

**October 11, 2018**

2018 WSKW Business Meeting  
Submitted by Jennifer Sherwood on behalf of the Executive Committee

Present: Kelly Johnson, Chris Gentry, Guillermo Escalante, Lee Ann Wiggins, Kimberly Knowlton, Soojin Yoo, Carole Casten, Andrea Ednie, Sharon Stoll, Hosung So, Heather Van Mullen, William Address, Clay Robinson, Jeff Bernard, Susan Steele, Jennifer Sherwood, Bethany Shiflett, Cathy Inouye

**Approval of Minutes from 2017 Business Meeting:** Approved

**Updates:**

1. New logo- refreshed for organization
2. WSKW is non-profit
3. Presenting award with historical significance to WSKW (e.g. Art Broden Young Scholar Award or Peavy papers award)
  - a. Introduce award with background historical significance of the award namesake
4. Propose that students introduce speakers, act as moderators/timers for meeting
  - a. Ask for student volunteer in room
  - b. Continue to support faculty on program
    - i. Enables faculty to apply for funding to attend conference
5. Send "Save the date" in July 1 (as soon as know the number of speakers)
  - a. This year's conference began earlier on Wednesday than in previous years
6. Finance Update
  - a. Need to increase conference attendance -2018 conference attendance is lower than in previous years
    - i. ~Projected that ~74 people registered for conference
    - ii. ~41 students registered for conference in advance
    - iii. Final count is 91 people registered for conference
  - b. Paypal fee means that we take in less per registrant
    - i. Proposed increase conference fee for faculty to \$125 and 150 after 9/15
    - ii. Student conference registration fee \$50 (early registration) & \$65 after Sept. 15th – not increase student fee
    - iii. Lunch is about \$24
  - c. How can we increase conference participation?
    - i. Conference attendance is dropping
    - ii. Marketing Committee charged with creating liason to establish relationship with University of Reno
    - iii. Need person to outreach to local community colleges & Reno community
  - d. Financial report for 2018
    - i. Need to update
      1. Cathy charged with updating
- 7. Operating Code changes**
  - a. Ex Com met before meeting & approved changes to operating code
    - i. Now membership can vote on-line to approve changes to operating code & not required to wait until conference to make changes
    - ii. Publication needs updating to reflect changes
  - b. Bethany motioned to approve & Carole seconded
    - i. Verbal vote to approve changes to operating code was unanimous
- 8. How do we support Jeff Bernard as JKW editor?**

- a. Problem: finding reviewers
  - i. 2 articles/ reviewer
  - ii. If tie, Jeff breaks tie
  - iii. Brainstorm names for reviewers & give to Jeff
  - iv. Reach out to active & retired members
    - 1. Use master e-mail list
- b. Student edition
  - i. Deadline for submission June 1<sup>st</sup>
  - ii. Aug 1<sup>st</sup> deadline for feedback
  - iii. Student (undergraduate or graduate) main author with faculty sponsor
- c. Change JKW to bi-annual publication
  - i. New volume each year with new issue (1 & 2)
- d. Indexing JKW
  - i. Articles published in JKW accessible to searches
    - 1. Will likely increase journal submissions
    - 2. May lead to additional indexing sites
    - 3. International ISSN-national number
    - 4. Need DOI
  - ii. Propose index with Google Scholar
    - 1. Separate out volumes-no longer as single pdf for entire volume
    - 2. Working with Ovande to make readable & searchable

## 9. Massengale Papers

- a. Published in JKW & historically Reserved for individuals present at conference
- b. Currently Massengale papers are not peer-reviewed, just editor reviewed
- c. Authors need to publish in peer-reviewed journals for RTP
- d. Retain Massengale papers prestige
- e. Ex Com recommends to contact Dana Massengale & discuss Massengale papers being peer-reviewed
  - i. Ask sponsor (daughter) to present history of her father & accomplishments at conference
    - 1. Soojin has contact information
  - ii. Add blurb about Massengale's historical significance to JKW in beginning of JKW journal
  - iii. Ex Com will recommend to the JKW editor who to invite for Massengale papers

## 10. Peavy Papers

- a. Should we keep the abstract or not?
  - i. Since papers may be literature review & not original research
  - ii. Abstract presented on poster & in paper
  - iii. How is the abstract different than issue?
  - iv. Clarify guidelines for submitting
    - 1. Original research –abstract required
    - 2. Literature review & critique – abstract required
      - a. Combine issue & overview into abstract
    - 3. Poster-abstract required
    - 4. All submissions for poster
      - a. Invitations for presentations
    - 5. Remove the 'issue' heading
    - 6. As review abstract guidelines-consider how long & where published in program

## 11. Certificate of Appreciation

- a. Propose reinstitute to Past-Presidents
  - i. Instead, letter written by Executive Director
  - ii. Letter to place in file for tenure & post-tenure review
    - 1. Substantive letter of evaluation & contribution

## 12. Post-conference survey

- a. Sent out to everyone
- b. Add how to grow conference
- c. Survey should be multiple choice
- d. Propose to remove Chairs name from survey
  - i. Protect privacy if write comments
  - ii. Optional to add Chairs name
- e. Request idea for conference theme
- f. Remove questions about physical conference space

## 13. Suggestions for next year's conference

- a. Remove physical program
  - i. Have mobile app for program
- b. Remove year from conference folder
  - i. Buy folders in bulk
- c. Add movement sessions
  - i. Yoga class
  - ii. Tai Chi
  - iii. Square Dance
- d. Make ourselves a sister conference
  - i. Information at other conference
- e. Incorporating benefits with professional discipline-specific organizations
  - i. CEU component
  - ii. Certification- NASM, ACSM, NSCA –PT certifications for students
    - 1. Review sessions for certifications at conference
    - 2. Can we have exams here – Check with organizations
      - a. Wednesday morning or Friday afternoon
  - iii. Exercise is Medicine (EIM) –link with ACSM
- f. Host school for conference
  - i. Students attend to assist with conference
  - ii. Maybe President-elect's school
- g. Another venue for conference
  - i. Every few years consider moving somewhere else for conference
  - ii. Concern -will moving conference reduce attendance?
  - iii. Bring new venue information back to conference next year for discussion
    - 1. Costs to have conference at new location

## 14. Corrections made to Operating Code

- a. Secretary was 2 yr., in past operating code; now 3 yrs. after changes accepted.
- b. Jason Ng for secretary?

## 15. Ex Com Terms

- a. Andrea Ednie [edniea@uww.edu](mailto:edniea@uww.edu) President, UW Whitewater 2018-2019
- b. Lee Ann Wiggin [lawiggin@lcsc.edu](mailto:lawiggin@lcsc.edu) President Elect, Lewis Clark College 2018-2019
- c. Cathy Inouye [cathy.inouye@csueastbay.edu](mailto:cathy.inouye@csueastbay.edu) Past President, CSU East Bay 2018-2019
- d. Bethany Shifflett [bethany@bshifflett.com](http://bethany@bshifflett.com) Executive Director, San Jose State Univ 2018-2021
- e. Farzaneh Ghiasvand [farzaneh.ghiasvand@sjsu.edu](mailto:farzaneh.ghiasvand@sjsu.edu) Secretary, San Jose State Univ 2017-2019
- f. Soojin Yoo [soo.yoo@utrgv.edu](mailto:soo.yoo@utrgv.edu) Treasurer, University of Texas Rio Grande 2016-2019

- g. Gong Chen [gong.chen@sjsu.edu](mailto:gong.chen@sjsu.edu) At-large, San Jose State Univ 2016-2019
- h. Kim Knowlton [kknowlto@lasierra.edu](mailto:kknowlto@lasierra.edu) At-large, La Sierra University 2016-2019
- i. Clay Robinson [clrobinson@lcsc.edu](mailto:clrobinson@lcsc.edu) At-large, Lewis Clark College 2017-2020
- j. Jeff Bernard [jbernard1@csustan.edu](mailto:jbernard1@csustan.edu) JKW Editor, CSU Stanislaus 2018-2021
- k. Jennifer Sherwood [jennifer.sherwood@csueastbay.edu](mailto:jennifer.sherwood@csueastbay.edu), Young Scholar Coordinator CSU East Bay 2018-2021
- l. Guillermo Excalante [gescalan@csusb.edu](mailto:gescalan@csusb.edu), Peavy Papers Coordinator CSU San Bernardino 2018-2021
- m. Ovande Furtado [ovande.furtado@csun.edu](mailto:ovande.furtado@csun.edu), Web Administrator CSU Northridge 2016-2019

16. Meeting adjourned ~ 3:30 pm