



SPRING BOARD MEETING


April 28, 2017

8:45am – 3:00pm

Skagit Valley College

MINUTES



- I. **Call to Order** **Paula Boerner**
- II. **Roll Call** **Cindy Cannella**
PRESENT: (in bold)
Paula Boerner, Cindy Cannella, Margie Stratton, Eric Corp, Kristine Horndt, Niki Nelson, Steve Evans, Will Frankhouser, Amy Erickson, Barb Crowell, Cathy King, Mary Cox, Shelly Scanlan, Barbara Collins, Amelia Fortuno, Betsy Sanchez, Brandie Lanning
- III. **Welcome from STTACC President** **Paula Boerner**
- IV. **Minutes of Past Meeting** **Cindy Cannella**
Approved as read *Approved with Changes* *Not approved*
Margie motion, Barb Collins 2nd, approved
- V. **Treasurer's Report** **Margie Stratton**
Outstanding membership dues: Edmonds, check is in the mail. Clark, Columbia Basin, Peninsula and Yakima have chosen not to be members of STTACC.
Margie reported on the deposit check scanning fee which is \$250 for the scanner plus \$30 monthly fee. Margie asked if this could be available for 3-4 months; did not get back. Any credit union will take checks if Twin Star is not close by so decision made to not pursue this further. Amelia, made motion to accept treasures report, Will second, motion passed.
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Treasurer Report
42617.pdf
- VI. **President-Elect's Report** **Eric Corp**
Eric distributed a copy of the Survey Monkey application which he will send out on June 8th. Email any changes to Eric. Candidates will be asked to give a 1-2 minute bio on themselves. Suggested having voting at the end business meeting day 2 before Region meetings but bylaws state voting will be at the banquet. If only one person applies and no vote is needed, we will need a motion to accept. Region Coordinators will be selected at region meetings as in the past. Suggested send a letter to the supervisor of the elected members thanking them for their support.
STTACC survey; is one needed.
- VII. **Past President's Report** **Kristine Horndt**
No report

VIII. **Communication Coordinator's Report**

Niki Nelson

Niki will redo contact page and create a flyer page for conference. "Live Learn Educate" is the conference theme. Plan to have the conference issue out, mid-June rather than July. Niki will work with Amy to get as much info as possible. No input from colleges for this issue; board and conference only. Spring issue will go out Sunday. No requests for articles from colleges until fall. Will have a post conference issue; may request input from attendees. Request for photos will be on website and Facebook. Send to Niki directly.

IX. **Webmaster's Report**

Steve Evans & Will Frankhouser

Website needs to be updated. Reduce and consolidate such as combining the handbook with the SOP to make one document. Discussion on having a blog or online journal which fails if nothing get posted or updated. One idea, feature a training or College each month or quarter or post as they come in rather than post in the STTACC Chat or eliminate the STTACC Chat and just post articles online. No changes at this time regarding the STTACC Chat. Other areas addressed:

- o Change layout on past STTACC Chat articles.
- o Create a conference banner.
- o Make Colleges contacts a hyperlink to college pages.
- o Have pictures of Exemplary award winners.
- o Archived 2016 Exemplary awards.
- o Change color themes in current builder so they are not so dark.
- o Non-member Colleges, put an * by their college and state Non-member somewhere at the bottom of the list.

Will was given permission to make changes as he sees fit. Will would like to come up with a new website, one that is easier to edit. The plan is for Will to come up with a new website at the end of June and demo to the board before it is released at the conference.

X. **Conference Committee Update**

Skagit Valley College – Amy Erickson

Key note will be Helen Thayer. Most breakout sessions will be in same building. Suggested breakout sessions: rock painting 2 sessions, ergonomic work space, healthy eating on a budget, IT security, financial planning. A call for presenters will be sent out. Looking at Eventbrite free ticket, or Survey Monkey for registration. Other breakout sessions suggested by the board: family history, genealogy, tie chi, yoga and container gardening. Another suggestion was a session on brewing as Skagit has a program but the Brew master building is not open in summer. Committee will look into having open for conference. Excel or Word also good suggestions. Looking for hands on interactive photo class rather than just observing. Using cell phone tips. STTACC Leadership roles and responsibilities. Nature photography and a walking trail were also suggested. Another suggestion was to have attendees sit by regions for business meetings. The committee is still looking into entertainment for the banquet. Suggestions: faculty band, jazz or student band, possibly as people are walking in and during dinner. The awards banquet will be on campus and will be a buffet. Some spouses come to the banquet so a charge is needed but not determined at this time. Draft agenda is needed as requests are coming in about registering for the conference.

- a. Region Coordinators will give out awards and not have an MC.
- b. Decision made not to have disposable cameras at the conference as most everyone has a phone.
- c. Seating by Regions for Business Meetings:

Will need seating in front of room for 13 with microphones. Although the theatre room is reserved, food is not allowed so will stay in same room as breakfast. Reminder that food costs need to follow Per Diem rates.

Exemplary award nominations.

Keep the same 4 questions as last year, Survey Monkey will be used. For multiple submissions, take the highest score. Clarified that board members do qualify to be nominated.

XI. Regional Reports:

a. **Region A**

Barb Crowell



Region A
Repor1.docx

b. **Region B**

Cathy King/Mary Cox



Region B Report
April 27, 2017.doc

c. **Region C**

Shelly Scanlan

Shelley stated that Region C Contacts met for lunch and shared ideas. They plan on meeting again before the conference.



Spring 2017 STTACC
Report for Region C.c

d. **Region D**

Barbara Collins



2017 Spring Region
D Report.docx

e. **Region E**

Amelia Fortuno



Spring 2017 Region E
Report.pdf

XII. New Business:

a. **Training Page**

If you find a conference that sounds interesting, send it to Will. Follow up piece, remove expired items. A calendar would be nice if there are enough events to list. Limited permissions to those who add things to the calendar.

XIII. Current Business:

a. **Communication to Classified staff on campuses**

Some colleges are still not getting emails (Bellevue and Cascadia). One thought is to create group emails to for College Contacts. Each region would have an email for the Coordinator and another for the College Contacts. Another idea is to create an email list from the conference attendees and to utilize the List Serve more, for example sending emails sent to College Contact from Region Coordinators to the List Serve for broader coverage. Paula will send an email on how to sign up for the List Serve but also suggested have a lap top at the conference so staff can sign up there for the list serve. Discussion on coordinator issues to continue at a later date. Reminder from Paula for Region Coordinators to include her on emails to College Contacts.

- b. **STTACC Marketing**
T-shirts from Jack Nut, \$15 per shirt, Ray Conn, \$14 per shirt with embroidery. Initial set up will be \$40 but a full color logo can be digitized. After discussion 25 will be ordered from Ray Conn in dark charcoal, short sleeves, 3" embroidered logo with "board member" below. Barb Collins made a motion to order, Shelly 2nd. Approved. To recognize the work of college contacts, suggested ordering travel mugs from Vista Print, silver cup with black logo. Amelia made a motion, Marjie 2nd, approved

- c. **SOP Draft for Handbook**
Send changes to Paula who will add to the member handbook. (Put SOP in Dropbox).
- d. Drop Box/Web Based Storage
- e. Website ~ see Webmaster report
- f. Other
Registration will go live June 1st, early bird will end June 23rd.
Considered pulling one registration from those that have registered rather than send out a separate request but after discussion, will send out survey to submit for free registration with deadline to submit May 25th. Cindy made a motion of STTACC funding one registration per region, Will second. Motion passed. Board members are requested to wear T-shirts on day 1 of the conference.

XIV. Next Meeting:

Aug 8 at Lorenzo's, near Skagit Valley, in their banquet room at 6 pm. For 1st nights lodging at conference, have hotel fax over authorization to Margie and she will pay with the credit card. Wenatchee is still planning on hosting in 2018.

XV. Meeting adjournment

Meeting adjourned 1:45pm. Margie made motion, Amelia 2nd, motion passed