

Executive Committee Meeting Minutes
July 2018 (Online)

Present: Gong Chen, Cathy Inouye, Andrea Ednie, Clay Robinson, Soojin Yoo, Kelly Johnson, Bethany Shifflett, Kim Knowlton

Recorder: Shifflett

1. March 30th Executive Committee Meeting Minutes approved
2. Conference Update
 - Students, Young Scholars, and most faculty have been notified of decisions on their proposals.
 - Next step is development of the program
3. Announcements
 - Plans moving forward with a recognition award for Jane Shimon.
 - Thank you to Hosung for his excellent work on the new logo - in use now on the web site: <http://www.site.wskw.org/>
 - Thanks to Andrea for her management of the online voting for officers and addressing technical issues at the start.
 - Bethany Shifflett elected to Executive Director position and Lee Ann Wiggin elected to President-Elect position.
 - PayPal is active. Thanks to Bethany and Ovande for implementing this.
 - IRS status: With tax ID established in late fall and tax exempt status obtained in the spring, this summer we filed a tax return with the IRS. All is completed at this point.
4. Discussion items
 - With Lee Ann leaving the Young Scholar Award Coordinator position, the nominating committee recommended and the executive committee appointed Jennifer Sherwood to be the new Young Scholar Award Coordinator.
 - Changes to the proposal guidelines and evaluation rubric, prompted by questions from members, were implemented and used in this year's review process.
 - Discussion noted the need for updated poster examples for the website.

- Input from WSKW members noted we need an updated example on the website for original research.
 - Kelly is aware of this and will make suggestions for replacing examples with new ones from this year.
- Operating code updates related to decisions made at last conference discussed
 - There were no objections to the operating code changes which will go out to members at least 30 days prior to the conference.
 - The Executive Committee approved changes to appendices.
 - Certificate of appreciation for past Presidents. Discussion included:
 - Not needed
 - Important to recognize people for their work at the conference
 - Easy to do, so why not?
 - Perhaps better to recognize the outgoing past president (now having finished full service) with letter of appreciation from Executive Committee
 - This will be an agenda item for the October business meeting
 - Recommendations for agenda items for October business meeting discussed.