

**Minutes of Executive Committee Meeting**  
**11/18/19, 1-2 PM PST**

Members in attendance: Andrea Ednie, Cathy Inouye, Lee Ann Wiggin, Bethany Shifflett, Guillermo Escalante, Jennifer Sherwood, John McChesney, Gioella Chaparro, and McKayla Austin

- 1) Approval of 10/9/19 ExCom meeting minutes- No objections; passed
- 2) Updates on Oakland conference location: (Jennifer & Cathy)
  - a. Jennifer: CSUEB Conference Website
    - Department Chair agreed to sponsor conference (comped to use)
    - Use the suggested rooms: Grand Lake and Montclair (can be configured)
    - Luncheon can be in Grand Lake room
    - Poster session (wall space)-Not explored
    - East Bay –rolling displays that can be brought in
    - Food/Catering- Specialties: Look into prices
  - b. Cathy: Hampton INN
    - i. Shift to Thurs-Sat (8-10) (room rates drop by \$100)
    - ii. Guaranteed \$139/night includes breakfast and WIFI (Thursday and Friday NIGHT)
    - iii. Check out prices for Reception @ Hampton
    - iv. Motion to approve conference October 8-10 at Oakland Conference Center and Hotel be the Hampton Inn passed.
    - v. ExCom voted and unanimously agreed to move conference to Oct 8-10.
- 3) Marketing Committee “To Do” List Updates:
  - a. Lee Ann: Completed everything
    - i. Send a vote to ExCom members for new conference date.
  - b. John: See below on agenda items 8-9
  - c. Ovande
  - d. Jeff:
    - i. The creative commons is a work in progress.
    - ii. Once I receive the 2019 WSKW abstracts I will begin to format them for JKW Volume 8. Conference abstracts are the last thing I add to the volume.
    - iii. JKW Volume 8 has accepted 2 manuscript for publication. Currently have 6 more in various stages of review.
    - iv. Student Edition has 2 accepted manuscripts. There are no other papers in review.
  - e. Seung Ho:
    - i. PayPal money had been transferred to new bank account (9/15).
    - ii. The old account is closed and all the money had been transferred to new bank account (11/15).

- iii. Go through all the hard-copy records Soojin sends you to determine what needs to be scanned and what can be discarded. Time to do a complete update.
        - 1. It has been done with Bethany (11/13).
      - iv. \$65 (student fee) was only collected at the conference and I put it in an account.
        - v. Expenses of program /posters (\$150.95) and young scholars and guest speaker (\$450) have been reimbursed.
        - vi. I have got a bill (Harrah's) from Lee Ann and the check will be sent.
      - vii. Start marketing committee work
        - 1. I am working on it. It can be done by 12/15.
    - f. Bethany: all items completed except:
      - i. Folder of templates-In progress
      - ii. Flier to get out to NACAHE
    - g. Andrea: Finish flier with Bethany and send out minutes
    - h. Jennifer: Need a quick response for cater and hotel regarding dates
      - i. Wait after vote is made to approve new conference location and date.
    - i. Cathy: Complete Marketing Committee work
    - j. Guillermo: Completed edits to abstract guidelines, rubrics, and poster guidelines (tracked changes, feedback-See attachments sent on 11/18)
- 4) IronMay Team: (Bethany & Andrea)
  - a. Matt Silvers: Teams compete in May designed to keep people moving
    - i. Have one for WSKW-All in
- 5) Funding Idea Update: (Bethany)
  - a. Solicit donations to honor a mentor to recognize a scholar
    - i. Paypal-Has a donation option-still working on it
- 6) NASM update (Guillermo)
  - a. Application and CEU Updates
    - i. Share completed application w/ ExCom for input/help
      - 1. Try to promote early to help with increasing conference attendance
- 7) Social Media progress: (McKayla)
  - a. Match Facebook and Instagram appearances
    - i. Post Journal submission deadlines
    - ii. Registration deadlines
    - iii. Keynote speakers and themes
    - iv. Ask Chris for pictures
- 8) History article in JKW update: (John)
  - a. No update-Will work on it
- 9) John: Keynote Speaker (Potential=Robert Pangrazi)
  - a. Theme Ideas around didactic and clinical teaching methods

- i. Dynamic instructional teaching methods for Kinesiology

10) Comments:

- a. Andrea: Thanks Cathy and Jennifer for your hard work with new location.
- b. John: Next meeting?
  - i. Bethany: 2<sup>nd</sup> meeting during elections (April)
  - ii. Another one in August