

WVASPA Board of Directors Meeting Minutes

November 1, 2013 Days Inn, Flatwoods WV

In attendance:

Candice Stadler, Vanessa Keadle, Andrew Lewis, Susan Gardner, Allen Withers, Virginia Moore, Lee Tabor, Belinda Evans

Absent:

Meagan Earls

Executive Session called to order by Candice Stadler at 2:16pm. Minutes from the September meeting were approved. Motion passed to accept minutes as presented.

Financial Report

Andrew Lewis gave an up to date treasures report including expenditures for today's meeting. Motion passed to approve treasurer's report.

Detailed report attached.

Website/Marketing Update

Even with little to no voice Lee was able to give a brief update.

Possible promotional material for conference to include but not limited to; lanyards and USB's.

300 email contacts in constant contacts, pushing to get more involvement to come to conferences.

Historian

Susan gave a history update. She has located archived information working to get on website soon for all to review. Susan asked if you have anything to share please send to her as she will be adding to site.

Functional Group

Alan gave a report:

Working on State wide training for staff members who provide academic advising; may have some training available in the spring.

UPDATE

International students, working with studying abroad

Affordable care act, Students required by fall of 2014

Students with disabilities

Legal affairs update at Annual Conference

Tools to help us get stuff done, technical

Code of Conduct revision – Social Media

Working with veteran students; how campus' are recognizing and working with veterans.

Residence Life

Virginia gave report.

A checking account was found in the WVASPA name, it was opened in 2008. Questions were asked as to what should be come of the funds as bank is depleting the money as the account is in a dormant state.

Initial money came from WVASPA.

There was not a lot of understand from the group as to what the money was to be used for. A suggestion was made to combine the money with the WVASPA account.

A motion was made by Lee to resolve part of the organization, (residence life). Andrew seconded the motion. Motion was passed. Andrew is scheduled to talk with bank and give report next meeting.

Continuing with Virginia's report

Unisex/gender neutral bathrooms on campus

Retention students in residence halls

How do you support RA staff

Helicopter parents.

Student engagement

Vanessa gave report.

Talked about commuter students and how to get them and keep them engaged

Social activities vs. educational, cultural programs

Block booking best practices

Hosting large event partnering with several campuses

Student Support Services

Candice gave report.

Support for developmental educational at annual conferences

Exit surveys

Enrollment management group. How do students get earlier support?

Better matriculation

Other Business

New Functional Area representative; Jen Wood

NASPA Bus – Vanessa designed flyer for bus trip

Thank you to Susan for bringing the idea of a bus to the HEPC! WOOT WOOT

Collecting money – Cost of bus has to be paid a month in advance

Please keep in mind; you are responsible for all registrations and reservations.

Annual Conference – Connections – June 11 -13, 2014 Marriott in Charleston

Eric Stoller will be the Key note speaker
Will discuss conference committees at the next meeting
Annual awards are given out at the annual conference, Susan and Virginia are working on events:
Reception at University of Charleston
Working on getting coupons for area restaurants
Pub Crawl
More events are being planned
Anthony is our nominating chairperson, if you want to run for office next year.
Andrew motioned for adjournment

Annual Conference Meeting

June 11 – 13, 2014 to be held at the Marriott in Charleston
Registration – Belinda and Andrew via Google doc
Sponsorships – Megan and Lee; letter has been created just needs tweaked
Events – Susan and Virginia in the planning stages
Programs – Candice and Vanessa still needs work
Awards – Lee and Alan – names come through Gmail
Logistics – Vanessa brought several details to light
Breakfast for 2 days will be 11.00 per person @ 125 *2 days = 250*11.00=\$2,750.00
Awards dinner buffet - \$37.00 per person @ 125 people = \$4,625.00, need to keep in mind dietary restrictions
Rooms \$600.00 per day \$600.00*2 = \$1,200.00
Major issue with breakfast, should the cost be included with the rooms? Parking is included in room fee
Vanessa will work with The Marriott to see if food options can be changed. Possible survey to go out to see who will stay and eat at banquet and who will go out on their own
Printing and mailing - \$500.00
Speaker fees - \$2,800.00 - \$3,000.00
Breakdown with ZERO sponsors: \$13,675.00
Registration fee for last year's conference:
Early bird - \$145.00
Late bird - \$170.00
One day - \$70.00
Registration proposed for this year:
Early Bird - \$165.00
Late bird - \$195.00
One day - \$100.00
Payment deadline for this year's conference will be May 15th
NO REFUNDS – Registration can be transferred to another person
Program proposals and timeline – January 1st through March 1st

Registration opens – February 1st through April 1st for early bird
Registration opens – April 2nd through May 15th for regular or late bird

Next meeting Face to Face January 24th at Marshall 10:00am to 2:00pm
Conference call – December 20th 10:00am – 11:00am
Conference call – February 28th – 10:00am – 11:00am
Meeting on bus – March 15th
Conference call – April 25th 10:00am – 11:00am

Special addendum:

Andrew spoke with bank regarding extra account. Bank will transfer the funds into the regular WVSAPA account today.

Meeting adjourned at 2:00pm

Respectfully submitted,

Belinda Evans, WVASPA Secretary