

TYCA-PNW Meeting Minutes
October 8, 2010
Whatcom Community College

Members present: Justus Ballard, Mary Dahlin, Samm Erickson, Kris Fink, Clint Gardner (TYCA National Secretary), Jeff Klausman, Betsy Lawrence, Alexis Nelson, Sandra Schroeder

Members not present: Bradley Bleck, and Julie Swedin

Treasurer's Report

Kris Fink reported a bank balance of \$2,315.64 as of 9/30/10, and that after the completion of the current conference, that balance will be reduced by \$1,100.00. The balance of the CD is \$2,264.03.

Kris wanted to know what to do with old bank statements and records of conference expenses and receipts from the past ten years. The consensus was to shred everything older than three years. Kris also reported that she had on-line access to the U.S. Bank account for TYCA-PNW along with her own personal accounts. It was decided that when the new treasurer takes over after elections, there would be a need to transfer information, possibly even to a different bank, and to make sure that the TYCA-PNW bank information is removed from Kris's personal banking information. Kris also has produced a notebook with two year's worth of information to give to the new treasurer, and she volunteered to work personally with that new person to make sure there is an orderly transfer. The spring meeting will have, as an agenda item, treasurer and banking items.

New REC positions

Current treasurer and membership office holders gave detailed descriptions of their positions, so those present could ascertain potential nominations for those REC offices. Betsy Lawrence agreed to be nominated for treasurer, necessitating the need to recruit for the membership position. In addition, we needed to nominate someone for co-chair and the Member-at-large positions. Formal nominations will be entertained at 9:00 a.m. Saturday at the conference breakfast. Those who have already agreed to run for positions will be placed on ballots while nominations will be opened to conference attendees. After collecting nominations, formal voting ballots will be printed for distribution at the lunch gathering. After voting takes place, the winners will be announced toward the end of the lunch break.

Membership Report

Justus Ballard reported three new membership applications (one from the web, and two as a result of the newsletter). He had checks for two of them and would notify the person who did not send in a check. This put the membership at 120, and there is a potential for this to increase if new members register at the conference Saturday morning. The membership chair will update the list after the completion of this conference. Additionally, it was commented by the conference chair that use of Pay Pal worked well to facilitate payment of conference fees and membership.

Lisa Ede Award

It was suggested that past winners need to be listed on the website. This had not been done prior to now because of some concern over privacy issues; however the REC felt that was not a significant concern and that honoring winners was a worthy endeavor. Bradley Bleck is in charge of the website, so he will be asked to put the names of current and past winners online. Samm Erickson volunteered to send around a distribution list to get names of Lisa Ede Award winners.

Another issue regarding the Lisa Ede Awards was concern about gathering nominations. It seems that two nominations disappeared during the electronic submission process, so REC members agreed on the need of a more fail-safe method. The missing nominations were discovered, but we are not one hundred percent sure that other nominations were not lost. One suggestion was that when a nominator pushes the "submit" button, a notice will appear with language, such as "If you do not receive confirmation of this nomination within a week, please contact _____." Additionally, Alexis felt that Spokane Falls Community college might not be a good repository of the nominations due to automatic archiving. She suggested that nominations go directly to the membership chair and keeping track of them become part of the job description of the membership chair. Lastly, it was suggested that we establish a firm deadline for receiving submissions, so orderly voting can occur and award plaques be ordered in time to give out at the conference.

Future Conference Sites

Because there seemed to be some hesitation from Cascadia Community College to host next year's conference, it was decided to establish the following tentative list of conference sites:

- 2011 Yakima Valley Community College
- 2012 Cascadia Community College (or another Seattle area college)
- 2013 Chemeketa Community College (possibly partnered with Linn Benton Community College)
- 2014 Spokane Falls Community College

Related to future conferences, it was noted that bylaws stipulate conference chairs must be part of the Regional Executive Committee (REC) for the year of that conference.

Next Meeting

Due to some scheduling conflicts, it was decided to hold the spring meeting (usually in April) on May 7, 2011 at Yakima Valley Community College. In addition to banking and treasury issues, another agenda item for this meeting will be the method of picking the Lisa Ede Award winner. [Note: after the meeting, it was suggested that another spring meeting agenda item should concern when (during the next conference) and to what extent the TYCA national representative should speak concerning TYCA issues.]

Thank you

The entire REC board expressed appreciation to Justus Ballard, Samm Erickson, and Kris Fink for exemplary service to TYCA-PNW. They put in considerable time and effort to insure the viability of the PNW chapter, and all are very grateful.

The meeting was adjourned at 3:15 p.m.

Respectfully submitted,

Mary Dahlin
Secretary

(see below)

Addendum to Meeting Minutes

During the Saturday lunch portion of the conference held at Whatcom Community College, elections were held to form the new Regional Executive Committee: As a result of those elections, the REC now consists of the following people:

Co-chair: Jeffrey Klausman, Whatcom Community College (2009-2012)
Co-chair: Dodie Forrest, Yakima Valley Community College (2010-2013)
Membership chair: Lisa Freeman, Spokane Falls Community College (2010-2013)
National Representative: Alexis Nelson, Spokane Falls Community College (2009-2012)
Treasurer: Betsy Lawrence, Spokane Community College (2010-2013)
Secretary: Mary Dahlin, Yakima Valley Community College (2009-2012)
Publications co-editor: Sandra Schroeder, Yakima Valley Community College (2009-2012)
Publications co-editor: Julie Swedin, Yakima Valley Community College (2009-2012)
Member at large: Barbara Simmons, Spokane Falls Community College (2010-2013)
Member at large: Bradley Bleck, Spokane Falls Community College (2007-2010)

The other order of business that occurred during the conference luncheon was the announcement of the Lisa Ede Award for outstanding teaching. The award winners for 2010 were:

Full time: Dan Peters, Yakima Valley Community College
Adjunct: James Spaich, Whatcom Community College

Both award winners were present to accept their awards.

[Note: In emails following the conference, a partial list of past Lisa Ede Award winners was made available. For the record, and so we will have this list recorded in the minutes, below are some past winners:

2009 Portland Community College Conference	Full-time:	Catherine Landwehr, PCC
	Adjunct:	Danielle Gray, Whatcom CC
2008 Bend Community College Conference was cancelled		
2007 Spokane Community College Conference	Full-time:	Dodie Forrest, Yakima Valley CC
	Adjunct:	
2006 Chemeketa Community College Conference	Full-time:	Heather Keast, Spokane Falls CC
	Adjunct:	Justus Ballard, Chemeketa CC
2005 Yakima Valley Community College Conference	Full-time:	Sherri Winans, Whatcom CC
	Adjunct:	Lucette Wood, Linn Benton CC]
2004 Portland Community college Conference	Full-time:	Gordon Koestler, Yakima Valley CC