

2016 WSKW Business Meeting Minutes  
7-8:15am; Friday, 10/14 (Washoe A)  
Meeting Chair: Bethany Shifflett; Recorder: Jane Shimon

**Present:** Bethany Shifflett, Rob Carlson, Kelly Johnson, Jane Shimon, Carole Casten, John Ostarello, Katelynn Thompson, Walt Hamerslough, Sharon Stoll, Larry Bruya, Rob Thomas, Andrea Ednie, Kim Knowlton, Erica Bateman, Senlin Chen.

**Review and Approval of minutes from 10/13/16 meeting** (Jane Shimon agreed to act as Secretary during this meeting since Soojin Yoo was not in attendance at this conference.)

**Motion:** Approve meeting minutes from 10/13/2016.  
Move to approve: Carlson; Second: Caston  
Motion carried.

## Action Items

### 1. Finish edits to the operating Code. Resumed Operating code at line 127.

**Motion:** Initial motion from 10/13/2016: Change name of *Central Committee* within the Operating Code to *Board of Directors*

Shifflett amended the motion to change *Board of Directors* to *Executive Committee*

Move to approve: Casten; Second: Carlson

Amended motion passed with a unanimous vote

**Motion:** Approve the entire Operating Code per changes made during the 2016 Business Meetings (not including the appendices, which can be changed by the Executive Committee)

Motion moved to approve: Shifflett; Second: by Carlson

Motion passed with unanimous vote

### 2. Discussion of conference cost, dues, and finances

Discussion:

Current conference/revenue cost information:

\$4500	Harrahs AV and F&B estimate/tentative
\$300	Young Scholar Awards
\$500	Speaker Honorariums
\$681	Supplies (includes \$230 folders, \$207 program)
\$285	Return conference fee for 3 young scholar awardees
\$6266	Total

Revenue (tentative)

\$7495 -Estimate based on 10/13 information (59 faculty; 44 students)

Implications:

- With robust attendance and conservative spending, can meet costs and potentially cover the cost of a web administrator (\$1000).
- Will be tight to make ends meet at alternate sites without an increase in attendance

**Motion:** Approve to change in membership and conference fees for faculty and students for the upcoming 2017 conference to include:

- a. For faculty: set the conference fee for 2017 at \$100 with \$40 of that being considered their membership. This means former members (and new members) not in attendance at 2016 conference can pay \$40 to maintain their membership or become a member.
- b. For faculty: keep the late fee at \$20 (so, conference cost \$120)
- c. For students: set the conference fee for 2017 at \$50 with \$20 of that being considered their membership This means former members (and new members) not in attendance at 2016 conference can pay \$20 to maintain their membership or become a member

Moved to approve: Shifflett; Second: Casten  
Motion passed with unanimous vote

### 3. Discussion on web administrator compensation

**Motion:** Provide up to a \$1000 yearly stipend as determined by the executive committee for web administrator

Motion to approve: Shifflett; Second by Carlson

Motion passed by unanimous vote

#### 4. Discussion of date for 2017 conference

Discussion included fall term differences for various universities, state conference, Southwest ACSM 10/21-10/22, and Yom Kippur 9/29-9/30.

Discussion items for conference location also included the following:

Option 1: Keep the conference in Reno but move the location to Circus Circus.

Option 2: Consider occasionally relocating the conference to the bay area.

2A: In 2017 have the conference in the bay area

2B: In 2017 have the conference in Reno but plan for the 2018 conference in the bay area

2C: Allow time (up to 12/1) for pres-elect to explore options/costs for 2017 conference in bay area; if something viable (determined by central committee) have 2017 conference in bay area. If not able to find anything, fall back to 2017 conference at Circus Circus in Reno and continue exploration for 2018.

Circus Circus Information: Heather Van Mullem gathered information from Circus Circus and Shifflett prepared documentation that would allow an apples-apples comparison. Overview:

Total cost higher in comparison to Harrahs: \$6646; \$3707

AV considerably higher - plus required minimum for AV technician

Food & Beverage comparable or in some cases lower

Room rate lower

Room guarantee higher (80% of 80 compared to 80% of 40)

San Jose Area Information:

Downtown not an option. Costs prohibitive.

Near airport or out of immediate downtown possible. One example, springhill suites - new building so technology simply part of the conference facilities - no AV charges. Room rates will be much higher than Reno; facilities might be comparable or less.

### **2017 Conference Date**

**Motion:** Hold 2017 conference during the 2<sup>nd</sup> week in October, 10/11 - 10/13  
Motion to approve: Casten; Second: Thomas  
Motion Passed by unanimous vote

### **2017 Conference Location**

**Motion:** The 2017 Conference is to remain in Reno at Harrahs.  
Motion called by Casten; second by Bruya  
Motion passed; 2 abstentions

**NOTES:** follow up with Harrahs contract to discuss cut-off date for room reservations. Include prompting reminders when registering for a hotel to select Harrahs through the conference site to meet room quota.

## **5. Discussion of Pursuit of tax-exempt status.**

Background:

In consultation with Shimon, Slack, and Yoo, Shifflett found paperwork that seemed to confirm we had unincorporated non profit association status in the State of Idaho. Papers also suggested we had a federal taxpayer ID number and employer ID number. Through work with SJSU finance division and office of the secretary of state in Idaho Shifflett located the official documentation of our unincorporated nonprofit association status in Idaho. However, also found out we are not in the federal data base.

Shifflett notes that her perception is that not having tax-exempt status from IRS will eventually be a problem. For example, letter from eastern oregon university makes clear "If you do not provide an accurate name and tax ID number as filed with the IRS, than a penalty may be imposed." We presently are not in the federal data base. In light of this, turns out to have been a good decision to have made clear for this conference that no purchase orders/requisitions could be taken.

Proposal: With the assistance of professional counsel,

- a. Complete paperwork to incorporate as a non profit in the state of Idaho and obtain a 'certificate of existence' when done.
- b. Pursue recognition at the federal level as a tax-exempt, non-profit organization.

**Motion:** With the assistance of legal counsel, continue pursuing a direction of recognition at the federal level as a tax-exempt, non-profit organization by the Executive Committee.

Call for Approve: Casten; Second: Johnson  
Motion passed with unanimous vote

Main discussion and reasoning centered around the need to validate our tax ID and employer ID (or obtain such), acquire tax exempt status at the federal level, enable pay-pal to be used for conference registration.

## **6. Deferred due to time certain: Archive Update**

## **7. Election of Officers – Time certain of 8:05**

*Nominations below were from Shifflett (each have accepted nomination)*

### **Officers (voting members):**

President Elect: Cathy Inouye

Secretary: Rob Carlson

Treasurer: Soojin Yoo

Executive Director: Matt Silvers

Three faculty-at-large members: Andrea Ednie, Gong Chen , Kim Knowlton

### **Exofficio (non-voting members)**

Web administrator: Bethany pursuing discussions with Ovande Furtado from CSUN

Archivist: Sharon Stoll

Editor, Journal of Kinesiology & Wellness: Jane Shimon

Young Scholar Award Coordinator: Lee Ann Wiggin

Peavy Papers Coordinator: Kelly Johnson

### *Membership Discussion:*

Comments were voiced concerning the nomination of Matt Silvers as the Executive Director when the current Executive Director (John Osterello) was not informed of the new nomination. As a result, there was a motion to also nominate John Osterello for Executive Director by Carole and seconded by Sharon. After discussion, John felt he would not feel comfortable resuming duties. Consequently, Carole withdrew her motion.

Rob Thomas voiced concerns regarding outreach for leadership positions and suggested that actions work towards transparency. Rob strongly urged that an open call go out to members when vacancies become available.

**MOTION:** Approve voting-member nominations suggested by Shifflett  
Call of motion: Shifflett; second by Carlson  
Motion was approved with 5 abstentions

**MOTION:** Approve ex-officio position nominations suggested by Shifflett  
Call of motion: Shifflett; second by Carlson  
Motion was approved with 1 abstention

**8. Concerns raised by the membership:**

Carlson discussed membership concerns regarding a current member of the leadership: that individual has not upheld their duties and has had a detrimental impact on current members and international attendees; actions have been unacceptable. Others voiced similar concerns.

It was recommended to immediately request Executive Committee action to discuss and consider removal of the current member from their leadership role.

With no dissent, Shifflett affirmed this item would be addressed with the Executive Committee.

Meeting Adjourned: 8:25 a.m.