW Drive In Conference - North	February 2, 2018	USF
2018 NASPA/ACUHO-I Placement Exchange	February 28- March 4, 2018	Philadelphia, PA
2018 NASPA Annual Conference	March 4-7, 2018	Philadelphia, PA
2018 ACPA Annual Convention	March 11-14, 2018	Houston, TX
Pre-WACE Exec Meeting	March 24, 2018	San Diego Hilton on Mission Bay
2018 WACUHO Annual Conference	March 25-28, 2018	San Diego Hilton on Mission Bay
ACUHO-I Mid-Level Managers Leadership Institute	April 16-19, 2018	Montreal, Quebec
Transition Meeting Current & Incoming Exec	June 2018	?
Transition Meeting Incoming Exec	June 2018	?
2018 ACUHO-I	July 7 – 10, 2018	Denver, CO
ACUHO-I NHTI	2018	
ACUHO-I Professional Standards Institute	2018	
	FUTURE DATES	
2019 ACPA Annual Convention	March 3-6, 2019	Boston, MA
2019 NASPA/ACUHO-I Placement Exchange	March 6-10, 2019	Los Angeles, CA
2019 NASPA Annual Conference	March 9-13, 2019	Los Angeles, CA
2019 WACUHO Annual Conference	April 14-17, 2019	Oakland, CA
2019 ACUHO-I	June 22-25, 2019	Toronto, Canada

