**DRAFT MINUTES**

**WSUCA Board Meeting**

**Meeting Agenda**

**Tuesday, Nov. 7, 2023 4:00-5:30pm**

**Zoom Meeting Link:**   
Join Zoom Meeting  
[https://weber.zoom.us/j/97739615178?pwd=SDdDcXF5K1c5ZmxHam5ibTNLU29BZz09](https://www.google.com/url?q=https://weber.zoom.us/j/97739615178?pwd%3DSDdDcXF5K1c5ZmxHam5ibTNLU29BZz09&sa=D&source=calendar&ust=1699212267400314&usg=AOvVaw1GRgIsVrCyUxNTtReOX33F)  
Meeting ID: 977 3961 5178  
Passcode: 051392

**Board Members**

Dr. Teri Henke, Associate Professor, Child and Family Studies, Chair

Dr. Wei Qiu, Chair and Professor of Child and Family Studies, Vice Chair

Dr. Stephanie Speicher, Assistant Professor of Child and Family Studies, Treasurer

Angela Page, Pediatric Nurse Practitioner, Faculty WSU College of Nursing, community member

Parent member - open due to departure of previous director in fall semester

**Invited Participants**

Jeneille Larsen, Administration/Support

Laura Banda, Consultant

Patrick Thomas, Counsel

Abel Mkina, Business accounts

Mandy Kirkham-King, Incoming Board Member

Hailey Gillen-Hoke, Incoming Board Member (not in attendance)

Samantha Hill, Incoming Board Member (not in attendance)

Crystal Knippers, Incoming Board Member

**Other Participants**

Rumpel Stiltskin is Royce Van Tassell, executive director of UAPCS joined as well.

* **Welcome & Introductions** (5 minutes)
* **Review and approve** [**Board meeting minutes** Oct. 3, 2023](https://docs.google.com/document/d/1AyOAZXO4PUWKto46nauOzgSv63GHWiJyPiWeQ3T0KTQ/edit?usp=sharing) (2 minutes)
  + Reviewed and board approved.
  + Wei moved to approve, Angela seconded
* **Financial Report** (Teri; 10 minutes)
  + Review [financial documents](https://drive.google.com/drive/folders/1b7C7GIJd6LFLYHbF7_KathNRAzxo4YVD?usp=sharing) as of Oct. 31
    - Only paying for Laura, legal, and accounting this year
    - Canceling the telephone line that we don’t need right now
    - Reviewed and approved (Angela moved to approve and Wei seconded)
  + Budget request for vote-[Proposal for Electronic Governance Platform RFP](https://docs.google.com/document/d/16mCfFhJVqjBZKzUf2AzEUon_EYfae5c-/edit?usp=sharing&ouid=106728347324185117374&rtpof=true&sd=true)
  + [RFP Draft](https://docs.google.com/document/d/1g_552LEPVVy9XDWxTNXJjiUlyE9fGX2Q/edit?usp=sharing&ouid=106728347324185117374&rtpof=true&sd=true)
    - Review RFP draft (by Teri and Eric Nakamura)
    - Budget request approved (Angela moves to spend money for the electronic governance platform, Wei Seconded)

* **[Consultant Report](https://docs.google.com/presentation/d/1N1FClP3seHNnJc_DrEEVertYYBdwSWj8uJC5bhPSrB0/edit" \l "slide=id.ge4bc14ef08_0_0)** (Laura; 40 minutes)
  + Board membership
    - 5-9 members, min 1 member parent, min 1 member community, 2 year auto renewal terms for all members, members appointed by dept chair of child and family studies or designee, board chair appointed annually (university employee from college of education), transition language to from board of directors-directors to governing board-members and from principal to director
      * Can the parent member also be the community member?
      * Does the board chair need to be an employee from the college of education?
        + not voting on this today, table this thought and come back to it
  + Survey information
  + Timeline of restructuring & schedule of activities

* **[Board Chair Report](https://docs.google.com/presentation/d/1gasBBuylJZDegpTDLtt5lReo2oIdw-6W/edit?usp=drive_link&ouid=106728347324185117374&rtpof=true&sd=true)** (Teri; 10 minutes)
  + Building plans
  + Visit to Edith Bowen (highlight)
  + Meeting planning
* **Other Board Business** (5 minutes)
* **Public Comment** (sign up in chat) – 2 minutes each (up to 10 minutes)
* **Adjourn Meeting (Teri)**
  + Wei motioned to adjourn, Angela seconded, approved.