

Executive Committee Meeting Minutes
21 December 2017

Present: Bethany Shifflett, Cathy Inouye, Kelly Johnson, Kim Knowlton, Soojin Yoo, Farzaneh Ghiasvand, Hosung So, Clay Robinson

Absent: Gong Chen, Jane Shimon, Lee Ann Wiggin, Andrea Ednie, Ovande Furtado

- 1) Approval of August 8, 2017 ExCom Minutes (attached); moved-second; approved
- 2) Any concerns/objections to the re-assignment of duties since we're operating without an executive director? (attached)

No concerns and Inouye conveyed that it's similar to what we did last year.

2017 Conference:

- 1) Conference Survey Summary (Bethany)

Feedback regarding Harrahs good overall

Feedback on conference communication/processes excellent overall; 1 item – registration - split good-excellent

Feedback on conference content excellent overall; 4 items good or split good-excellent: organization student posters, organization oral presentations; Wed. reception, thurs reception, time for informal networking

Student session: Move when space blank, move over to consolidate? Have separate sessions that compete with oral sessions? Add more time?

Descriptions/impressions of conference very positive

Other feedback

Harrahs check-in; check-out difficult for some (group check in expedited?) Incorrect charges at check out.

- 2) Student awards when faculty are part of the team, was an issue with 2017 conference. (Bethany)

Issue: need a way to identify which student submissions include faculty members as authors. Then need to be sure they are not included in the certificates/awards for students.

Possible solution: Update the online submission form to explicitly ask for info.

Discussion: review of submission form changes will be done by Kelly, Cathy, and Andrea

2018 Conference:

- 1) Update on Harrah's contract (Cathy)

2) Consider revisiting Circus Circus for 2019 when the audiovisual fee is going to increase. Currently we have a 50% discount but is going to decrease to 20% by 2019. Tina is decreasing discount incrementally, for 2018 have a 30% discount. (Cathy)

Discussion: Group OK with exploring Circus Circus.

3) Website update

Issue: Updates were needed to conference info so it was specific to 2018.

Feedback from ExCom members sent to Ovande. Ovande not present, but Shifflett noted that conference updates complete.

Ongoing WSKW Projects:

1) Online voting/elections process/details (Bethany)

Need to decide: timing for call for nominations; timing for elections. Online resource will be 'election buddy'.

After January 15th for nominations.

By mid-April for election of Pres. elect

Any recruiting suggestions? Positions that will be open: Pres. Elect – election needed; JKW Editor; Peavy Papers Coordinator – These are appointments by ExCom

2) Operating Code changes (Bethany)

Changes in officers section needed to allow for online elections

Change to Secretary term needed to make it the same as others. Note: current Secretary serves 2 years but if change approved, then subsequent terms will be 3 years

Also changed under dissolution - executive director to executive committee.

3) Tax ID update (Bethany)

We have a Tax ID number. Now need to apply for non-profit status. Cathy & Andrea have a draft of paperwork. If all OK, Bethany will submit online.

Note: once we have non-profit status we can set up paypal and take care of payment of conference fees online.

4) ISSN update (Hosung)

Updated 12/21 Hosung confirms it is current.

1. ISSN issue: Journal of Kinesiology and Wellness
 ISSN was applied and requested on September 12, 2013
 ISSN was initiated for review and approval on September 13, 2013
 ISSN was officially assigned to JKW on November 27, 2013
 Hosung notified ISSN office with updates on November 30, 2014
 Hosung So notified ISSN office with current status/activity online on Dec. 19, 2017

5) Facebook update (Hosung)

Content in categories. Account is active and includes conference photos. Hosung will contact Ovande so link can be added to website.

6) WSKW logo update (Hosung)

Technical problem with globe. Update coming.

Having hard time with the globe, showing Asian and American continents..Keep working on it and get it done soon.

WSKW Logo draft - I'm not completely satisfied with the globe (as you can see from the attached files) and have asked to revise it with correct figure. Asked the first graphic designer to replace the globe with American/Asian continents that I heard impossible. Asked the second graphic designer who is working on the logo now. I will follow up with you on the logo item as soon as I get better logo drafts.

7) Marketing Committee (Bethany)

Marketing committee is focused on expanding our contacts list to health/wellness colleagues from campuses where we already have kinesiology faculty who are WSKW members.

Bethany Shifflett	Bowling Green State Univ	Bridgewater College	CSU Dominguez Hills	U of Wisconsin - Whitewater
Cathy Inouye	CSU East Bay	CSU Sacramento	CSU San Bernadino	University of Idaho
Soojin Yoo	UT-RG	CSU Stanislaus	Elizabeth City State University	University of Saint Mary
Gong Chen	SJSU	CSU Fresno	CSU Humbolt	Washington State University
Kim Knowlton	La Sierra	Mississippi State University	Montana State University Billings	Whitworth University
Clay Robinson	Lewis-Clark	North Carolina A&T Univ	Oregon State University	Wichita State University

Jan. 15th is the due date to have all emails to Bethany. With one set of new emails in, we've just passed 1000 emails in our contacts list.