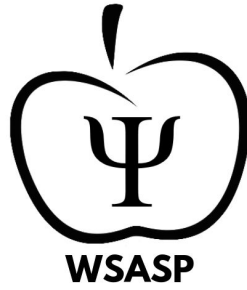




## Board Meeting Minutes

*Sept. 12, 2019*

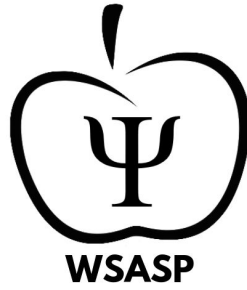
Agenda Item	Notes					
Call to order						
Roll call of members present <i>Quorum = 9 voting board members</i>	<b>Officers</b>	<b>Present?</b>	<b>Area Representatives</b>	<b>Present?</b>		<b>Present?</b>
	President	Laurie Engelbeck	Area 1A		Area 5	Sherri Bentley & Cecilia Hernandez
	President Elect	Alex Franks-Thomas	Area 1B	Cassie Mulivran a	Area 6	
	Past President	Steve Gill	Area 1C	Jessica Kessler	Area 7	Laree Foster
	Treasurer	Arick Branen	Area 1D	Elizabeth Gibson-Myers	Area 8	Katherine Blair
	Secretary	Monique Thacker	Area 2	Danielle Howell-Hansen	Area 9	Michael Kirlin
			Area 3	Nathan Cattarin	Area 10	Valerie Herron Lore'K Garofola
			Area 4	Jill Davidson		
Other members present and titles	Jason Parkin Seattle U rep	Joe Engler Gonzaga U rep	Tracy Pennington-Branen, PD and Mental Health	Steve Hirsch PD	Laurie Harris on SCOP E	Julia Martin Recruitment & Retention
Approval of meeting minutes from 7/9/19	Approved minutes from July 9, 2019 meeting.					
Treasurer's report	Review of discussion during previous meeting. Fiscal year goes from 8/1 through 7/30.					



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	<p>\$38,347 end of year.          Overall income/expense \$17,972.25 for the year.          Executive Board Travel \$7,326 jumped up this year.</p> <p>Membership dues increased and conference fees increased, so we expect to be in good shape.</p>
<p>Officers reports:</p>	<ul style="list-style-type: none"> <li>▪ <u>President</u> - Drafts of the Policy and Procedures and updated Bylaws have been shared with the board. Any comments or concerns? Sherri - The requirement that the Secretary submit the draft of Minutes to President within 2 weeks should be in the Policy and Procedures rather than in the Bylaws. <b>No other concerns raised. Need to vote to change the Bylaws: Motioned and seconded: No one voted to oppose the motion. We accept the changes to the Bylaws. Laurie will clean them up and put in Dropbox and on the website.</b></li> <li>▪</li> <li>▪ Policy and procedures collected from past board meetings. Now we have a place to keep our decisions.          Steve G. After every board meeting when we vote, the policy and procedures need to be updated.</li> <li>▪ <u>President Elect</u> - Alex - Please ask everyone to take the survey by 9/27 so that we have enough data to inform practice.</li> <li>▪ Area reps - Do you need anything to PWN to distribution list so that members and nonmembers have access to it.</li> <li>▪ Date scheduled for area rep book study on Dare to Lead. Meetings are as follows: 5:30-6:30pm 11/14, 12/12 2/13, 4/16 via Zoom meeting.</li> <li>▪</li> <li>▪ <u>Past President</u> - Steve G. Please don't forward communication to area reps. Please make it personal and include an introduction. Working on awards right now. We will wait to see if more come in by midnight. Steve requested that University faculty consider other kinds of diversity besides just people of color for the Diversity Scholarship.</li> <li>▪ Laurie - Please nominate others for awards.</li> <li>▪</li> <li>▪ <u>Secretary</u> - Nothing to report          Membership report from Curt: 458 members. Previously 364 this time last year.</li> </ul>



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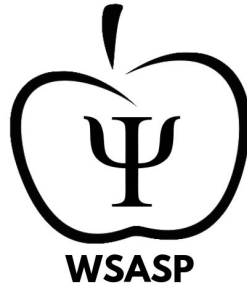
	<p>Steve H. - High numbers are probably due to early conference registration. We will have more members after the conference.</p>
<p>Committee reports:</p>	<ul style="list-style-type: none"> <li>▪ <u>Professional Development</u> –People are registering for the conference early and booking rooms. There are plenty of rooms at the Davenport.</li> <li>▪ Revised schedule and is putting information on the app. It will be a great conference. Have not worked on winter PD yet. I will work with Rich soon on the winter PD.</li> <li>▪ <u>Ethics &amp; Professional Practices</u> – Michael -Monthly blurb in PWN. Alex contacted Michael regarding ethics content on PWN. I like the PWN because it’s quick, engaging, etc. Could be a weekly mode of communication as a resource to others. I like that.</li> <li>▪ <u>Government &amp; Public Relations</u> - One meeting thus far to try to replace Rebekah as one of the co-chairs. Sherri, Laurie E, and Alex have a meeting coming up with the MTSS director at OSPI. No legislation to work on yet. Alex - We will be sharing information on school psych awareness week.</li> <li>▪</li> <li>▪ <u>Communications</u> - Alex - PWN feel free to send any information and/or resources, any OSPI updates, or other resources. Interested in having committee updates to communicate that we are an active association.</li> <li>▪ Social Media update - request for media content. Posted WSASP response to Seattle Times article on Facebook. Author liked and followed us after response. Seattle Children’s Mental Health phone line. Advertising Fall conference on FB and featured post on every session. Every session was on FB feed. Same with FB group - member forum is now closed. Questions posted to FB will allow followers to access. Facebook.com/wsasp with meetings or activities. Micro-tasks can be posted. Meet a school psychologist feature and meet a WSASP board member. Mikael, Kim, and Alex will work to redesign the website after the fall conference. Think of content that will be useful. Laurie E: - Interest on helping on the SCOPE? Articles or Ideas? A longer piece than on the PWN. Select a part of the Communique. Laurie Harrison -SCOPE editor: I am behind on that. I’ve had too much on my plate personally. I need content and will I will be quitting in summer.</li> <li>▪ <u>Retention &amp; Recruitment</u> – Laurie H and Heidi P. doing a mentor social hour at Fall Conference. Wondering how we really glean good mentors for those who just received NCSP.</li> </ul>



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- Julia Martin is working on a video for RR and see if they can get funding for it. Interviewing school psychologists on their roles.
- Tracy - I'm also interested in this topic. Mentoring and RR. I'm mentoring 3 new NCSPs. We are busy with PD, but I'd love to help you. Mentoring meeting will be Friday evening at the conference. Plans? We are trying to take a look at how to connect people with similar interests. Trying to make sure we are connecting people who maybe all talk and no skill. We need to get feedback from our mentees. Steve H. Potential evidence - Lead psych, Internship mentor, etc. Mentors should put forth evidence or criteria of being a member. There could be people who have signed up on the website. Only 5 people on NASP. Not a lot of people who know about the mentors available. Need something for the PWN and plan for the mentor meeting. Appointed Cassie M. as liaison. Make plans for fall conference.
- Assessment – Cassie M- updated bylaws and sent to Laurie. Assessment question on FB is coming. Cassie and Cecilia working on SCOPE articles. Need to update website for assessment committee.
- Steve H. - Districts are going towards MTSS. We need to work on the assessment component for districts.  
Cassie - I know there will be a lot of questions from psychs on dyslexia, SLD etc. Can someone from the assessment committee be a liason?  
Steve H. Guidance will need to come from assessment committee to get the ball rolling and find out who is interested.  
Laurie - Summarize talks from MTSS conference.  
Cassie - several of us wrote articles on fall conference and group them around the scope on the theme.  
Steve H. Also on the spring lecture series.  
Steve G. There is nothing to report on SLD committee at this time.  
Executive Functioning at the conference. Maybe we can summarize that for the SCOPE.  
Laurie - If you are going to the conference anyway it's not hard to turn in your notes into an article.  
Cassie - I wonder if a microtask could be added to review different assessments.  
Laurie - I'd like to see a list of microtasks people may want to sign up for. Send them to me and I will list them. For example, sharing information on a talk or assessment they like.



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	<p>Sherri - Ask microtasks of board members writing notes from sessions. Laurie - I'd like to see others contribute, it does not have to be just board members.</p> <p><u>Awards</u> – Steve G. reported on awards as Past President.</p>
<p>Special orders <i>Important business previously designated for consideration at this meeting</i></p>	<p>Review/Approval of Revised Bylaws: Approved Review/Approval of Policy and Procedure Manual: Approved Need new Clock Hour chair</p> <ul style="list-style-type: none"> <li>Laurie - We need a new chair because Susan Ruby has become the NASP delegate. There is an application and process to get clock hours for your professional development event. NASP has a new policy for 1 hour events that still have to meet criteria. Next steps need to be added. Evaluations were also need to be reviewed. Reach out to Susan if interested. Michael - Might be interested. Will reach out to Susan. If we are updating the website, how do we make the clock hours easier to access. Kathrine Blair: Knows someone who might be interested.</li> </ul> <p>New Clock hour policy from NASP:</p> <ul style="list-style-type: none"> <li>1 hour PD may be approved but still has to meet content standards and not be a staff meeting</li> <li>The evaluation form has been updated to include:</li> </ul>

- |  |
|--|
| <ul style="list-style-type: none"> <li>○ <i>The extent to which the course provided the opportunity for participants to reflect on next steps or implementation of the learning in their practice; (new in WAC)</i></li> <li>• We also need to have a Clock Hour report that summarizes the evaluations; <i>Summary of course evaluations, and minutes showing that the committee reviewed these evaluations.</i></li> </ul> |
|--|

<p>Unfinished business</p> <p>New business</p>	<ul style="list-style-type: none"> <li>Steve H. People ask when we will be publishing our papers and talks to their collection for resale. My fear is that when this is done, it hurts our attendance. If we give it away with an archived version. I don't feel comfortable sharing this information when we can do this. A powerpoint without a talk is pretty worthless. We tried that in the past. I do like the idea of everyone writing up something on one session they go to. Laurie - I agree I don't think we need to pay for it publishing our papers and talks.</li> </ul>



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Steve G. I'm starting to wonder if we need to do a short class on how to write something.

Alex - NASP committee works with individuals to develop articles or stories.

Steve H. What if we pay people to write articles? Or give a conference discount for writing?

Steve G. Maybe at one of the future conferences develop a one hour session to make it easier to get articles to help people get past the fear.

Laurie - We need a "How to edit the Scope" class.

Michael - That would be a good topic.

Jill: A problem may be that we are all writing every day.

Steve G. We can develop a template for people to use to make it easier.

Arick and Tracy - I am going to start sending out email campaigns. Over 130 people with bios and PDFs have already sent them in. If you convert your PowerPoint to PDF it can be saved on the Whova app.

If you download the Whova app you can still see last years content.

Steve H. A lot of speakers refuse to have their talks recorded. Even powerpoints are subject to ownership copyright.

Steve G. Every powerpoint has been uploaded to the web.

The association has to ask permission to publish.

Steve H. They need to tell us if they want the powerpoint published. There is a lot to think about.

Laurie - Maybe we can get some talks.

Steve H. At least the feature talks. The more we give out the less likely people are to attend the conference.

Jill - It should be enough to attend.

Arick & Tracy - I will promote the Whova app on FB

Steve G. What's Whova? haha

Laurie - I think the app is great!

Steve H. We do have to tie the evaluations to the clock hours.

Laurie - We have to do the evaluations. Any thoughts or proposals on the best way to share information?

Steve H: Discuss it at the next big meeting or retreat.



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	<p>Julia Martin: R&amp;R, I developed a powerpoint on what school psychs do. EWU has offered to help with this project. \$400-450 for two hours of filming and 8 hours of editing and travel and parking. Susan thinks she may be getting a grant to cover these costs.</p> <p>Steve G. I'd like to make a motion to fund this IF Susan does NOT get the grant.</p> <p>Laurie H. - Could come from the R &amp; R budget.</p> <p>Laurie - Motion was made.</p> <p>RR project so it makes sense to come out of that budget.</p> <p>Steve G. We can increase the RR budget to \$1,000 to cover the expense if Susan does not get a grant to cover it.</p> <p>Laurie - All in favor? It is passed.</p> <p><u>Mental Health Committee</u> has updated goals. We need to update the website with resources and collaborating with Communications to get this done.</p>
Announcements	
Good of the order	
Adjournment	6:22 pm
<b>Action Items</b>	
<b>Committee/Person</b>	
	<b>Due Date</b>
<b>Review evaluations from PD events.</b>	<b>PD and clock hour chair</b> <b>every meeting</b>
<b>Need new clock hour chair</b>	<b>Anyone can reach out to Susan Ruby.</b> <b>this year</b>
<b>Write a SCOPE article about a conference talk you attended.</b>	<b>Anyone and everyone</b> <b>after Fall conference</b>
<b>Plan a talk for the next Fall conference about how to write an article. Develop templates.</b>	<b>Steve G and Laurie E</b> <b>before next Fall</b>
<b>Talk about how best to share/publish info from our conferences</b>	<b>Board</b> <b>Spring Board meeting or Summer retreat</b>
<b>Need new SCOPE editor</b>	<b>Board/Communications</b> <b>Before summer</b>

