

WGI-US Board Meeting Minutes

July 31st, 2017

Raleigh, North Carolina

9:00am-4:00pm Eastern Standard Time

Happy Birthday Marty Price!

In Attendance:

Kim Olver – Executive Director
Jim Mishler – Vice Chair and Midwest Region
Janette More – Treasurer & Sunbelt Region
Shruti Tekwani – Recording Secretary
Dave Betz – Board Member At Large
Willa Casstevens – Southeast Region
Sharon Carder-Jackson – Mid American Region
Martin Price – Northwest Region
Cesar Castaneda – West Region
Lois Knapton – Northeast Region

Absent:

Nancy Buck – Chair
Corby Meyer – Mountain States Region

1. June minutes: The Board made suggestions on amending parts of the June minutes. The board approved the June minutes as amended. Jim moved to approve the minutes and Sharon seconded the motion.

Results of the vote:

Willa 4
Lois 4
Marty 4
Jim 5
Jan 4
Sharon 4

The motion was passed.

2. Membership:

- a. Kim presented a slideshow of membership information and the board discussed ideas on how to increase membership. Summary:
3. Membership figures reported by Kim gathered from Denise’s data:

Faculty membership (seems to be decreasing steadily)

2015 – 97

2016 – 88

2017 – 87

2017 = 1 (first in this category) Take Charge facilitator in US, who is not yet Faculty

Full membership

2015 – 60

2016 – 52

2015 – 51

Associate, Retiree, Student membership

2015 – 36

2016 – 56

2017 – 38

All 2017 figures are “to date” and may increase following the WGI-US national conference.

Training for 2015 & 2016:

	<u>2015</u>	<u>2016</u>
TCYL	0	0
Basic	228	188
Adv.	11	22
Cert.	12	0
PS	1	2
PS EN.	0	0
Basic INST.	5	1
Basic INST. EN.	0	1

Jim and Lois pointed out that they did Take Charge of Your Life workshops, but that isn’t reflected in the slides. Kim will check on this with Denise.

- a. There currently isn’t a system in place where people get reminders when they don’t renew their membership. Kim will look into sending them reminders.
- b. The board discussed increasing annual membership fees for next year.
- c. According to the records, nobody was certified in the US in 2016. This may be because there was no US conference that year.

- d. Some members are not receiving automated emails; this is an ongoing concern that Kim is unable to correct because we don't know what the issue is.
- e. Willa brought up concerns about the database and asked that we bring it to WGI.
- f. The board discussed regional databases and agreed that all regions should be consolidated into one database. Kim suggests regional reps ask Denise to send out information/notices to regional members as needed. Denise using "shopping cart"; others are familiar with "mail chimp".
- g. Jim reported mail chimp is an additional resource for his region, and noted that if paperwork goes directly to Denise, then the region can get bypassed.
- h. Jan is going to help Denise with data input.
- i. Cesar stated he has many volunteers available to assist with data base development.
- j. Jim suggested creating a parallel data base as a template that everyone could use, with appropriate exports and attention to duplicative material.
- k. Dave recommends a cloud-based system.
- l. Cesar brought up the idea of unified forms for region chairs. This way each incoming chair would have the information they needed for the position (bank account information, passwords, etc)
- m. Carleen Glasser addressed the TCOYL workshops, and believes there is a missing piece of information: Carleen had offered Dr. Glasser's *Take Charge* books to TCOYL instructors at a discount, so that they can retain the profit as an incentive. The book price could also be included as part of the workshop fee, and kept by trainees. Amazon charges \$16 for book; Dave invited Jim to take this into account in strategic planning. Carleen added she is willing to extend this offer to Basic Instructors on other books by Dr. Glasser as well.
- n. Kim explained the process is to schedule training online, and Denise and Kim get copies along with instructor, who ideally forwards it to regional representative. Dave and Jan suggested that the form can be sent automatically to regional reps; Kim said she believes this is impossible, but referred Dave and Jan to Denise directly.
- o. Cesar inquired about approval process; Kim stated the regional reps no longer need to approve trainings but do need to put information on the website; if regional websites do move to nest under the new WGI-US site, then there will be no need to send form to regional rep.
- p. Marty noted that it is still important to send trainee contact information to regional rep. so that new names can be added to regional data bases.
- q. Kim will share training participation lists to the board so that we can all have access to the names of people who went through training in our regions.

4. Conference Debrief:

Jan believes we are well ahead with expenses, though some bills remain to be settled

- a. Positives:
 - i. Quality of presentations
 - ii. Variety of choices
 - iii. Opportunities to connect,
 - iv. guidebook,
 - v. hug workshop,
 - vi. drumming circle
 - vii. branching out and bringing outside people in. There were a few non-CT people who put in proposals. Instead of rejecting their proposals, Kim connected them to CT people so they could co-present.
 - viii. DJ at the closing banquet was great
 - ix. Diversity panel was amazing
 - x. Hotel staff and service!
 - b. This year we tried having tracks on each day so that people could register for one day if they were only interested in a particular topic. That idea didn't seem to work too well this time around.
 - c. Kim will be getting money back from the DJ
 - d. Suggestions:
 - i. During lunch it would be nice to be able to connect with people, and that's not always possible when there is content to pay attention to while eating.
 - ii. Having music at the welcome dinner would be nice so people can dance if they want to
 - iii. Rose Inza Kim suggested visual and hearing aids so people can access information better
 - iv. Renting mikes cost us about \$300 a day. Can we buy them instead of renting them? Depends on the location.
 - v. Shruti asked if we could invest a little bit of money in buying wires, cords, and connector cables so avoid the running around between presentations.
5. Canada:
- a. WGI-Canada would like to co-sponsor the US conference in 2019. They offered to share 50% of the expenses and profit. The board discusses going back with a counter proposal of keeping track of how many Canadians attend and dividing the expenses and profit by a percentage.
 - i. Possibility of moving the conference to Seattle so it's closer to Canada
 - ii. Shruti has looked into hotels in Portland and they are very expensive. Seattle seems more economical
 - iii. Marty will take the Canadian proposal and the change of location suggestion back to the Northwest region, which is meeting in October.
 - iv. Kim will talk to Jean Seville Suffield about the negotiations.

- b. Canada would like to post the Quality School rubric on their website as a resource to their members. Bob Hoglund and Sue Tomaszewski are fine with this, but only if the board approves it.

Lois moved to share the rubric with Canada and Cesar seconded this motion.

Results of the vote:

Willa 4
Cesar 4
Lois 4
Marty 4
Jim 5
Jan 4
Sharon 4

Dave brought up the idea of branding and making sure the WGI-US logo is on this document before we share it. Sharon and Jim are on the Quality School committee and will make sure this document is a PDF so that it cannot be changed after we share it.

- c. New Certification: WGI thought up a new way of certifying people. Instead of the current 5 phase process, there would be 3 phases:

Level 1: Basic Training and Basic Practicum

Level 2: Advanced Training and Advanced Practicum

Level 3: Certification week

Currently, the 5 phase certification process takes about 18 months and people tend to avoid this because of the time needed to invest in this. In addition to this, the word “practicum” can be confusing because people think it means they will need to engage into a full time practicum, meaning they would need to take time off work. Cesar shared that he likes the idea of levels of certification. Kim noted that Colombia has different tracks specialized to areas of professional interest; different yet again from Europe’s emphasis on schools of therapy. Sharon suggested marketing to schools the US with some type of educator certification or credential. Marty shared that Australia and Canadian also have distinctly different systems that expect more than we do in the US. Jim noted that we now do have a Quality School Teacher credential, but it does not connect with a pay raise. Kim noted that we have an arrangement with Marion University in Wisconsin for credit in addition to courses through WGI-US. The board decided to send these ideas to one of the strategic plan committees; Kim will send the material she has on this to Jim.

6. Which regions want a page on the US website? Discussion followed – Kim will get additional information from Denise.
7. Succession planning committee – Jan:
 - a. We need to find potential board candidates to help groom them for the board membership and greater involvement in the organization. We also hope to recruit a diverse group with a balance of needed skills.
 - b. Succession planning for Kim and Denise: Discussion: Dave suggested job descriptions be flushed out. Marty clarified that WGI and WGI-US are two separate jobs. Lois suggested that each month this year Kim makes notes on what she's done. Dave offered to meet Kim in person to type for her when drafting a job description; Kim preferred this option to the year-long note-taking suggestion. Kim and Dave will complete this by the end of August.
 - c. Dave brought up job descriptions for regional reps may be needed, and Jim highlighted some past difficulties with this in order to encourage improvements in mentoring of new people. Kim suggested a one-page “this is what the new rep needs to know” to be completed by each exiting rep and shared with the incoming person, cc-ed to Kim. Jim will create a “Transition Template” for our next meeting.
8. The board reviewed the Succession Planning proposal during the meeting. Jan made amendments as we spoke and a motion to approve the proposal was put forward by Sharon and seconded by Marty.

Results of the vote:

Willa 4
Lois 4
Marty 4
Jim 5
Jan 4
Sharon 4

The motion was passed.

9. WGI Conference in Bogota: Postcards were handed out with the website on it
10. Faculty Retreat: maybe we can combine it with our February 2018 board meeting
11. Willa brought two recommendations to board as per Research/Academic Committee plan and target date.
 - a. First recommendation: To have just one research committee through WGI instead of a separate one for WGI-US.
 - b. Second recommendation: The US should always have a point person on the WGI research committee so people can be connected to research throughout WGI.

Jan moved that we approve the 2 recommendations and Marty seconded the motion.

Results of the vote:

Willa 5
Lois 4
Marty 4
Jim 5
Jan 4
Sharon 4

The motion was passed.

12. Strategic Plan committee break-outs and reports concluded the meeting. Updates will be sent to Dave.

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