

1 WSSMA Board of Trustees Meeting ~ Post-Conference

2 May 20, 2018 @ 9:00 am

3 Crowne Plaza Hotel, SeaTac, Washington ~ Summit Grand Ballroom

4 **Call to Order:** The meeting was called to order by President Janice Sappingfield, CMA
5 (AAMA) @ 9:08 am.

6 **Thought for the Day:** was given by Doreen Hoch, CMA (AAMA), WSSMA Vice President.

7 **Guests:** Life Member Cathy Luchino-Mitchell, CMA (AAMA), and Sharon Stutsman, CMA-A
8 (AAMA). Also present were Candy Miller, CMA (AAMA) OSMA President Elect and Julie
9 Haas, CMA (AAMA), OSMA.

10 **Roll Call:** Members Present 20, Members Absent 10, Advisors Present 3, Advisors Absent 0

11 **Minutes:** The minutes from the Pre-Conference meeting on 5/17/2018 were read out
12 loud. Corrections will be made and the minutes sent out after conference.

13 **Treasurer's Report** No report

14 **Treasurer's Agent:** No report

15 **Correspondence:** The Excel awards are coming up.

16 **CHAPTER REPORTS**

17 **Greater Spokane Chapter:** Thank you for a good conference.

18 **Kitsap County:** Thank you to the conference committee.

19 **North Central Washington:** Thank you for a good conference. Our basket made \$300.00
20 profit.

21 **Pierce County:** Thank you hosting chapters.

22 **SeaTac Chapter:**

23 **Skagit/Island Counties:** Thank you Snohomish County chapter. We had four attendees and
24 made \$174.00 on our raffles.

25 **Snohomish County:** Thank you everyone for your patience and great attitudes during the
26 conference. Thank you, conference committee.

27 **Southwest Washington:**

1 **Thurston County:** Thank you to the conference committee, WSSMA Board. Our raffle
2 baskets made \$118.00.

3 **Whatcom County:** Thank you to the conference chapters, it was a fun time! Thank you to
4 Claire Houghton, CMA (AAMA) immediate past president and Janice Sappingfield,
5 CMA(AAMA) new WSSMA president.

6 **Yakima County:** Thank you conference chapters. We had six members attend.

7 **COMMITTEE REPORTS**

8 **Audio Visual:** No report

9 **Audit Committee:** The committee was unable to audit the Nancy Fortin Scholarship Fund
10 account. Thank you, Diane Goracke, CMA (AAMA), CMT-R, Karel Jahns, CMA-A (AAMA),
11 and Judy Adkins, CMA (AAMA) for auditing this meeting.

12 **Bylaws & Standing Rules:** No report

13 **Budget & Finance:** No report

14 **Certification/Recertification:** No report

15 **Chapter Extension:** There were two ads in the program from this committee. There was
16 one person interested in pursuing the King County East side chapter. Sandy Erlewine, CMA
17 (AAMA), CPC, or Sue Rodenberger, CMA (AAMA) will contact her.

18 **Doris Stansell Leadership Fund:** The afghan and pillow crocheted by Diane Goracke, CMA
19 (AAMA), CMT-R raised \$133.00. Diane would like to thank everyone who participated in
20 the 50/50 Raffle, \$116.00 was raised.

21 **Guidelines Revisions:** There will be a meeting of the committee on June 23rd at Nancy
22 Marshall-Young's home for conference guidelines.

23 **Leadership:** No report

24 **Legislative:** No report

25 **Long Range Planning:** No report

26 **Membership:** No report

27 **Membership Roster:** No report

28 **Nancy Fortin Scholarship:** No report

1 **Nominating Committee:** No report

2 **Professional Achievement/MA of the Year:** No report

3 **Public Relations:** No report

4 **Publications/Statline:** No report

5 **Website:** No report

6 **WSSMA Annual Conference 2018:**

7 We had 159 total registered attendees. There was one walk in who registered on Thursday
8 morning for all three days. Unfortunately, we had three no shows; one of which was due to a
9 family emergency. We also had one transferred registration.

10 The breakdown per day is as follows: Thursday – 112, Friday – 148, Saturday - 137

11 Skagit/Island Chapter and Snohomish County Chapter would like to thank all those who
12 attended for their support, flexibility, and great attitudes. We know we had some hiccups the
13 first day and appreciated your patience!

14 We are very pleased to be finished and wish Whatcom the best while hosting the 2019 Annual
15 Conference.

16 **WSSMA Annual Conference 2019:** is given the torch and all items are being passed to
17 them before leaving. The contract for the hotel is in the process of being signed. The
18 committee will go back and schedule a time to meet. Thank you to all who helped at
19 conference 2018 with flexibility and speaking.

20 **WSSMA Annual Conference 2020:** No report

21 **UNFINISHED BUSINESS**

22 **Sea-Tac Chapter:** A letter will be mailed to the current chapter members asking if anyone
23 would like to participate in the chapter. A meeting will be held to discuss the future of this
24 chapter. Postage will be paid from the Chapter Extension Budget.

25

26 Pat Hightower, CMA (AAMA) is not a signor on the account but the bank wants her there
27 when the account is updated. WSSMA may need to write a letter to have the account
28 closed. Babs Cerna, CMA (AAMA) and Debby Johnson, CMA (AAMA) are the signors on the
29 Sea-Tac Chapter Checking Account.

30

1 **Letter to National:** Revisions were made to the dates. Contacts will be sent to Diane
2 Goracke, CMA (AAMA), CMT-R then sent out.

3
4 **NEW BUSINESS**

5
6 **Members at Large BOT Representation:** Virginia Landis, CMA (AAMA) and Elise Miller,
7 CMA (AAMA) will remain the representatives for the MAL.

8
9 **Northwest Regional Conference 2021:** Nancy Marshall-Young, CMA (AAMA) wants people
10 to think about the cost of travel from WA to Oregon and vice versa for meetings, hotels
11 etc. Would the conference be held in WA or Oregon? There will be more about this at the
12 next BOT meeting in August.

13
14 **Executive Board of Trustees:** Sandy Erlewine, CMA (AMA), CPC and Katy Denooyer, CMA
15 (AAMA), LME were voted into the position for the 2018-2019 year.

16
17 **Advisors for 2018-2019:** Nancy Marshall-Young, CMA (AAMA), Claire Houghton,
18 CMA (AAMA), Immediate past President and Sue Rodenberger, CMA (AAMA) Past State
19 Parliamentarian will be advisors.

20
21 **Trustee Position open for 1 year term:** With Rhi Drake, CMA (AAMA) being voted in as
22 Vice-speaker to the House of Delegates she is giving up her Trustee position. Sharon
23 Stustman, CMA-A (AAMA) was voted in as the person to take over the position.

24
25 **Bank Changes:** With the 2018 Conference completed it is time to change names on the
26 conference bank account to the next chapter. At this time, the WSSMA account will need
27 to remove Doreen Hoch, CMA (AAMA), WSSMA Vice President (formerly WSSMA
28 Treasurer), Rhi Drake, CMA (AAMA) from Snohomish County and Justin Henderson, CMA
29 (AAMA) from Skagit/Island Counties from the account. Members that need to be added
30 from Whatcom County are Katy Denooyer, CMA (AAMA), LME, Sue Rodenberger, CMA
31 (AAMA), Karel Jahns, CMA (AAMA), Comptroller, and Claire Houghton, CMA (AAMA),
32 WSSMA Treasurer.

33
34 **Delegate Packets:** Claire Houghton, CMA (AAMA) WSSMA Treasurer will send all
35 Delegates an email with the information they will need for National Conference. Today

1 everyone will need to sign a letter of “Commitment to go to National Conference” before
2 they leave.

3 **Bills to be paid:** this is regarding receipts from the 2017-2018 fiscal year. They will be paid
4 out of the new fiscal year budget. Public Relations has a receipt for \$267.58 from the
5 WAPA conference for hotel/mileage/dinner and candy. It was decided that the
6 reimbursement would come out of the budget for Public Relations with Unallocated funds
7 being used if needed.

8
9 **ANNOUNCEMENTS**

10
11 **Claire Houghton, CMA (AAMA) running for National Trustee:** Sharon Stutsman, CMA-A
12 (AAMA) announces that Claire is running for National Trustee and WSSMA should put an
13 ad in the conference brochure to support her. The suggested amount is \$500.00 from
14 unallocated funds. Doreen Hoch, CMA (AAMA) moves to support Claire with \$400.00,
15 Robb Kriebel seconds the motion, and motion is not passed. A new move for donating
16 \$500.00 is made by Shelley Gingrich, CMA (AAMA), seconded by Rhi Drake, CMA (AAMA).
17 Motion is passed.

18 Chapters can also donate to Claire’s campaign if they wish to. The deadline is July 1st,
19 2018.

20
21 **Summer BOT Meeting:** August 18, 2018 in Yakima. Information regarding the meeting will
22 be sent out by Janice.

23
24 **Meeting adjourned at 10:56 am.**

25
26
27 Francie Mooney, CMA (AAMA)

28 WSSMA Secretary

29 Updated 7/31/2018