



SPRING BOARD MEETING

May 17, 2013

9:00am – 4:00pm

Big Bend Community College

Minutes

- I. **Networking/Continental Breakfast** **8:30am-9:00am**


- II. **Call to Order – 9:00am sharp** **Sandy Johnson**

- III. **Roll Call Present in bold** **Cindy Cannella**
Cindy, Sandy, Jim, Darci, Dionne, Glorianne, June, Annis, Marion, Karen, Angela
Guest: Linda Nicholas HR consultant co-chair for conference from Everett

- IV. **Welcome Gail Hamburg, VP of Financial Services** **Darci Alamos**
Welcome from Gail thanked classified staff, big campaign on training

- V. **Announcements** **Sandy Johnson**
Karen asked to step back from her position until mid-June, not able to dedicate her time, meld her position with communication coordinator, until further notice, Dionne will cover both position, but keep Karen in the loop.

- VI. **Minutes of Winter Meeting** **Cindy Cannella**
Approved as read *Approved with Changes* *Not approved*
via email 5/2/2013

- VII. **Conference Committee Report** **Darci Alamos**

Program Final
6-12-13.pdf

Tana and Barb from conference committee were introduced and presented where they are with the conference.

 - a. **Business and Regional meetings-finalize**
Discussed with conference committee, times revised to reflect board need.

 - b. Discuss beginning of conference – Big To Do!
 - 1. STTACC President Welcome
 - 2. Logo Winner Reveal
 - 3. Website Reveal
 - 4. Board to pass out giveaways

The new website, Logo and Mission statement will be unveiled at the morning welcome before the keynote speaker. Some ideas are to have music or a flash mob presentation during the distribution, timing (See ideas on Dionne’s board report). Sandy, Jim, Dion and Darci will meet via ITV to discuss ideas.

- c. **Vote on Seed Money (\$1500)**
Cindy made to motion give board start-up funds (which includes board member registrations)
Jim 2nd
Motion passed
- d. **Discuss giveaways-dollar amount**
Committee has items in mind, cups, bags, \$500 in budget, which is in addition to the \$1500 in start-up funds (board member registrations).
- e. **Hammer out any questions/concerns**
\$500 in promotional items will be deducted as line-item expenditure in their reconciliation rather than have the board place the order or send a check to Big Bend
Question on door prizes, how does that happen; reminder to send out request to registrants to bring door prizes.
June will still work on a budget template but if committee already has something in place they can use it.
Barb created a power point presentation on the conference last year and will send to Sandy.

BREAK

VIII. **Treasurer's Report** **June Johnson**

Quick-book is up and running and has been working great. June will send the budget report out electronically.

- a. **Budget for 2013-2014**
We have a need to increase board meeting host-college \$60 to cover morning breakfast items; Darci motioned, Annis 2nd motion passed
June will email out the proposed 13-14 budget a couple of weeks before the meeting.
- b. **Membership dues update**
\$4150 of \$5525 received in membership dues, down about 4 members. June will mention to those colleges still not paid about cost at conference, they need to pay their dues to get member price.
- c. **Conference template**
June stated she is still working on it.

IX. **President-Elect's Report** **Jim Sorensen**

- a. **Mission Statement**
Jim passed out submissions received and stated that the original committee never jelled.
Mission statement below compiled from submissions:
STTACC supports innovation, training and leadership by providing resources and connections to our Classified Staff members throughout Washington State.
Jim made a motion to accept the above statement, Darci 2nd, motion passed
- b. **Exemplary Awards**
Sandy is working on this and will have something out in the next couple of weeks.
- c. **By-Law Changes**
Jim presented a by-law change for election of Region Coordinator to be on day 2 of the conference and how applications are submitted and collected at the conference.
Jim will rewrite all suggestion on ad submit via email to the board.

X. **Communication Coordinator's Report**

Dionne Bonner



Board Report May 17 2013.docx



Hosting_Weebly.pdf

a. **Purchase of Weebly Premium and Hosting**

1. **Explain cost breakdown**

Dionne explained the cost breakdown. There is a cost savings if we coincide hosting and website.

Hosting and Weebly are 2 separate costs and will allow us to upgrade to a new design.

2. **Vote on 1 year of 3 year**

Jim move to purchase Weebly for 3 years and prorate iPage to coincide. Glorianne 2nd motion passed

b. **Website update**

Scientific 2 has been chosen. Dionne will start the design and just not publish until we are ready to release. Navigation is set; content on current site will be moved.

c. **Facebook update**

See board report

LUNCH – PAPA'S

XI. **Webmaster's Report**

Karen Osborn

- a. See Communication Coordinator Report

XII. **Regional Reports:**

a. **Region A**

Angela Fenn

b. **Region B**

Marion Heard



STTACCreport5-13.docx

c. **Region C**

Glorianne Bora



Region C Report for Spring Board Meeting

d. **Region D**

Darci Alamos



Region D Updates.docx

e. **Region E**

Annis Jones



STTACC Chat.docx

XIII. New Business:

Annis distributed a draft of scholarship application form. Application form was adopted with a few minor changes to be made. A proposal was made to offer 3 scholarships per region, 15 total with a cost of \$1875.

Jim made an amendment for clarification to have the application state one per college/district.

Jim 2nd, motion passes.

Motion to implement this year, June motion, Darci 2nd, motion passes

Deadlines to submit June 7th, all applications will be determined by June 12th

XIV.

a. **List-Serve Survey:**

No need as a decision was made to keep the List-Serve and promote it more.

b. **Suggestion: Next Pres Elect create STTACC Survey**

Agreed, moved to next year

c. **Aleta Fuhrer - \$324.07 balance still owed to 2012 conference**



Conf 12 memo.docx



2012 CONFERENCE
PLANNER.xlsx

Jim made a motion to pay the outstanding balance, Annis 2nd, motion passed.

XV. Action Items

a. **Job Descriptions ~ Everyone**

b. **Exemplary Awards ~ Sandy**

c. **Nominations ~ Jim**

d. **Scholarship Application ~ Annis**

e. **Logo, website, mission statement unveiling ~ Sandy, Jim, Dionne, Darci**

XVI. Meeting adjourned – 1:45pm (Jim made the motion, Annis 2nd, motion passed)

Meeting minute approval:

Timestamp	Your name	Approve	Corrections	Action
6/21/2013 9:25:16	Jim Sorensen	Yes		
6/21/2013 9:36:25	Sandy Johnson	No	IX: President-Elect's Report - In the mission statement remove the comma between 'supports' and 'innovation'.	Corrected 6/21/2013
6/24/2013 9:14:11	Annis Jones	Yes		
6/24/2013 9:37:54	Angela Fenn	Yes		
6/27/2013 15:10:05	Marion Heard	Yes		
7/2/2013 11:00:15	Dionne Bonner	Yes		
7/2/2013 11:25:10	June Johnson	Yes		