



WSA Board Meeting Minutes
Wednesday, July 20 2016 - 5:30pm
Meeting Room #4

In Attendance: Tony Flores / Dean Krawec / Sam Walker / Jen McLean / Sharlene Edwards

Via Conference Call: Wendy Madell / BJ Engerdahl

Guest: Joanne Bartolome

1. Call To Order – President Tony Flores calls the meeting to order at 5:33 p.m.
 - President Tony Flores notes the accomplishments of Sharlene Edwards and Joanne Bartolome and thanks Sharlene for her work.
 - Thanks to Sharlene for her hard work and good luck to her in the new position
 - Welcome to Jen McLean, the new ED for WSA.

Motion #1

To grant signing authority to the Executive Director, Jennifer McLean.

Moved: Tony Flores / Seconded: Dean Krawec

Motion #1 Passed

2. Additions to Agenda
Not Additions to Agenda

3. Adoption of Agenda

Motion #2

That the meeting agenda be adopted as presented.

Moved: Sam Walker / Seconded: Dean Krawec

Motion #2 Passed

4. Adoption of Minutes – Meeting held June 11, 2016

Motion #3

To adopt meeting minutes for the meeting held June 11, 2016.

Moved: Tony Flores / Seconded: Dean Krawec

Motion #3 passed

5. Presentation – Joanne Bartolome (overview summer projects)

Projects of note: Membership database, Fundraising (compliance with legislation), Documents, Website (redesign and analytics, calendar, linking to social media), One Year Marketing Plan, Visual Identity Guidelines

6. Reports Presented

6.1) BTG Program – Q2

- Quarterly report for BTG grant was done.

6.2) ED Reports

- Correction in 4) YTD gross income should be \$48,709.04 and YTD net income is \$16,209.04

6.3) Financial Report – Q2

- Down in telemarketing and door to door sales. Expenses are down. Income is significantly down.

7. Old Business

7.1) WSA new grant application – review updates

- Joanne has prepared next draft of application with changes recommended at last board meeting. Tabled to October meeting so Board can review.

8. New Business

8.1) Review Annual Meeting Plan

- update to add revisions of bylaws and Association Policies and Procedure
- Change 2016 Meeting plan so that we can review finances ASAP.

Motion #4

To change the content of our 2016 meeting plan at the October Board meeting.

Moved: Tony Flores / Seconded: Sam Walker

Motion #4 Passed

8.2) Telemarketing e-mail pledge collection

Email from telemarketing company who is reviewing collection materials. Are we interested in an email collection campaign? They would follow up with phone clients by email after one hour. Cost is discussed. If postage no longer has to be paid, it could save money.

Motion #5

To find out cost of email pledge collections and if cost is less, we will proceed with email collections.

Moved: Dean Krawec / Seconded: Wendy Madell

Motion #5 passed

8.3) In camera session

Action items

- ED requests board members to email strengths and consider what we need on the board. Sam will take the lead by emailing board members.
- ED and student will work on some vision/mission values and present the to the board, hopefully by September.

Motion#6

To change pay period from monthly to a two-week period.

Moved: Tony Flores / Seconded: Dean Krawec

Motion #6 Passed

9. Date of next meeting – October 5, 2016

10. Adjournment

President Tony Flores calls the meeting to a close at 7:35 p.m.