

# WVASPA Executive Committee Meeting

## July 31, 2013

Called to order at 10:15 a.m. by President, Candice Stadler

Review of the Minutes

Motion to accept the minutes: Vanessa Keadle

Second: Andrew Lewis

Unanimous vote: Motion carries

Annual Conference Wrap Up & Evaluations:

- Not a lot of participation in overall survey
- Do a survey monkey next year
- Metro area was great
- Karen Moses was disappointing
- Banquet was disappointing and need improved

Financial Report:

- Met with United Bank this morning and added Vanessa Keadle and Candice Stadler to account
- Removed Jessica Stein from the bank account
- Balance of \$5544.09
- Ordered business check card with WVASPA as account holder on card
- Can do payments online through United
- UC can possibly do online payments for conference too!
- Separate Residence Life account is at United, but we do not have account information
  - Don't know if this is a branch of WVASPA or a separate organization all together
  - Getting information about this from Jody Ogletree about this

New Business

Travel Reimbursement Policy

- Issue with last year's reimbursement
- Create contract with speaker
- Stick with WV travel reimbursement mileage
- Leave payment space blank
- State rate for per diem
- Andrew is going to work on this travel policy and present it at Fall business meeting

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### Logo

- Lee has been working on a new logo
- Motion to accept blue, yellow, green color scheme to mirror state flag: Vanessa Keadle
  - Second: Andrew Lewis
  - Unanimously in favor: Motion carries

### Website

- Weebly is paid for 2 years
- Lee is going to look into Weebly and other website hosting sites
- Important that we put time and energy into website to give value to the website

### Membership

- With individuals
- With institutions
- Give individuals discount on their registration equal to the membership price
- Attach to annual conference
- Add a members only section of the website that includes jobs
- Constant Contact account – Lee will look at this

### Newsletter

- Each executive member is responsible for an article for the newsletter quarterly
- Spotlight each of our functional areas

### Social Media

- Facebook, LinkedIn, and Twitter accounts have been created
- Executives will commit to engaging one social media account a week

### Proprietary Institutions

- Motion to include these organizations in our membership: VSK
  - Second – AL
  - Motion Carries

### Membership Outreach

- Only had one list of people
- Need to have more targeted membership outreach
- Purchase NASPA list of members in WV
- Susan is a member of NASPA II regional board

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- Focus on traditional Student Life people
- SSAO half day meeting to network and talk about issues
  - This got buy-in at CPAC
  - Allen will organize this
  - Group time and public v. private, 2 yr v. 4 yr
- Get buy-in from HEPC
  - Partner with them to put on conferences or set up information tables at the events

## NASPA Bus:

- NASPA is in Baltimore this year
- HEPC and WVASPA could co-sponsor a bus that would do three stops and go to the conference
  - Charleston
  - Flatwoods
  - Morgantown
- Charge a small fee - \$50 dollars per person
- Roommate exchange
- Candice will take on this task
- Proposal to HEPC with all information
- NASPA sponsorship – region II

## Review of Constitution

- Officer Duties and Expectations
  - James McDougle resigned as Secretary effective July 30, 2013
  - Reach out to Belinda Evans from WVSOM to see if she wants this position
  - Reviewed constitution
  - Lee will set up a DropBox or GoogleDoc account

## Fall Drive-In Conference

- Date: November 1
- Check in: 9:00 a.m.
- Hot Topic: Veterans Awareness (Camo2Cap)
  - Jamie Sutherland, Freedom Run USA
- Fall into Best Practices
- Registration Fee – wait until we get food costs
- Sponsorships

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- Registration opens on September 1
- Find out what goes on with United for online payment system

### Annual Conference

Dates: June 4-6

Location: Candice is talking to Cherie at Marriott

### Ideas:

- Wednesday night, UC hosting reception \*\*\*
- Appetizers
- 6:00 – 8:00 p.m.
- JoAnn Tomblin to welcome
- Keynote ideas
  - Brian Hemphill, WVSU
  - Making transitions in careers
- Email around ideas about theme
  - Advocating for Excellence
  - Embracing the Changing Landscape

### Sponsorships

- Lee and Megan will come up with a sponsorship letter and levels
- Have them sponsor an event

### Conference committee heads:

- Registration – Virginia
- Activities – Susan
- Programs – Candice
- Awards – Allen
- Logistics – Vanessa
- Promotion – Lee
- Sponsorship – Meagan
- Reception – Emily and Virginia

Motion to adjourn – Lee Tabor

Seconded – Meagan Earls

Motion carries: Adjourned at 2:07 p.m.