



**Washington Association for Children and Families
Executive Board Meeting Minutes
Tuesday, December 1, 2015 – 10:00 a.m. - noon**

Conference Call

Members Present: Tom Rembiesa, Charlotte Booth, Jessie DiPardo, Joanne Stimson, Erin Larsen, Brian Carroll, Ryan Kiely, Rose Quinby, Linda Conchi	Members Absent:
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Agenda Item	Discussion	Decisions
1. Call to order		The meeting was called to order at 10:05 a.m.
2. Minutes of previous Exec meeting		Minutes of the previous meeting approved as written.
3. Bylaws Revisions	Several changes to the Bylaws were reviewed.	<ul style="list-style-type: none"> • There was a motion to accept the changes to the Bylaws. The motion carried. The Bylaws will be presented to the association at the Dec. association meeting, to be voted on at the Jan. association meeting. • There was a motion to approve the new Organizational Member Respite Fun Center Newlife Facility. The motion carried. • There was a motion to approve the new Individual Alumni Member, Tom Rembiesa. The motion carried.

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4. New Member Application Procedure	It was agreed that the New Member Application Procedure is well documented.	
5. New Member Application	Linda has posted the new member application with the new Individual Alumni Membership category to the website and updated the Join WACF page on the website.	
6. WACF Annual Calendar	The use of the WACF Annual Calendar was discussed as well as who would be responsible for updating.	It was decided that the calendar would be used by the Executive Board to keep them abreast of duties/activities that need to be completed every year and should not need to be updated regularly. One exception will be if the BRS Division adopts a standard meeting day/time.
7. Communications Protocol	Still in work by Brian.	
8. Document Storage – Follow-up	Still in work by Erin and Linda.	
9. Marketing & Recruitment	Nothing to report until after the Ad-hoc committee meets on 12/2.	
10. WACF Logo	Several logos were presented to members of the Executive Board.	There was a motion to accept a logo. The motion carried. Linda will create a final copy and order from Graphic Springs.
11. Membership Meeting “De-brief”	There was a short de-brief of the November 17, association meeting for those who were unable to attend.	

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12. Monthly Division Meetings	<p>There was discussion of consistency of division meetings including getting minutes to Linda to post to the website under the Member Login – Division Resource page.</p> <p>CPA – meets in person, Paulette takes notes</p> <p>BRS – exclusively tele-conference, Ryan takes notes</p> <p>FPSS – exclusively tele-conference, Charlotte takes notes</p>	<p>It was agreed to try adopting Charlotte’s FPSS meeting minutes & agenda formats. This format will hopefully:</p> <ul style="list-style-type: none"> • Decrease liability • Increase meeting attendance • Simplify note taking process
13. Association meeting agenda items		<ul style="list-style-type: none"> • Legislative Updates • Treasurer Report • Present Bylaw revisions • Inform that new member application is online • Present New Member Procedure & Annual Calendar • Spring Event
14. Activity Coordination	<ul style="list-style-type: none"> • Navos has a follow-up meeting with CA on Dec. 15th • Joanne sent e-mail to Sen. Steve O’Ban to meet regarding CPA Rate Restoration and ongoing concerns about recruitment & retention issues of foster parents. She hasn’t heard back yet. • Charlotte is meeting with Rep. Kagi on Dec. 14th and focusing on the 3 FPSS Division Legislative Priorities and how to proceed with them. 	<ul style="list-style-type: none"> • Linda will contact WA Nonprofits to see if the same offer would be available to us this year to partner with them. • Tom will contact Jim Theofelis about Individual Alumni Membership • Tom will contact Laurie about Host Home tele-conference meeting minutes • Tom will e-mail Rose with a Host home tele-conference debrief • Brian will work on Communications Protocol • Charlotte will send the FPSS agenda & meeting minute formats
15. Adjournment		<p>The meeting was adjourned at 11:55 a.m.</p>