

**WVASPA Executive Board
Meeting Minutes
December 20, 2013**

Members Present: Jen Wood Cunningham, Vanessa Keadle, Susan Gardner, Andrew Lewis, Virginia Moore, Candice Stadler, and Allen Withers.

Members Absent: Belinda Evans, Lee Tabor, and Meagan Earls

Meeting called to order at 10:06am by Candice Stadler

- I. **Minutes**
 - a. Minutes were approved with adjustment of awards deadline January 1-March 1 (same as program proposals).
- II. **Financial Report (Andrew)**
 - a. Account balance--\$7,786.45
 - b. Contacted WV Tax Department to renew registration.
 - c. IRS contacted regarding 501c3 status (will be following up); Susan suggested contacting the WV Secretary of State's Office as well
 - d. Fall Drive-In: Missing WVU-P fees; Glenville's was processed yesterday; Lee Tabor from Marshall University.
 - e. Invoices out for NASPA bus.
 - f. At zero balance in our PayPal account.
 - g. No outstanding bills; all deposits have been made.
- III. **NASPA Bus Update (Candice)**
 - a. 16 registrations as of this morning; need to hit 25 to break even
 - b. Extended to spouses and to other states as well; Susan suggested tweeting NASPA Regions in our area about the bus; Vanessa go a call from Moorehead regarding people
 - c. Need to figure out hotel for bus driver (Andrew or Vanessa need to do this)
 - d. No pick-up spots for Flatwoods at the moment (so could cut this one down)
- IV. **Annual Conference (Vanessa)**
 - a. **Registration:** Early Bird \$165; after will be \$195; one-day is \$100; no refunds for registration. Need to talk about setting up registration (assigned to Andrew).
 - b. **Schedule:** As soon as we get events into place, we will work on finalizing this. Candice indicated that last year we had 16 concurrent sessions and should aim for that again. Last year we did have two keynotes. If we do not have two keynotes, we may need to add another session. Eric S. and President's Panel to be two main speakers. On Wednesday possibly giving vendors and opportunity to set-up. Other thing we could do is make it a hospitality room. Susan reaching out to Dr. Welch and Dr. Hemphill regarding presidential panel. Candice reaching out to Dr. Washington. **Panel will be Friday, June 13, 2014 at 8:30am-9:30am.** Candice and Vanessa will continue to work on the schedule.

- c. **Roundtables versus Functional Groups**
 - i. Discussion was do we back out via functional groups or roundtables.
 - ii. Roundtables were received well at the fall drive-in.
- d. **Sponsorship** (Candice)
 - i. We are now asking people to sponsor specific things.
 - ii. Candice has created a google doc for all of us to add contact information for vendors to reach out to (email address are key b/c we plan to do a constant contact invitation first). **Please provide feedback by January 10, 2014.**
 - iii. Three schools that have higher education graduate programs (Shepherd, Marshall and WVU) reach out and invite them to participate.
 - iv. Susan mentioned NASPA sponsorship (will work with Vanessa and Candice to submit a proposal to NASPA II).
 - v. Discussion of giving vendors an opportunity to face time and opportunity to speak (“vendor minute”). Pros and cons of vendor fair discussed.
- e. **Call for Programs** (Vanessa)
 - i. Will open January 1 and will be live on the website.
 - ii. Reviewer committee is needed. Vanessa asked for volunteers. Susan volunteered and suggested Micki Ruppert. Jen Cunningham volunteered. Sarah Beasley nominated by Candice. Amy Cotner and Barbara Baily were mentioned. Candice and Vanessa will take nominations under consideration.
- f. **Call for Award Nominations** (Allen)
 - i. Discussion of sending award notification with call for programs (constant contact email); also push awards on social media and with separate nominations.
 - ii. Allen will do a special letter to SSAOs around the state.
 - iii. Susan mentioned reaching to private colleges as well.
- g. **Events** (Susan)
 - i. Uncork and Create Discussion: Wednesday night after Reception; discussed payment options; would like to do it through the UCC website. Susan will work with UCC to make this happen. Painting the New River Gorge.
 - ii. Pub Crawl: This will now be Thursday night after the banquet. Susan will update at next meeting. Discussion of if calling it a “pub crawl” is appropriate. Make sure we have an alternative is Coffee and Conversation at Taylor. Susan will put her thinking cap on and work on a new name and get back with everyone at the next meeting.
 - iii. Reception (Virginia): We have the rotunda and rotunda patio is booked. Sponsorship will give us room for free. Susan and Virginia working on sponsorship form. Still talking with AVI and Vice President about possibility of getting food donated or discounted prices on food. Cannot bring in outside food but can bring in legal beverages but must pay a bartender (but Virginia is also talking about a bartender as a waived fee). Susan will approach Dr. Welch

about welcoming people that evening. Virginia will approach Jennie Ferretti as well. Room is booked from 4:00pm until 8:00pm.

- h. Next meeting is **January 24, 2014 from 10:00am until 3:00pm at Marshall University.**
 - i. Vanessa and Candice will meet prior and get stuff on website
 - ii. Morning of this meeting will focus on conference and then lunch (provided by Marshall). During the afternoon we will focus on the future of WVASPA and goals. Also a constitution review committee will be formed at that time. Will also discuss nominations for officers.

Meeting adjourned at 10:55am.

***Respectfully submitted by Dr. Susan M. Gardner, WVASPA Historian
December 20, 2013***