

2016 WSKW Business Meeting Minutes
3:00-4:15pm; Wednesday, 10/12 (Washoe A)
Meeting Chair: Shifflett; Recorder:Van Mullem

Welcome & reminder to sign attendance sheet

Present: Bethany Shifflett, Kelly Johnson, Rob Carlson, Jane Shimon, Heather Van Mullem, Carole Casten, Sharon Stoll, John Osterello, Walt Hamerslough, Larry Bruya, Bob Peavy

Heather Van Mullem agreed to take meeting minutes because Soo Jin Yoo was not in attendance at the conference.

Rob Carlson commended Bethany Shifflett on the quality of her work preparing this conference.

Approval of minutes from 2015 meetings (Heather Van Mullem recorder)

10/8 Meeting – change date to 10/7; Rob: motion; Carole: second; motion carried
10/10 Meeting – change date to 10/9; Rob: motion; Carole: second; motion carried

Conference Coordinator Report (Shifflett)

Negatives

- Was unable to obtain donations/support for the conference. Tried area resorts, book publishing companies, e-content provider - Agency 99, and SPARK.
- Was unable to get Paypal set up for the conference.
 - Made a great deal of progress and feel confident that we can finalize our status as a non profit at both the state and federal level which opens the door to using paypal.
 - Bethany found we had non-profit status in Idaho but the employer ID number and tax ID number aren't in the federal database. Physical address is in Boise.

Positives

- Online registration separate from conference fee payment worked great.
- Towards the end, was able to tell who paid but did not register and who registered but did not pay and was then able to get targeted email to them.

- Was able to collect info on which days people coming - very helpful for room set up and F&B plans.
- Price change point worked excellent. Info from nearly all people, weeks ahead of conference. Only a few checks were received by Soojin after the deadline of 9/15. An additional 12 total not paid and we'll collect payment when they check in.
- Young scholar award process, including online submission of papers, very successful. 14 nominations - 5 of whom submitted papers; plus 2 more people submitted work independent of nominations. 3 faculty receiving award this year. Thank you to Pete for his coordination of the review and selection process.
- Student submission process, including online submission of proposals, went very well. All support materials were updated in the fall before any call for submissions went out. Thank you to Kelly for his coordination of the review and award selection process.
- Faculty submission process, including online submission of abstracts, went very well. Reviews completed swiftly after submission deadline and timely notifications out to faculty who submitted proposals.
 - No problems with late submissions. Attributed this to good communication.
- Excellent support from Harrahs.
 - Much better with planning. This year, conservative estimates given based on registration information obtained in advance.
- Aim to increase attendance this year successful. Target was 50 faculty and 25 students. Estimate presently for this year is 59 faculty; 36 students (plus 9 day-pass students).
 - Report from business meeting last year: total: 62. 44 faculty; 18 students.

Miscellaneous

- A group from UNR was provided day-pass price (\$35) for each person.
- Need to make clearer in student section of info on the web site that they should not be submitting work unless they fully intend to follow through and present.
- Scheduled a debate for the 1st 1/2 hour of reception.
- Will have raffle during Thursday reception.
- Made a point of getting lapel microphones and longer VGA cables this year.
- Expenses this year:
 - Harrah's estimate: \$4500 - will definitely be higher as estimates were conservative
 - Young scholars: \$300
 - Invited speakers: \$500
 - Supplies & Printed program: \$681

- Estimate of revenue: Have \$5900; Should collect another \$1650 if all who registered but did not pay, come. (one refund needed); anticipates will break even this year; made comparison to last year's revenue and expenses

Questions?

Sharon asked what happened with Soo Jin. Bethany shared Soo Jin has decided to resign but agreed to help through this conference (though she wouldn't attend). John asked if all the banking was moved to Texas. Bethany shared that it is through Bank of America and paperwork is ready to move to the next elected person.

Action Items

Naming Proposal for student award

Proposal seeks to recognize the contributions and dedication of Larry Bruya to WSKW and the Peavy Papers. Proposal: Rename The Student Original Research Poster - The Dr. Lawrence Bruya Outstanding Original Research Poster Award.

Sharon moved, Carole second; motion carried

Young Scholar Award

John moved to refund the young scholars winners their registration fee this year; Rob second; discussion followed; motion carried.

Bethany moved that up to two young scholar awards be awarded per year with a waiver of registration fee, a \$100 check, and a certificate; Rob second; motion carried (8 yes, 1 no)

Young Scholar Award Submissions

Proposal: Require solo authorship of young scholar submissions.

Suggestion instead was to obtain confirmation from young scholars that they were the lead researcher on the work submitted.

Discussion Items - Future directions

Proposal for membership dues

Proposal: Institute a \$40 membership fee.

Conversation about whether or not to raise the conference attendance fee.
Professional raised to \$100, students raised to \$50?

Should there be a separate membership fee (i.e. \$40)? If so, then the money could be subtracted from the conference attendance fee (i.e. $\$95 - \$40 = \$55$)?

Suggestion is to have more of an expected budget from which to determine costs....and thus set conference registration fees then. Tabled. Bethany will bring numbers at the last meeting of the conference for further consideration.

Proposal for web administrator compensation

Proposal: Compensate the web administrator. \$750? \$1000?

Brian is resigning.. Need to find a new one. Concern that job description will make it difficult to find someone. Bethany knows of one person from CSUN who is interested. Jane shared the importance of remembering that the Journal needs to be accessible via the website.

Meeting adjourned 4:20.