



WINTER BOARD MEETING
February 22, 2013
9:00am – 4:00pm
Bothell/Cascadia Community College
Minutes

- I. **Call to Order** **Sandy Johnson**
 9:10
- II. **Roll Call** **Cindy Cannella**
 Absent; Angela Fenn, Jim Sorensen, Darci Alamos
- III. **Welcome from STTACC President** **Sandy Johnson**
 a. **Introductions**
 Welcome to Dionne! Introductions made around the room.
- IV. **Welcome from Bothell/Cascadia Representative**
 Deede Gonzales Executive Assistant to the President welcomed us.
- V. **Minutes of Fall Meeting** **Cindy Cannella**
 Approved as read *Approved with Changes* *Not approved*
 Approved by email 1/17/2013
- VI. **Treasurer's Report** **June Johnson**
 a. **Budget update**
 QuickBooks is up and running with this fiscal year. June is reconstructing last year and will go back as far as the records she has to break down the expenses to make it easy for anyone to follow in the next term. June will get conference info in soon to compare expenses.
- b. **QuickBooks update** (included in Budget update)
 Current version is good for 4 years
- c.
- d. **Membership dues update**
 June sent the invoices to HR directors and over half have been returned so far and coming in fast. June will prepare an SOP for the position to pass on to the next person to help with continuity. Sandy mentioned we need documentation on how things are done so when something is good and it works, why reinvent it. June stated she is backing up everything on a flash drive and will send a budget update via email once she reconciles the dues that have come in.
- e. **Budget sheet template for continuity**
 Will have complete for the May meeting
- f. **Conference Expenditure template**
 Will have complete for the May meeting
- VII. **President-Elect's Report** **Jim Sorensen**
 a. **Mission Statement**

Mission statement will define what STACC and to create a training resources for the website.

Action Item: Since Jim was unable to attend the meeting, Sandy will ask him to reconnect with the committee created to finalize the mission statement so we can recreate an image of what STTACC is. Sandy asked all members to come up with ideas for a Mission Statement.

- b. **Communication Coordinator election**
Successful search netted Dionne.

VIII. **Communication Coordinator's Report**

Sandy Johnson/Dionne Bonner

- a. **STTACC Chat**

Dionne is just getting started and has done part of the newsletter and will have it for Sandy review soon. Dionne feels there are a lot of possibilities for promoting STTACC and that she is just getting her feet wet and learning contacts. Dionne will prepare an introduction letter to send out, hopefully next week. Dionne stated she has worked with a lot of other organization on marketing, social media and communications; that you need to know who you are to so you can know who you want to reach to increase the awareness on who/what STTACC is. Our desire is for STTACC to be known as the hub for training for Classified Staff. With that in mind, we need a clear Mission Statement. Sandy would like the board to push forward and expedite the mission statement. STTACC needs to become the hub and offer more than just an annual conference. Sandy asks the committee to come up with some ideas for the mission statement and send them to the board. Jim is the chair. Other members include, Tim Anderson, Judy Brendan and Susie (??). Sandy will talk to Jim about the current committee, and if it isn't working, she and Jim will reform the committee. Sandy asked members to go online and get ideas from other organizations. We do have a purpose in the bylaws, but we want a mission statement. Dionne asked if we can send out the Purpose of STTACC. Sandy will connect with Jim to see if he can continue being the chair of this sub-committee, if not, find a replacement. Need the foundation of the mission statement first. Launch it at the conference. We have several things to launch with the new Logo being the biggest, along with the website and mission statement.

IX. **Webmaster's Report all college updates send directly to Karen**

Karen Osborn

- a. **Logo contest winner announcement**

Since no deadline was set, we will let the contest go another week. Sandy will send out one final email. Cindy made a motion to keep the contest open until Feb 28, Annis 2nd; motion passed. Dionne asked if we can make modifications to the winning logo to make it more marketable. Once the logo is chosen we will cross that bridge. Dionne made a motion to have the logo winner sign a release, June 2nd; motion passed. Winner will get free registration.

- b. **Survey Monkey**

This has been paid for. A question was asked if anyone can use this software or is it only for the board use. We could make the tool available to classified staff committees, if not to all classified staff. If so, how do we set it up so only members can access it and use it for training? What are the guidelines for using? The chair of the committee at each college would be the one to contact. President/chair would get the login and password. First step is to determine if this is feasible, and then what the approval process would be. We need to create a policy & procedure. Karen and Dionne will determine if it's possible to share Survey Monkey. Cindy will help draft a policy. Revisit at next meeting.

- c. **Website ideas (small presentation)**

Our current website is hardcoded and difficult for those without training to create and maintain. It is the desire of this board to make the position easier for someone to step into.

Using her personal website, Karen demonstrated how easy it is to use the purchased software, Weebly, and what the new website could look like. Dionne mentioned that Wordpress is another option. Our new logo will guide the colors of the new website and will give Karen and Dionne an idea of how to build the new website. One main area of focus will be on training resources. Karen stated there is a survey button through iPage, but was not sure if can it do what Survey Monkey does.

A Sub-Committee will be created for the website redesign and will meet before the May meeting. Those interested in serving on this committee include Dionne, Karen, Glorianne, Cindy, Annis, Sandy and Jim if possible. Sandy will send out and email requesting those who wish to attend.

Dionne and Karen will meet at their convenience first to make an outline of current website on what to keep and get rid of. Wednesday April 17th is set as a tentative meeting date at Pierce College at 9 am for brainstorming. Karen and Dionne will lead. Sandy asked everyone to go to the current website and see what you want to keep and what to toss. Also look at other websites to see what works.

X. Regional Reports:

Do we have anything on how to start a committee? How to motivate? One suggestion was to contact colleges that have strong committees to see how they keep it going (survey possibly).

a. **Region A** **Angela Fenn**
Absent, no report

b. **Region B** **Marion Heard**
Marion stated she had difficulty getting response from Renton, Sandy suggested directly contacting new HR director rather than wait for college contact.



STTACC
Regionrept2-13.docx

c. **Region C** **Glorianne Bora**
Everett will host 2014 annual conference



Winter 2013 Region C
Report.doc

d. **Region D** **Darci Alamos**



Region D
Updates.docx

e. **Region E** **Annis Jones**
Annis stated that on the 2nd Friday in March, she plans to have a region E contact meeting.

NOON IS

~~~~~LUNCH TIME~~~~~

**XI. New Business:**

a. **Creating new Website**  
Discussed in webmaster report

b. **Resource Library on website**  
Do you have a video keynote to place on website for training resource? Can we link to it rather than place it there? Start looking for material to post. We don't have a whole lot out there, need more resources. If posted on our website we would need a release, linked may not need. Right now the Webmaster will be the only one who will post items; we will keep it simple and have all postings go through Webmaster. As this grows, we will see how it evolves. On the technical side, Dionne and Karen will collaborate.

c. **Discuss Bylaws. Any changes needed?**  
Cindy proposes a bylaw change to have the President Elect assist the treasurer in preparing the budget for the upcoming year. One suggestion was to send the budget out in advance for member to review along with any law changes. Archiving documents, we will address more at the May meeting. What about Facebook? Sandy will contact Tim Anderson about it. We need to update our social media. Regarding Facebook, or social media, Dionne and Karen will work together.  
**Action Item:** each member review bylaws for any changes and bring to the May meeting.

## XII. **Current Business**

a. **2013 Conference update (Then & Now-Aug 8&9)** **Darci Alamos**  
Conference agenda was briefly discussed



STTACC Conference  
Agenda.xlsx

b. **Region & Business meetings at conference**  
Cindy explained briefly what she remembers about business meetings and will send an email to Sandy and Jim with more details.

c. **Procedure for voting new board members at conference** **Jim Sorensen**  
Move to May meeting

d. **Opening Logo presentation** **Sandy Johnson**  
After the initial welcome at the conference, we will do the logo presentation so how do we want to present the logo?  
Dionne will work on ideas for the unveiling.

e. **2014/2015 Conference locations** **Glorianne Bora**  
2014 will be hosted by Everett CC. Possible theme is disaster preparedness, how to be ready. Another idea is to have the banquet at the Tulalip Casino or use the hotel at Boeing Field. Other venues are the Comcast Arena or Everett Performing Arts Center. The campus will have a new Health Sciences building this Spring. We haven't had a joint conference with the Association since 2006. Annis will send contact information to Glorianne to see if they are interested in holding a joint conference.  
The 2015 will be hosted Wall Walla CC

f. **STTACC Conference Registration vouchers** **Annis Jones**  
Our budget will dictate if we can do a one voucher per Member College or just a few per region. The plan is to have an application process and should there not be enough funds for one registration at each campus, all applicants for a region will be placed in a hat and names pulled by the Region coordinator. Annis will have a final process to present at the May meeting.

g. **Rating sheet for Exemplary Awards**  
Redo through survey monkey

h. **\$5 donation for Mark Holms; sign card**

The board felt Mark deserved a thank you for the time and contribution he gave as webmaster. \$5 was collected from each member for a \$50 Amazon gift card and a thank you card was signed. Sandy will send the card off to Mark

XIII. **Next Meeting**

- a. May 17, 2013 at Big Bend
- b. Getting ready for the conference
- c.

XIV. **Meeting adjournment**

Meeting adjourned 3:15