

IV-West Advisory Board - Summer Planning Meeting
Little Rock, Arkansas
May 31 – June 1, 2007
(Updated – 7/13/2007)
(Approved by EC, 8/15/2007)
Agenda

Those attending: Alvarez, Austin, Bartow, Bernhardt, Biller, Boyer, Brantley, Burrows, Cook, Ellis, Gonzalez, Kaberline, King, Kloepfel, Leslie-too-good, Linder, Lovell, Mahon, McElroy, Moran, Norton, Partridge, Reichert, Secuban, Sorochty, Stack, Stoner, Sullivan, Vaccaro, Young.

Fall Board Agenda Items

1. International Travel Scholarship proposal – presented by the KC Work Group. Proposal is filed with the 2006 Advisory Board Reports for the Breckenridge conference. Item H.1.b.1, page 5.

Action Item for Board Members

1. The **Leadership Manual** has been updated and is on the Region 4-West web site (www.naspa.org: Communities; Regional Communities; Region IV-W; Downloads; Regional Leadership Manual). Use this manual as a NASPA resource and orientation document. Additional edits and updates should be sent to Tammarae Ellis. Item D.4, page 3
2. The deadline for nominations for the **2007 Awards** is July 31. **To Do:** Promote the awards programs on your respective campuses. The entire process is done on-line and information can be obtained at: <http://www.naspa.org/resources/awardsnom.cfm> (www.naspa.org: Communities; Regional Communities; Region IV-W; Regional Awards). Item H.1.c.1, page 5
3. **TO DO - Conference Program Committee:** It was suggested that Dr. Webb, president at the University of Oklahoma, & Jan Walburn, NASPA President, (both have testified before US Senate Committees) be requested to do a program session on campus preparedness & emergency at the Regional conference. Roger and the Conference Program Committee will explore this option. Item H.1.c.8, page 6
4. **Mark your calendar!** The Region 4-West Advisory Board will meet Wednesday afternoon, November 7 and Thursday morning November 8 prior to the Little Rock conference. A Leadership Dinner will be held Wednesday evening. Item I.b, page 9
5. **TO DO:** Board reports (update on programs and activities to meet the goals that were put in place prior to the Summer Planning meeting) are due October 1.
6. **Survey membership** to identify member needs and professional development expectations. **TO DO.** E-mail Annemarie Vaccaro (Annemarie.Vaccaro@du.edu) with recommended survey questions by July 1st. She will develop one survey to represent all areas. (Editorial update from EC conference call – 7/11/2007: Annemarie will send an e-mail to Board members requesting information for this survey and a new timeline will be established.) Item E.2, page 3
7. **TO DO:** Need to create a photo permission form for use for all Regional activities. H.6.i, page 8

Board Decisions & Recommendations

1. It was the **Consensus of the Board** to continue to support the issue of “(graduate) students voting for national & regional leadership positions” at the national level. Cheryl will take this support to the summer national meeting. Item D.2, page 2
2. **Research Project:** Topic: “Identify member needs and professional development expectations.” Motion made, seconded and approved to provide up \$2000 to establish a graduate student research project team to help the Research group with a research project at the conference. Item H.1.c.5, page 6
3. The **program to recruit representatives from underrepresented institutions has been expanded to include Community Colleges** that are not currently NASPA institutional members. This will not expand numbers; the cap will remain at 20. Maximum of 5 “scholarships” will go to community college staff. Priority of all 20 “scholarships” will be given to the 3 designated underrepresented areas if there is interest. Details regarding the two motions made, seconded and approved regarding this topic can be found at Item H.1.a.3, page 4.
4. **Board Consensus.** The Membership Work Group is charged with developing the process for the marketing and selection process for this program identified in item 3 above. Kim will update the budget on this matter.
5. **Awards:** The deadline for award nominations has been changed to July 31. The deadline for last year was June 1. Item H.1.c.1, page 5
6. **Video taping/pod casting conference programs.** Motion made, seconded and approved to provide up to \$2500 to video tape and/or pod cast selected programs at the regional conference. Item H.1.c.4, page 5

7. **Vendor support.** Motion made, seconded and passed for Roger to continue to negotiate with the Missouri Higher Education Financial Aid group for financial support for the conference, pending advice and direction from the National office. Item H.5.j, page 7
8. **Conference registration fees set for 2007 Regional Conference.** Motion was made, seconded and approved to set the "NASPA Early Bird" conference registration fee to \$160 for the Little Rock conference. Editorial update and clarification from EC conference call – 7/11/2007: 1) The implication of this motion sets all other registration categories at \$10 above the rates charged at the Breckenridge conference, and 2) Future conference registration fees will be set annually (and approved by the Board) based on financial needs of each conference. Item H.5.c, page 7
9. **Clarification of previous Board action – Return of seed money and expectation to make money for regional institutes.** There is no expectation to make money or return the seed money for either the NPI or MLI. If the institutes make money, that is considered the "return." Item H.6.d, page 8
10. **NPI Budget.** Motion made, seconded and approved to accept the 2007 MLI budget as presented by Jennifer with modifications as discussed in Item H.6.g, page 8
11. **NUFP scholarships.** Motion made, seconded and approved to increase the number of NUFP scholarships available for conference registration from 15 to 20. Item H.4.c., page 7
12. **Region 4-West budget.** Motion made, seconded and approved to accept the spirit of the budget as presented in the pre-conference hand out plus the adjustments approved at this meeting. **TO DO:** Kim will submit a revised budget. Item H.4, page 7

Thursday, May 31, 2007

- | | | |
|------------|---|----------------------------|
| 11:45-1:00 | A. Executive Committee (EC) | EC |
| | As outlined in the new Board structure report, the Executive Committee met prior to the Advisory Board meeting. Attending: Kaberline, Lovell, Reichert, Young, Linder, Stoner | |
| 1:00 | B. Welcome and Introductions | Cheryl Lovell,
RVP |
| | 1. Board buddies were assigned. Pairing of new and returning Board members.
2. Introductions of Board members | |
| 1:15-3:00 | C. <u>Good to Great</u> (Collins, 2005) | Board Member
Discussion |
| | What concepts can we apply to our work of becoming a great regional advisory board? | |
| | 1. Professional Development experience for the Board members – led by Cheryl Lovell. The document used as a basis for discussion is attached to the minutes.
2. How do we build a framework of greatness for the Regional Advisory Board? | |
| 3:00-3:15 | Refreshment Break | |
| 3:15-4:15 | D. Board Orientation and Goals | Board Member
Discussion |
| | Questions about Board role were addressed. | |
| | 1. Question from Jennifer Brantley: Is the NPI Chair a part of the New Professionals & Graduate Students KC job description or is it coincidental that Jennifer is doing both? Difference of opinion on "history" of this dual appointment. She will "experience" the dual role and make a recommendation to maintain the dual role with the KC Chair job description or recommend that it be handled differently.
2. Question: What is the status of the discussion/re-vote on the topic of "graduate students voting" for leadership positions in regional and national elections? Cheryl reviewed the background of this issue and reminded the Board that it was a previous 4-W Board that initiated this agenda item and moved it forward for National action. This discussion and question led to the question of "Why do voting delegates only get to vote on all other issues?" Cheryl predicts this question will follow. It was the Consensus of the Board to continue to support the issue of "(graduate) students voting for national & regional leadership positions" at the national level. Cheryl will take this support to the summer national meeting. | |

3. Question from Malia Young, Graduate Student Representative. She requested direction regarding her dual role on the Board – Member-at-Large on the Executive Committee and Graduate Student Representative.
4. The Leadership Manual has been updated and is on the Region 4-West web site (www.naspa.org: communities; Regional Communities; Region IV-W; Downloads; Regional Leadership Manual). Use this manual as a NASPA resource and orientation document. Additional edits and updates should be sent to Tammarae Ellis.

4:00-5:00

E. Brief workshop about goal setting and writing goals

Christine
Kaberline

1. Chris Kaberline led a workshop on goal-setting and formatting a board report. Why goals? Need to know where we are going. The handouts used for this session are attached to the minutes of this meeting. A “Goal Planning Template” was distributed. It is recommended that this format be used for Summer Goal Setting Board Reports. (Editorial update from EC conference call – 7/11/2007: It was suggested that this format be modified to include an “update” column for use for the Fall & Spring update reports. Chris will modify the template and will forward to Cheryl for review.)
2. Several Board members indicated an interest in surveying the membership to identify member needs and professional development expectations related to the respective Board topics. What questions would you like include in a survey? **TO DO:** E-mail Annemarie Vaccaro (Annemarie.vaccaro@du.edu) your recommended survey questions by July 1st. She will develop one survey to represent all areas. (Editorial update from EC conference call – 7/11/2007: Annemarie will send an e-mail to Board members requesting information for this survey and a new timeline will be established.)
3. Clarification regarding Board reports requested by the RVP. The summer report, due prior to the summer planning meeting should be a statement of “goals” – what do you plan to do/accomplish during the coming year. The fall and spring reports, due prior to the regional & national meetings, should be “update” report – what have you been doing to meet the goals outlined in the summer report?

6:30

F. Group Dinner (provided by region)

Ciao Italian Restaurant

405 West 7th Street
Little Rock, AR 72201
Phone: 501-372-0238
Fax: 501-372-0238

Meet in lobby of resort to walk to the restaurant
we will **leave the hotel lobby at 6:15pm**

Friday, June 1, 2007

7:15-7:45

Continental Breakfast

(provided by region)

7:45-9:30

G. Discussions in Smaller Groups

State Membership Coordinators

Eric Grospitch

Knowledge Community Chairs

Chris Linder

Professional Development Activities

Cheryl Lovell

NASPA Issues/Divisions

Chris Kaberline

9:30-9:45

Break

H. Board Business Discussion Items

Cheryl Lovell

1. Reports from Working Groups

Group Leaders

a. Membership Work Group (State Membership Coordinators)

Laura Burrows

1. Represented by Laura Burrows; Eric Grospitch was unable to attend.
2. Topics discussed:
 - a. Main goal: To recruit new members and retain current members.
 - b. Will develop strategies to target certain individuals or groups.
 - c. "NASPA IV-W 4 U". Make post-it notes for distribution. No date. Easy to mail.
 - d. Some sunglass clips remain – available for fun give-aways.
 - e. Upcoming conference at Little Rock – suggested that the state membership coordinators wear matching polo shirts to identify the membership team at the conference.
 - f. Made a commitment to support the Awards nomination process by working through institutional contacts within each state.
3. Revisited and discussed the membership initiative to recruit members from under-represented institutions. This was "new" information for the "new" state representatives. Discussion was held to develop strategies to identify individuals eligible to participate in this program.
 - a. Discussion was held suggesting that Region 4-West expand the definition of "underrepresented" to a 4th category, that being community colleges. The 3 categories in the original proposal are:
 - Historically Black Colleges & Universities (HBCU's)
 - Hispanic Serving Institutions (HIS's)
 - Tribal Colleges (TC's)
 - b. **Motion made, seconded and approved** to expand the definition of "under represented" to include Community Colleges. Community Colleges, which do not already have a NASPA institutional membership, will be the targeted institutions. 2 votes opposing this motion were cast.
 - c. 2nd related **motion was made, seconded and approved** regarding number of scholarships (cap) and financial impact of the previous motion. The cap of 20 scholarships designated for this program will remain and no more than 5 scholarships will be available for community college staff. Priority will be given to initial group identified in 3a above. Estimated cost for the region will be \$6500. The Region will subsidize the community college membership rate of \$202 as an Associate Affiliate (student affairs administrators at nonmember institutions) as opposed to the rate of \$61 for Professional Affiliate (student affairs administrators at member institutions). There were 2 votes opposing this motion and 2 votes abstaining.
 - d. The Membership Work Group was reminded this is a priority project for the region and it was confirmed that it is a goal of the Membership Work Group. This is a 2 year recruitment program (2006 & 2007 regional conferences) for underrepresented institutions and a one year recruitment program (2007 regional conference) for community college representatives.
 - e. **Board Consensus.** The Membership Work Group is charged with developing the process for the marketing and selection process for this program. Kim will update the budget on this matter.
 - f. In conclusion: The program to recruit representatives from underrepresented institutions has been expanded to include Community Colleges that are not currently NASPA institutional members. This will not expand numbers; the cap will remain at 20. Maximum of 5 "scholarships" will go to community college staff. Priority of all 20 "scholarships" will be given to the 3 designated underrepresented areas if there is interest. (Editorial update from EC conference call – 7/11/2007: The Executive Committee recognizes that "technically" there could be an overlap of commitments to community colleges and priority to underrepresented institutions. This will be a "good" problem to have. Should this happen, the Advisory Board will deal with this as a budget issue to be resolved.

- g. The extension of this program beyond the second year (2007-08) will be discussed by the national board in July.

b. Knowledge Community Work Group (KC Chairs)

1. **Agenda Item for Fall.** International Exchange Scholarship – The financial request/program proposal presented at the Breckenridge Advisory Board meeting by Adrienne Leslie Toogood (International Education KC Chair) was revisited. The KC workgroup will review and bring a recommendation to the 2007 fall Board meeting for Board action. They will follow the funding request process set up in the Leadership manual (Page 41).
2. A common concern/problem expressed by the KC representatives is communicating with the National level. The KC Work Group will be submitting two reports to the RVP based upon “who” needs the information. 1) Internal report - Topics/Concerns that do not need to be discussed with the general membership. This will be a candid report to the RVP and/or to the Advisory Board. 2) “Public” update informational report for the general membership. Will be posted on the website for viewing and reference.
3. Individual reports are good and helpful. The “public” composite report, as well as the individual reports will be filed on the web.
4. KC activities at the Little Rock Regional Conference were discussed. Chris will coordinate ideas for implementation with Roger Sorochty, Conference Chair.
5. The KC Chairs rotate submission of KC related topics to be published in the Regional Newsletter. Chris will be the liaison between the KC Chairs and Karen Schlabach, Newsletter Editor.
6. The KC work group will continue to have conference calls as needed to coordinate activities and communication.
7. The KC work group will continue to have a pre-meeting before each regional meeting.
8. National has implemented a name change for various levels of KC positions, from national through regional topic designation.
 - National – KC National Director (overall)
 - Regional – Regional KC Coordinator (changed from Regional KC Representative) – Chris Linder
 - Regional – designated “subject/topic” – KC Representative (changed from ‘chair.’)

c. Other (All Board positions not in the Membership or KC work groups)

1. Awards – A written report from Lori Reesor (Awards & Exemplary Programs Coordinator) was distributed. **Note:** The deadline for award nominations has been changed to July 31. The deadline for last year was June 1.
2. Need to survey membership for needs.
3. Need to look at a report/recommendation for raising the regional conference registration fees for students to at least cover the costs of meals/food. See Board action in section 5c, page 7.
4. Video taping and pod casting selected programs at the regional conference was discussed. Will work with conference planning committee to designate one room to be set up for this purpose. **Action by the Board:** Motion made, seconded and approved to provide up to \$2500 video tape and/or to pod cast selected programs at the regional conference. There was one vote of opposition.
 - o Chris Kaberline, Professional Standards Chair, and Mark Bernhardt, IT Coordinator & Technology KC Representative will work with the conference program committee to coordinate this event and to provide the necessary equipment for the project.
 - o The NASPA Professional Development Matrix (6 categories) will be used to select the programs to be included in this project.
 - o Per Cheryl, there has been established a “need” at the national level for this kind of presentation. Programs will be identified in advance and will get approval from program presenters for participation.

- This project is not to “replace” attending the conference.
 - If the financial estimate is low, Mark will come back to the Board for approval of additional money via electronic voting.
 - “Other” materials will be available on the website following the conference – program power points, handouts, etc. Mark can put “counters” on the site to monitor how much it is used.
 - This is a one-year project. Continuance will be dependent on the results of the assessment and additional approval by the Board.
5. “Research” (Annemarie Vaccaro, Coordinator – Research Division) wants to do focus groups at the conference to collect data/information (i.e., identifying professional development needs) of designated groups attending the conference. (i.e., SSAO’s, mid-levels, new professionals, students, etc.). They will work with the conference committee to highlight in the program. If feasible, there will be a cost for the transcription of data collected. **Action by the Board:** Motion made, seconded and approved to provide up to \$2000 to establish a graduate student research project team to help the Research group with a research project at the conference. Unanimous approval by the Board.
- This will be a professional developmental project for graduate students to conduct a qualitative research project. They would also do the transcribing of the data collected.
 - It will be managed by the Coordinator of the Research Division.
 - The graduate student research team will be selected through the process that is currently in place for the selection of the conference assistants. Annemarie will work with the conference committee to coordinate the promotion and selection of the students for this project.
 - Up to \$2000 for the project was approved (to include, but not limited to the cost of materials, conference registration, transportation and/or lodging for the graduate students. # of students will be dependent on per participant costs and available funds.
6. Diversity – there is a need to list the regional diversity initiatives (i.e., opportunities for scholarship for membership and/or to attend the regional conference) on the website.
7. All scholarship opportunities should be on the web site – i.e., NUFP scholarships & conference assistant scholarships.
8. What initiatives can be initiated to recruit and retain conference attendance of the SSAO’s? Per Gary Billers, SSAO Liaison, the pre-conference session attracts participants; however, there is a need to provide specific program sessions at the conference. Suggested “hot” topic – preparing for the “campus emergency”. It was suggested that Dr. Webb president at University of Oklahoma & Jan Walburn, NASPA President (both have testified before US Senate Committees) be requested to do a program session on campus preparedness & emergency. Roger and the Conference Program Committee will explore this option.

2. Identify Priorities for Year

This agenda item and appropriate Board action was included in the section above
“Reports from Working Groups”

Group Leaders

3. Historian/Secretary’s Report

- a. The minutes for Advisory Board meeting held prior to the National meeting in Orlando are posted on the Region 4-West website. (Navigation: www.naspa.org: communities; Regional Communities; Region IV-W; Downloads; Board Reports). Edits and corrections should be sent to Ruth Stoner.
- b. The summary “NASPA Region 4-W Board Decisions”, Spring 2002 – 2007, Update #6, is also posted on the Region 4-West website. (Navigation: www.naspa.org: communities; Regional Communities; Region IV-W; Downloads; Board Reports).

Ruth Stoner

4. Treasurer's Report

Kim Reichert

- a. The budget report was distributed prior to the meeting.
- b. The 2006 conference returned \$7864.27 as "profit". In addition, the \$2500 seed money was returned.
- c. Question from Kim regarding the NUPF expense line. Last year we budgeted for 15; 20 NUPF participants attended the conference. Based upon the participation of NUPF participants at the 2006 conference, do we need to increase the number for the 2007? **Motion made, seconded and approved** to increase the number of NUPF scholarships available for conference registration fee from 15 to 20. Reminder – In order to manage the distribution of NUPF scholarship funds, interested individual must participate in an application/selection process similar to the process used to select conference assistants. Selection is coordinated through the regional NUPF coordinator as set by Board guidelines at the Breckenridge summer planning meeting.
- d. Kim noted that clarification and discussion needs to occur between each conference chair, the treasurer and the RVP regarding the conference expenses and regional budget items that impact the conference income and expenses.
- e. Kim will modify the budget based on decisions made at this meeting.
- f. **Motion made, seconded and approved** to accept the spirit of the budget as presented in the hand out plus the adjustments approved at this meeting. Kim will submit a revised budget.

5. 2007 Little Rock, AR, Nov. 7-10 Doubletree Hotel

Roger Sorochty

- a. The "2007 NASPA IV-West Proposed Conference Budget" was distributed. Estimated revenue (based upon the proposed registration fee increase) and expenses are indicated on the budget sheet.
- b. It is "fluid", still dependent on confirmation of the various costs.
- c. Roger, on behalf of the committee, requested Board approval to set the "NASPA Early Bird" conference registration fee to \$160. Motion was made, seconded and approved. There were 2 votes opposing this motion and no abstentions.
- d. Editorial update and clarification from EC conference call – 7/11/2007: 1) The implication of this motion sets all other registration categories at \$10 above the rates charged at the Breckenridge conference, and 2) Future conference registration fees will be set annually (and approved by the Board) based on financial needs of each conference.
- e. The "Call for Programs" has been sent in the U.S. Mail. They were also distributed to the Board members.
- f. Instead of the traditional pre-conference sessions, round-table programs for identified groups will be planned for Wednesday afternoon.
- g. The Arkansas College Personnel Association (ArCPA) – will give \$2000 to the conference. There will be no revenue sharing of the balance at the end of the conference. ArCPA members will pay the NASPA member registration fee to attend the conference.
- h. The estimated food costs/person will be close to \$100.
- i. The Friday night hors d'oeuvres reception will not be held at the Clinton Library as originally planned. Priority for use of the library was given to another group. However, as a token of regret for the inconvenience, the Library will give each conference participant a pass (at no charge) to visit the library on their own schedule. It will not be a conference event.
- j. Sponsorship report for the conference – \$10,000 has been committed; another \$5000 is under negotiation. The Missouri Higher Education Financial Aid group wants to provide financial support for the conference. They are not asking for anything in return. Is this a conflict of interest in light of the current issues going on within the financial aid arena? Does not appear to be a conflict with national guidelines for vendor support. Roger requested direction from the Board. **Motion made, seconded and passed** for Roger to continue

to negotiate with this group, pending advice and direction from the National office.

- k. Question regarding facilities at the Double Tree? Does the hotel have a “no gender preference or gender neutral” rest room? If not, will they designate one for the conference? Roger will ask the hotel.

6. 2007 NPI, Little Rock, AR, Nov 6-7 Doubletree Hotel

- a. The proposed budget was distributed.
- b. The budget is based upon a \$250 registration fee. Enrollment will be capped 40 participants. \$3000 seed money.
- c. What is the break even point if 40 do not attend?
- d. **Clarification of previous Board action** - There is no expectation to make money or return the seed money for either the NPI or MLI. If the institutes make money, that is considered the “return.”
- e. It was suggested that the faculty members receive a \$200 “stipend”, rather than a \$150 transportation allowance, to use as they choose. It is recognized that the stipend will not cover “all” expenses. It will be more convenient to write a “stipend” check than reimburse for expenses.
- f. Also, related to the budget, NPI will pay for 2-nights of hotel rooms for the two planning committee members and meals will be covered through group meals held during the
- g. Jennifer will update the budget as discussed above. (Note: a revised budget was submitted after the meeting and is filed with these meeting notes.)
- h. Will be using the professional development matrix to develop the curriculum.
- i. **TO DO:** Need to create a photo permission form for use for all Region activities.
- j. **Motion made, seconded and approved** to accept the budget as presented by Jennifer with modifications as discussed above.

Jennifer Brantley

7. NASPA National Issues

- a. Name change of KC Board members – discussed earlier in this report.
- b. NASPA National will be purchasing property for the national office. Currently looking at property near Union Station; however, not available until 2009. Will double current space and will provide meeting room space and additional needed office space. The current lease will expire June 2008. Will need to negotiate a partial contract on the current contract or find temporary space until property is available.
- c. NASPA is taking bids to hire a consultant to assess the communication process with members and make recommendations. Other topics to be addressed include: How do we cultivate leaders? How is the association governed?
- d. A task force regarding membership has been put together at the national level to look at retention rate of members as well as other designated topics. Eric Gropitch is involved with this taskforce.
- e. NET Results, a NASPA publication, is assuming the responsibility for the Journal of College Character, currently a project of Jon Dalton’s. It will become a NASPA publication.
- f. Jan Walton, current NASPA president, testified before a Congress sub-committee about campus security issues. Jan will be attending the Little Rock Conference, as will Gwen Dungy. The Little Rock Conference Committee will maximize their availability and expertise at the conference.
- g. There is an overall review of the Scott Academy and other professional development experiences for SSAO’s. Participation numbers are down.

Cheryl Lovell

8. Other items for discussion/decision?

- a. Regional Newsletter
 - The new newsletter editor will be Karen Schlabach (University of Missouri – Kansas City. She was unable to attend this meeting; but, she did submit a report with deadlines for future newsletters.
 - There will be a summer issue.
 - The newsletter deadlines for the rest of the year will be:

Fall	Submission Deadline: August 10	Mail Date: September 10
Winter	Submission Deadline: December 10	Mail Date: January 10
Spring	Submission Deadline: March 28	Mail Date: April 28
 - KC representatives have volunteered to submit articles related to KC topics on a rotating basis.
- b. Feedback regarding this meeting - Cheryl
 - Small group approach used “yesterday” was useful.
 - Proposals from those groups presented at “today’s” meeting – did work.
 - Emphasized newsletter deadlines. See information above.
 - The Executive Committee had a conference call prior to this meeting and met “yesterday” prior to the Board meeting. The Executive Committee has scheduled 3 conference calls prior to the fall conference meeting:
- c. Using the NASPA logo – Very strict guidelines have been developed regarding the use of the NASPA logo. Only the approved options can be used and should be used. Questions about the logo or the Style Guide, which outlines the procedures and standard for use, should be directed to Melissa Dahne, NASPA Director of Publications, 202-265-7500, ext 1176.

11:00-11:30

I. Summary of Goals and Tasks; Unfinished Business

Entire group

- a. Other topics – thank you, thank you, thank you!!!!!!! From Cheryl.
- b. The Region 4-West Advisory Board will meet Wednesday afternoon, November 7 and Thursday morning November 8, prior to the Little Rock conference. A Leadership Dinner will be held Wednesday evening. **Mark your calendar!**

11:30-1:00

- 1. The meeting adjourned.
- 2. Board Lunch with 2007 Conference planning committee (provided by region)

* * * * *

Ruth Stoner, Region IV-West Historian, prepared these minutes. A copy of these minutes and all handouts distributed before the meeting and during the meeting are filed in the Historian file. Corrections, deletions and additions to these minutes should be sent to her at:

University of Kansas	Lawrence, KS 66045
133 Strong Hall	Phone: 785-864-4061, FAX: 785-864-5090
1450 Jayhawk Blvd	E-Mail: rstoner@ku.edu