



## WFAA 2018-2019 Executive Council Meeting Agenda

**Date:** October 10, 2018

**Location:** Yakima Convention Center, Yakima, WA – Deccio A

Members present: Linnea Hengst, Lynette Splinter, Heather Jones, Caycee Clark, Kelly Forsberg, Tammy Zibell, Alex Bailey, Jim DeWilde, Oscar Verduzco, Jessica Hernandez; Ilda Meza attended for a few minutes to give update on conference

### **8:00 am Continental Breakfast Served**

#### **8:05 am Call to Order**

- Welcome, Housekeeping, Announcements Linnea Hengst
- Roll call – establish a quorum Jessica Hernandez
  - Quorum established
- Review of the Agenda Linnea Hengst

#### **8:09 am**

- Minutes from June 2017 meeting Jessica Hernandez
  - Review and approval
    - Motion to approve, Lynette Splinter
    - 2<sup>nd</sup> to move to approve, Oscar Verduzco
    - No discussion
    - Motion passes: Majority move to approve meeting minutes
- Outstanding To Do List

<b>TO DO LIST</b>		
<b>Action Item</b>	<b>Person Responsible</b>	<b>Status</b>
Draft up Internal Audit procedures and responsibilities for Fiscal Planning Committee within Policies & Procedures, for consideration and vote at next EC Meeting	Tracy Hall Kelly Forsberg	Ongoing
Discuss how to represent earned dividends, separate from liquid revenue and expenses	Fiscal Planning Committee	Ongoing

Fiscal Planning Committee will research what transactions created the biggest credit card processing fees and suggest ways to incorporate additional charges to membership to offset costs	Fiscal Planning Committee	Ongoing
Create a template to develop business guide for tips/guidelines	Linnea Hengst	Ongoing
Put together verbiage on how fiscal planning committee chair will be handled	Linnea Hengst Brian Dixon Jim DeWilde Kelly Forsberg	

### 8:12 am

- Treasurer's Report Linnea Hengst
  - Investments are helping to offset costs
  - Still have cash reserves and investments
  - Adjustments with budget, expected to help with net loss
  - Year-to-date budget information for 1<sup>st</sup> quarter does not include conference related costs
- VP for Legislation Alexandra Bailey
  - Continuing to monitor new legislation changes
  - Added to the newsletter
  - Updated template and finalized for legislation VP position
- VP for Ethnic Awareness Linnea Hengst
  - New title of the scholarship is now Inclusion and Diversity Scholarship
  - Need member vote to update the officer position name to VP of Diversity and Inclusion
- VP for Training Heather Jones
  - Nothing to add from report
- Secretary Jessica Hernandez
  - Nothing to add from report

### 8:21 am

- Past President Linnea Hengst
  - Selected three recipients for WFAA awards
  - Creating procedures and helpful tips for easier transitions (drafted and now needs to be finalized)

- Went to DC and met with Bryce McKibben. Concerns with Washington statistics in regards to helping with connecting students to resources for food and housing beyond financial aid
- President-Elect Linnea Hengst
  - Nothing to add from report
- President Linnea Hengst
  - Looking at locations for next conference
    - Considering multi-year contract

### 8:33 am

- 2018 Conference Update Ilda Meza
  - Final registration was 117 attendees

## Consent Agenda Reports

### 8:38 am

- Fiscal Planning Linnea Hengst
  - Nothing to add from report
- Investment Committee Jim DeWilde
  - Stocks and bonds are looking good
  - Will re-evaluate investments in January
  - \$133,000 in Vanguard account
  - \$92,000 in checkings/savings
  - Target is about \$233,000 in total assets
    - Use earnings to help fund WFAA related costs
    - We are getting closer to our target
- Proprietary Caycee Clark
  - Nothing to add from report
- Community/Technical Oscar Verduzco
  - The colleges are working together on how to help get through roadblocks
- Graduate/Professional Lynette Splinter
  - Concerns arising with how Public Loan Service Forgiveness is headed
  - Trying to figure out how to best advise and reach out to students on their loan repayment options
- Historical Archives Linnea Hengst
  - Nothing to add from report
- Student Budgets Linnea Hengst
  - To calculate increases, typically used U.S. consumer price index; however, this was not a good representation of all the areas in Washington State
  - 2019-2020 budgets were built with using Washington state's highest consumer price index outlier, Olympia at 3.10%
  - Motion to approve 2019-2020 budgets by Oscar Verduzco
    - 2<sup>nd</sup> motion to approve by Caycee Clark
    - No discussion

- Motion is approved by majority vote
- Communications Linnea Hengst
  - Nothing to add from report
- Early Awareness Linnea Hengst
  - Support high school track to put on more sessions with K-12 administrators
- Electronic Services Heather Jones
  - Working on getting business guidelines of how to post reports/send e-mails
- Fund Development Linnea Hengst
  - Nothing to add from report
- Membership & Volunteer Development Tammy Zibell
  - Has been working with Heather Jones on communicating electronically with the membership
  - Cleaning up duplicated and old memberships
  - Sent out volunteer list
  - 55 new members this year

### 9:35 am BREAK

### 9:55 am

- New Business
  - Officer/Committee Changes:
    - VP of Ethnic Awareness – Changed name of scholarship to Diversity and Inclusion Scholarship. Need membership vote to change name of position of VP of Ethnic Awareness to VP of Inclusion and Diversity
    - Fiscal Planning Committee/Investment Committee/Treasurer
      - Investment committee is no longer needed as it has now served its purpose of getting the organization set up with investments – may need to be moved to a singular position
      - Need to change duties of treasure so fiscal planning committee is not under this position
        - Motion to move fiscal planning committee out from under Treasurer's responsibilities by Heather Jones
        - 2<sup>nd</sup> motion by Lynette Splinter
        - Motion approved with majority vote
    - Communications Chair
    - Historical Archives/President-Elect – Wanting to move historical archives duties to president-elect (moved to next meeting agenda)

- Strategic Plan Continuation
  - Strategic Plan expiring, vote to extend strategic plan one more year to give time to create new strategic plan
    - Motion to approve by Oscar Verduzco
    - 2<sup>nd</sup> motion to approve by Heather Jones
    - Motion approved by majority vote

**ADJOURN at 10:18am**

- Motion to adjourn meeting by Caycee Clark
- 2<sup>nd</sup> motion to adjourn meeting by Alex Bailey
- Motion passes and meeting adjourned

**Next Meeting: March 12, 2019 at Red Lion SeaTac- Seattle, WA**