

# Washington State Association of School Psychologists

## Executive Board Retreat Minutes

September 17, 2005

### Present

Bob Howard, Treasurer  
Anna Fritts, Secretary  
Mary Browning, SCOPE Co-Editor  
Corinn Coolidge, SCOPE Co-Editor  
Tom Delaney, Area 1C and NASP Representative  
Nancy Siwiec, Area 1D and Membership Chair  
Jane Durrance, Area 3  
Sharon Missiaen, Area 3  
Sandy Coates, Area 4  
Carolyn Mosiman, Area 4  
Gretchen Jefferson, Area 8  
Gayle Taylor, Area 9  
Justin Bush, Futures Liaison

### Location

Seattle University; Seattle, Washington

The meeting convened at 11:00 am and was adjourned at 3:05 pm.

Person(s) Responsible	Action	Description
Anna Fritts	<b>Motion:</b> Steve moved to approve the minutes from June 28, 2005 as written. The motion passed unanimously.	Minutes
Bob Howard	<b>Motion:</b> Steve moved to accept the budget with the changes discussed. The motion passed unanimously.	<u>Treasury Report</u>  Our total assets as of 7/31/05 (the end of our fiscal year) are \$35,738.47. Please note: our assets as of 8/1/04 were \$35,736.75  The net income from the Seattle Summer Institute was \$3291.30. WSASP and Seattle University will divide this sum evenly.  The proposed budget was discussed, changes were made, and it was approved by the Board.
William Wood or Bob Howard	Report to the Board about the possibility of using Ativa.	We have been losing conference money by using PayPal. The Board

ohn MacDonald	Place this item on the next Board meeting agenda.	<p>decided that the PayPal account will need to be discontinued. An alternative provider is Ativa. William is investigating this possibility.</p> <p>The next agenda should include an item to discuss possibilities for further supporting students in the budget.</p>
John MacDonald	Place this item on the next Board meeting agenda.	<p><u>Summer Institute</u></p> <p>How the expenses for the Summer Institute are divided will be put on the next Board meeting agenda.</p> <p>The possibility of alternating between a west side and an east side Summer Institute was discussed.</p>
		<p><u>Fall Conference</u></p> <p>Maureen Rettmann, Corie Schauls, and Steve Hirsch are the conference committee members. Thank you to our hard working committee members!</p> <p><i>Registration</i> As of 9/16/05: 143 <i>Compare to:</i> 9/5/04: 35 The Yakima conference (2001) at the time of registration: 150</p> <p><i>Vendors</i> AGS wrote a check for \$1000.00. Three or four other vendors are contributing smaller sums of money. We are also charging publication companies to provide speakers.</p> <p><i>Hotels</i> Four hotels in the Skamania area are full due to the large number of conference attendees.</p> <p><i>Future Sites</i> The Davenport Hotel (Spokane) will be the site of the 2006 and 2008 conferences (Steve would like to return to the Davenport every other year).</p> <p>2007 possibilities:</p>

<p>Steve Hirsch</p> <p>Steve Hirsch</p> <p>Board Members</p>	<p>Steve will contact Cindy Jacobsen about ordering retail goods for the Fall Conference.</p> <p>Steve will research the possibility of setting a charge for spouses to eat meals at the conference.</p> <p>Please bring items to contribute to the auction.</p>	<p>a) The new convention center in Wenatchee (the conference would be held during the Apple Festival; the location is also close to Leavenworth which will have Oktoberfest).</p> <p>b) SeaTac was suggested as another alternative. Steve asked for assistance with finding hotels in this and other areas.</p> <p><i>Retail Goods</i> Steve will contact Cindy to ask her about ordering them.</p> <p><i>Spouses</i> Steve will research the possibility of setting a charge for spouses to eat meals at the conference. He is, however, concerned that there will not be enough space to hold all of the participants and their spouses in the dining room.</p> <p><i>Raffle / Auction</i> A raffle will be held for test kits. Board members are asked to bring items for an auction (e.g., ice wine, a night at the Davenport, etc.). Steve will be the auctioneer; the purpose is to raise money for the Children's fund.</p>
<p>Mary Browning</p>		<p><u>Scope</u></p> <p>This summer, the Scope was sent to WSASP members and nonmembers (psychologists) using the WEA mailing list. The purpose was to enhance interest in membership. It cost approximately an extra \$600 to do this mass mailing. There has been increased interest in the Fall Conference and a number of membership forms were sent to Nancy Siwec following this mailing.</p> <p>Mary asked the Board to consider increasing the number of pages in the Scope from 12 to 16; postage costs would remain the same but copying costs would increase. A suggestion was made that the number of pages be increased for special topics.</p>

Board Members	Please consider nominating someone for an award to be given at this year's Fall Conference.	<u>Awards</u> It was mentioned that we need to be careful about giving awards to Board members. Special education / student services directors and university professors would serve as good resources to find nominations. The nominations could focus on certain areas (e.g., mental health, RTI). Board members were asked to make a commitment to nominate someone for an award within the next week or so.
Nancy Siwiec		<u>Membership</u> Currently we have 60 members but that number will greatly increase with the conference.

### 2005-2006 Board Meeting Schedule

Sept. 17, 2005: Location options are being considered  
Oct. 15, 2005: Fall Conference; Skamania Lodge  
Jan. 21, 2006: WEA Headquarters; Federal Way, Washington  
April 22, 2006: WEA Headquarters; Federal Way, Washington  
June 25-26, 2006: Board Retreat; Rainbow Lodge; North Bend, Washington

### SCOPE Dates

Summer: Submission Deadline = Aug. 1<sup>st</sup>; SCOPEs will be sent by Aug. 31<sup>st</sup>  
Fall: Submission Deadline = Nov. 1<sup>st</sup> SCOPEs will be sent by Nov. 30<sup>th</sup>  
Winter: Submission Deadline = Feb. 1<sup>st</sup> SCOPEs will be sent by Feb. 28<sup>th</sup>  
Spring: Submission Deadline = May 1<sup>st</sup> SCOPEs will be sent by May 31<sup>st</sup>

### Treasury Dates

Federal Taxes: Oct. 31, 2005  
Public Disclosure Commission Report: Jan. 31, 2006  
Washington State Excise Test Report: Jan. 31, 2006

Respectfully Submitted,

Anna Fritts, Ph.D.  
Recording Secretary