



FALL BOARD MEETING

Friday, October 19, 2012

9:00am – 4:00pm

Olympic College

Minutes

- I. **Call to Order** **Sandy Johnson**
Called to order at 9:00am
- II. **Roll Call** **Cindy Cannella**
Introductions were made.
PRESENT: in bold
Sandy Johnson, Jim Sorensen, Cindy Cannella, June Johnson, Kathy Arndt, Karen Osborn, Angela Fenn, Marion Heard, Glorianne Bora, Darci Alamos, Annis Jones
- III. **Welcome from STTACC President** **Sandy Johnson**
Welcome to all who are brand new and all those returning
- IV. **Welcome from VP Admin Services** **Bruce Riveland**

Bruce welcomed the board to Olympic
- V. **Minutes from August Meeting** **Cindy Cannella**
Approved as read *Approved with Changes* *Not approved*
- Linda Van Doreen has been out on medical leave and has not submitted minutes from the conference.
- VI. **Treasurer's Report** **June Johnson**
a. **End of Fiscal Year report**
June stated that following the current budget sheet is challenging and would like to create a template for continuity from one Treasurer to the next, renaming the categories and building the annual conference into the budget. The balance sheet for 11-12 was discussed along with how the annual conference budget fits into the fiscal budget. June will average out the last 5 annual conferences to budget in expenses and revenue for conferences. To close last year June wants to build the conference into the end of year report so the final 11-12 budget will be confirmed at the next meeting. Sandy asked June to create what she thinks will best fit. Create a template for the conference.
June stated there still is a deficit of \$29.09 on the books from the 2008 conference at Wenatchee. Jim made a motion to pay past amount, Darci 2nd, motion passed.
- b. **2012/2013 Budget update**
After the discussion on the 11-12 budget Jim proposed purchasing Quick Books to simplify not only the current finances but continuity with new treasurers.
During the meeting a price for QuickBooks was found for \$199.96 plus tax. Darci made motion Karen 2nd. Motion passed. June will purchase.

Action item follow up: 12/4/2012. Request by email to purchase 2013 as lack of support for 2012 version is questionable. Additional cost, \$40. Motion passed.

Marion asked if we could set a time line after the conference to have the financial reports turned in. Discussion; have the conference committee work with the treasurer and put deadlines on the conference template. June will work on continuity between the conference committee and STTACC regarding the budget.

c. **2012/2013 Membership Dues update**

June will invoice colleges once QuickBooks are purchased and installed.

d. **Does anyone have questions about the budget?**

Cindy proposed the President Elect work with the treasurer on the next fiscal year budget. A suggestion was made that they meet the night before the spring meeting to prepare a budget for the upcoming FY.

VII. **President-Elect's Report**

Jim Sorensen

a. **Mission Statement committee**

Committee consists of: Tim Anderson (GRCC), Judy Brenden (GRCC), and Suzie Holley (OC).

The reason for the mission statement is to say what STTACC is; a clear objective on what we do; need to update. When somebody asks "what is STTACC", this is what we are all about... Jim mentioned Grays Harbor was praised for their support of STTACC by their accreditation committee.

In the STTACC Chat, add mention of GH accreditation. That STTACC offers leadership, professional development opportunities and networking. Sandy will add report to the next STTACC Chat

b. **Webmaster election**

Jim introduced Karen Osborn as our new webmaster, passed material to Karen; all officially welcomed Karen.

VIII. **Communication Coordinator's Report**

Kathy Arndt

Plans for our future/visibility

Sandy will see if Kathy can participate, if not we will find someone new or have Karen do both for the remainder of the year. Sandy has plans to work with webmaster to update website. Discussion moved more towards the Website rather than Communication.

Consensus is to have more presentations on the websites, webinars etc. what's on the website

Sandy asked if we want to work on updating the image on the website as she sees a need to refresh with more visibility and embellishments. We should be all about training and what STTACC is; use the term "Professional Development" more. Karen will design a few samples and will email them out by the end of January. If we see something we like, send it to Karen.

Jim would like to see us develop our own training library. Grays Harbor has a monthly training that could be posted on the website for members to access. Reminder: secure permission from the presenter before posting their contact info or training activity/presentation to the website.

A question was raised on what kind of storage capacity we have. Karen will check. Another idea raised for future discussion is to provide certificates with online training.

STTACC image update re: logo

Kathy wanted to refresh the look of STTACC and the logo. There was much discussion on having a contest to adopt a new logo; Jim moved Angela 2nd. Motion passed. Jim made a motion to give the winner a free registration to the 2013 conference, June 2nd, motion passed. We will unveil the new logo at the conference in Moses Lake. Sandy will put a blurb in the STTAC Chat and also draft a message for Region Coordinators to send out. Deadline for submission will be Jan 15. The logos will be sent out for vote via Zoomerang no later than Feb 1 (sooner if possible) with a deadline for voting of Feb 8, 2013. Sandy will contact Tim for details on the Zoomerang license and will also send email to watch for voting after the Jan 15th deadline. Once we have a new logo we will change website colors to match including plans for future visibility and more training opportunities for the website. Sandy asked for one thing from each college to put on the website for training.

Glorianne asked if we will continue to use the brochure that was developed a few years back. After Sandy speaks with Kathy we will decide fate of brochure.

IX. Webmaster's Report **Karen Osborn**

a. **Website update**

Karen stated she has updated a few pages, but has run into roadblocks because of the hard coding Mark used. For ease of use and continuity between future Webmasters, Karen proposed purchasing Dreamweaver which she personally likes and has at home. A question was asked what templates are in Ipage? Karen will check and see if Ipage can do what Dreamweaver does before we pursue purchasing Dreamweaver.

X. Regional Reports:

a. **Region A**

Angela Fenn

(See conference report)

b. **Region B**

Marion Heard



STTACC
Regionrept10-12.docx

c. **Region C**

Glorianne Bora

d. **Region D**

Darci Alamos



Region D Fall
report.doc

Darci asked to Sandy to contact colleges that aren't responding.

Sandy asked Region Coordinators to send her any colleges that that aren't responding and what issues may be.

e. **Region E**

Annis Jones

Annis Jones received a lot of response on having a college contact meeting.

~~~~~ Lunch Time ~~~~~

**XI. New Business:**

a. 2013 conference – Big Bend Community College

Theme “Then and Now” Aug 8 & 9 2013 (Thursday & Friday) Darci stated they just started sub committees. Cindy will create a procedure on when/how funds are distributed. Jim will work with the conference committee on funds and procedures.

- b. **Conference location for 2014**  
Glorianne will follow up with Everett to see if they want to host.
- c. **Conference location for 2015**  
Darci will follow up with Walla Walla to see if they want to host.
- d. **STTACC Conference Registration Vouchers**  
Discussion followed on how to handle registration vouchers in the future. It was decided that we will continue, as funds allow, and come up with a procedure on how to award the scholarships as each membership entity was awarding them differently. The board will check STTACC's fund balance at the February meeting to determine if we will be offering one voucher per membership or an allotted amount per Region. Annis will take on drafting a procedure to present at our Feb meeting.
- e. **Voting process for new board members**  
How do we determine voting? Do we need a procedure? Marion stated that during their region, meeting it was brought up that region coordinators should be a 2 year term... Cindy stated this has been discussed in the past but thought it may deter some from running if they are locked in for 2 years. Should we continue accepting applications from the floor as we would prefer not to? We would like applicants to prepare in advance, but realize this will not always happen. How do we get around when we vote? Jim will prepare a procedure based on the bylaws, determining when business and region meetings are held and voting process. Board will tell the conference committee when the meetings will be so as to not impede voting and the gathering of applications.
- f. **Recognition for Mark Holm**  
The board unanimously agreed to recognize Mark for all his work on the website during his time on the board. Jim made a suggestion to give him a \$50 gift card from Amazon (or VISA). June will purchase and all members will bring \$5 to give to June at the next meeting. Sandy will get thank you card.
- g. **Data storage for minutes, contact info, etc. (Not Google Docs)**  
Cindy stated we don't have to use Google. When we get the website up and running as we envision, we can store our documents and not using Google for storage. Question: We post minutes but do/should we post the budget? Right now we post the annual budget, but we will discuss posting the quarterly budget sheet at a later date. Decision was made to discontinue using Google Docs for working documents.
- h. **Documenting processes and procedures**  
Cindy distributed updated member handbooks with more updating to come as time allows. Sandy asked the board to study the bylaws and to come back with any changes. For legacy and continuity, Jim proposed a new position of past president which would add an extra year on the president's term. We will discuss this more at next meeting. Sandy asked us to do more documenting for future boards, if you come up with something that works put it in your hand book.
- i. **You tell me what you want to talk about! ;-)**  
Are we using Facebook? If not, what good is it? Sandy will check to see how many actually use Facebook and will ask Kathy if she has plans to continue. Email Sandy with agenda items for next meeting.

XII.

**Current/old Business**

a. **Conference 2012 Review/survey**



CONFERENCE  
REPORT 2012.docx



2012 CONFERENCE  
PLANNERfinal report.xls

b. ***Rating sheet for Exemplary Award***

c. **Bio updates/photos**

If you have not submitted a photo or bio to Karen, please do so.

d. **College contacts up to date?**

Current list



Region\_Contacts  
(2).xls

XIII. **Next Meeting**

Jim made a motion to move winter meeting to Feb 22<sup>nd</sup> from Feb 15<sup>th</sup> Angela 2<sup>nd</sup>. Motion passed. Room confirmed by Marion for the new date.

- a. Prepare to discuss Bylaws
- b. Finalize voting process for new board members
- c. Finalize Mission Statement

XIV. **Meeting adjournment 4 pm**

**Meeting Minutes approval via Google Docs:**

| Timestamp          | Your name      | Approve | Position   |
|--------------------|----------------|---------|------------|
| 1/3/2013 13:36:08  | Angela Fenn    | Yes     | Region A   |
| 1/3/2013 14:17:58  | Jim Sorensen   | Yes     | Pres Elect |
| 1/3/2013 15:36:38  | Glorianne Bora | Yes     | Region C   |
| 1/3/2013 16:06:07  | June           | Yes     | Treasurer  |
| 1/9/2013 11:12:22  | Annis Jones    | Yes     | Region E   |
| 1/17/2013 11:19:41 | Marion Heard   | Yes     | Region B   |