

WGASC Joint Meeting of the Board of Directors and E-Committee

MINUTES

MAY 03, 2009

8:00 – 10:00 AM

PANERA BAKERY, IRVINE
(near Woodbridge HS)

MEETING CALLED BY	GREG LLACER
TYPE OF MEETING	BOARD OF DIRECTORS MEETING
FACILITATOR	GREG LLACER
NOTE TAKER	LYNNE KUNSTER – Due to my 20-minute late arrival, the notes below are from 8:20AM forward
TIMEKEEPER	LEE CARLSON
ATTENDEES	GREG LLACER, LEE CARLSON, RICHARD KRAMER, LYNNE KUNSTER, AMY MACK, DARYL SPECTOR, AND GUEST, STEVE ABRAMS

Agenda topics

8:00 AM	TOPIC? – REPLACE WITH THE TOPIC	GREG LLACER	
DISCUSSION	Insert discussion		
CONCLUSIONS	Insert conclusion(s)		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Insert action(s) or delete lines if no actions are needed.			

8:20 AM	ADVISORY COMMITTEE (AC)	GREG LLACER	
DISCUSSION	As the BOD representative to the Advisory Committee, Greg shared a concern regarding a disconnect between the Advisory Committee and the E-Committee. Feedback from the Advisory Committee is the lack of defined roles and responsibilities; and uncertainty of priorities. This can all be attributed to the lack of good communication vertically and horizontally. Some of the work accomplished by the AC never came to fruition. This discussion was not to point fingers or to make accusations. The fact remains that good communication will always be an issue, unless we recognize the issue and take action. Lee reminded us that there are no nominations to the AC. AC members are appointed by the President of the WGASC who has the authority to direct, reorganize, appoint or replace AC members as deemed necessary.		
	Suggestions for improvement have been stated by the AC, which they'd like to discuss with the E-Committee. (e.g., hard to find information on the instructor certification program, should have linked the proxy form to the meeting announcement) Note: Lee Carlson has already made plans to schedule a joint meeting with the AC and E-Committee pursuant to the Circuit Meeting this afternoon.		
CONCLUSIONS	The communication issues go beyond the E-Committee and AC. As the organization grows larger, the needs of the membership also change. Improvements to the website are in order to make it more intuitive to the membership. It was also suggested to appoint an individual to be WGASC's website "power-user" with the intent to improve communications. Anything that may appear confusing or potentially misinterpreted, this person would notify Scott to make the necessary changes. The candidate Lee recommended was Missy Samson.		
ACTION ITEMS		PERSON RESPONSIBLE	DEADLINE
Talk to Missy Samson about accepting a "Communications" appointment to help improve communications. NOTE: Lee spoke to Missy at the Circuit Meeting in the afternoon and she agreed to the appointment.	Lee Carlson	5/30/09 Closed.	

8:50 AM	POLICIES AND PROCEDURES	GREG LLACER	
DISCUSSION	Over the last couple of years, we've been talking about expanding the current policies and procedures to better define everything we do, however, no action's been taken. This would include our vendor policy which has		

	never been formally added.	
CONCLUSIONS	All agreed that a committee should be formed with direction from Daryl and Greg.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Draft an action plan to begin the rewrite of WGASC's policies and procedures.	Daryl and Greg	
Report status on a quarterly basis to monitor progress.	?	

Meeting adjourned at 9:50 am.