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| Name  | Sheila Keaton  |
| Institution   | Wisconsin College Personnel Association  |
| In which positions are you interested?                  | Treasurer (2 year commitment)  |
| List you WCPA experience<br>(Board/Committee/Volunteer) | <p>WCPA Treasurer, October 2015-Present</p> <p>Commission Chair (New Professionals and Graduate Students), October 2009-2012</p> <p>Member of executive board (Secretary, Graduate Student Representative), October 2003-2008</p> <p>Presented at annual conference and student affairs conference, 2007, 2008, 2010-2012</p> <p>Member and Conference Attendee, 2001-Present</p>  |
| Describe why you are interested in this position(s).    | <p>I have enjoyed my previous terms as the Treasurer for WCPA and believe that my work is not yet done in this organization. I have proudly submitted budgets that balance the need for making realistic projections of our income from conferences with providing services to our membership such as awards, scholarships and high-quality content. My long tenure on this board has allowed me to share many years of institutional knowledge, while always striving to encourage both new ideas as well as revisiting things we have tried in the past. I am passionate about the professional development and networking opportunities this organization has to offer. While I am working as a Stay-at-Home Parent, I cherish the opportunity to stay connected to my previous and future occupation in the field of Student Services while serving an organization that has given me so much.</p> |

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| <p>Please share 3-5 goals and/or ideas for the position.</p>                                 | <p>1. I have written several step-by-step guides for duties of WCPA Treasurer, such as invoicing, requesting travel funds, and filing important tax paperwork. I hope to write many more of these documents so the person who follows me into this role will have a smooth transition.2. WCPA purchased event planning software, called PlanningPod, and we are all trying to master this new system. I am thrilled by the ease of use we have already found, and motivated to further explore this software to make sure we are making the most of what it has to offer.3. I hope to revisit options for accounting software that may streamline financial processes and reduce some current redundancies we face by chiefly using Excel spreadsheets for both our budget and our ledger.4. I plan to propose a structure for keeping access to our bank account as up-to-date as it can be and making sure we have back-up plans in place for times of transition.</p> |
| <p>Please describe skills you possess that will help you be successful in this position.</p> | <p>So far in this role, I have relied on my thorough attention to detail as I track down every penny coming in and going out of this organization. I also believe I have balanced the need for sticking to the budget while also being aware that priorities will shift. Where there is a will, there is a way to make things work. I have a passion for this organization's goals and members and try to be solution-focused and, well, reasonable!</p>   |
| <p>Would you like to provide any other pertinent information regarding this position?</p>    | <p>I hope you will consider my candidacy for another term as Treasurer of WCPA. I intend to keep serving this wonderful organization for many years to come and this seems like the best way I can help at this time. Thank you for your time.</p>   |