

# WCPA Board Meeting

## Date: February 5, 2019

## Location: Google Hangout



Wisconsin College Personnel Association

Present: Jacqueline, Sharon, Tracey, Joe, James, Tonya, Bill, Jimmy

### Approval of Minutes

- Motioned by Tonya, Seconded by Tracey

### Updates and introductions from Board Members

### Old Business

- **2019 PDI (Jimmy, Joe and Jacqueline)**
  - Hotel is reserved, rooms for PDI is reserved. Reserved 10 rooms for the Hotel (Thursday Night). The hotel is unavailable for Friday night.
  - Jimmy is still working with keynote speaker for her headshot for the bio
  - Registration
    - Different Ticket options are available (early bird). Things will automatically change over at the appropriate dates.
  - Joe forwarded information to Sheila for payments, once Sheila logs in to WePay, the account will be open and we can open registration.
  - Prepare a mail blast once registration is open? Yes
    - Have Tasia send to all members and update social media
    - Reach out to specific membership (Liaisons)
    - Forward email on to other areas on own campus (LGBTQ resource centers)
  - Meals
    - Accommodations/Restrictions vs. specific meal options (Accommodations is in the registration)
  - Goal: launch PDI registration by end of week
- **February WCPA Retreat**
  - **Agenda**
    - **2019 Fall Conference (Tracy and Jackie)** - come with a to-do list with tasks for us all to do
    - **Budget (Sheila)** - Check and pass budget
    - **Awards and Nominations (James)** - create timeline for awards
    - **PDI (Jimmy)**
    - **MCPA (Jacqueline)**
  - **Other items?**
    - Bill will bring notes from past president's meeting
    - SA101
    - Feel free to add timeline items the timeline for Conference on the Google Drive Folder (all)
  - **Details - See Agenda**
    - No real changes to agenda items
    - Invited previous presidents from the area. Stephanie is in, hopefully Larry will come. Should have a couple in attendance.
    - Remember to call the Graduate Hotel
    - Parking information
    - Meet at Der Rathskeller in the Union. Tonya and James will at the entrances looking for people. Room will be determined the day before.

- Dinner will be at Hopcat at 6pm.
- **2019 OPE (Bill, James and Jimmy)**
  - Bill is mailing Kit Kats and Cards to OPE today. Marc will take care of putting them into candidate/employer mailboxes prior to the start of OPE. Bill will send the bill to Sheila
  - The space and setup are all set. We will be in Union 212A from 6:30pm-8pm on March 1. Bill will be arriving after his conference in Madison. James will be up there already (volunteering).
  - Bill will confirm the final menu with catering at UWO. It should be similar (or the same) as last year.

#### **New Business**

- **WCPA Awards/Memorabilia**
  - Awards/Past Items were shipped to ACPA Storage, there is nothing in Oshkosh.
  - Tracey - can you bring items to the retreat? Have a tote of items to pass from President to President that can be displayed at events
- **Tasia Pinkham-Communication Coordinator position**
  - Jacqueline shared email and there was follow up discussion.
- **Homework for retreat**
  - Bring ideas for Conference keynote speakers/themes
- **Individual Reports**
  - **Bill** - working on past president reports, OPE stuff is done
  - **James** - Working on Award Timelines
  - **Tonya** – Recommends the book Becoming by Michelle Obama
  - **Sharon** - looking to connect with Tasia and Tracey and reach out to Private Institutions
  - **Tracey** - 7 months from conference. Working on the timeline
  - **Joe** - Will continue finishing website registration
  - **Jimmy** – has been working on PDI items, meeting with UWGB funds person to determine food for Exec. Board (Department has offered to sponsor). Still looking at a second room for PDI (for more people if necessary)
  - **Jacqueline** - summarizing MCPA, continue to brainstorm ideas.

#### **To-do items**

**Next meeting**-February 27-see you in Madtown

**Adjournment** - Motioned by Tracey, Seconded by Joe