**WAEA Summer Retreat – Minutes**

***The Mission Statement of the Washington Art Education Association is to promote excellence in visual arts education, advocacy, leadership, professional development, and scholarship in Washington State.***

**DATE:**  **Friday August 5, 2016 - Sunday August 7, 2016**
**LOCATION:**  Balch Hotel in Dufur, Oregon and Maryhill Museum, Washington **ATTENDANCE:**

1. Co-President: Mari Atkinson
2. *Co-President-Elect: Cynthia Gaub*
3. *Co-President-Elect: Mandy Hallenius*
4. Secretary:  Tracy Fortune
5. Marta Olson
6. Kate Baker
7. Ed Crossen
8. Olga Surmacheva
9. Samantha Kelly
10. Trinity Osborn
11. Kathy Tanasse
12. Claudia McBride

**1.  LEARNING**—To develop effective leadership, teaching and advocacy for art education.

* **Google for Non-Profits (Cynthia)**Google Scavenger Hunt: Cynthia guided attendees to explore/learn about the great tools we have for the board to use. Those who did not have logins got them. Our goal is to use email, google docs and google forms regularly to improve our organization.
* **Visioning Our Future**
**A.)  Highlights from the Washington DC Leadership Training:** Cynthia, Mandy and I shared what they gleaned from the NAEA Leadership Conference in DC.
	+ Need for year-round insurance to protect our members
	+ Increased financial transparency by posting records online for more eye to see. Some states request an audit regularly
	+ Need for clear conflict of interest policy
	+ Desire to be more diverse. We need to work towards greater diversity of our members by being more inclusive and recruiting diverse members

**B.)** NAEA contracted with a leadership profile company and provided a detailed analysis of our leadership styles – and how we can work with others in the most effective manner. There are 4 domains and Cynthia, Mandy and Mari shared what they learned about their strengths and weaknesses as leaders, to start the discussion of how we can serve our members better. Co-President model works well for addressing the strengths and weakness of individual to build a stronger team.

**C.)** We reviewed the WAEA Strategic Vision 2017 as our 5-year plan. Mari was part of the process 5 years ago, when we wrote the plan with a professional consultant. We have seen growth developed throughout the past 5 years; Attendees gave feedback to help us write our vision for 2022. It was clear that our old format and wording needs to be updated to align with NAEA’s strategic plan. NAEA has done a lot of quality work in this area and we can piggyback on this. Samantha has strategic planning writing experience and offered to take our old documents and NAEA’s new document and revise them for our next meeting.

* **Membership Gatherathon**We spent the evening searching the internet for names, schools, and emails of art teachers and art advocates across the state, as we continue to build a database to increase membership and awareness of our organization. Our focus was on finding email addresses of art educators. We had attendees working on 8 of the 9 ESDs, Trinity working on private schools and Samantha on Museums. Good news. Claudia helped us find a list of the addresses every school in Washington. Discussion about using this list to contact teachers.  While it would be great to send our “save the date” postcard to every school, due to finances the consensus of the group was narrow the list to middle and high schools.
	+ Kate will determine number of secondary schools (about 1100)
	+ Cynthia to get quote for the cost to print and mail
	+ Ed will design postcard
	+ Pamelia and Toni will be brought up to speed
	+ Vote will be done using google vote to fund the mailing
* **Supporting Our Members
A.) Job Descriptions**
In smaller groups we looked at the job descriptions and made notes as feedback for Mari to consider as the job descriptions are refined.
* Some newer jobs like Membership Chair and Vendor Rep needed specificity on responsibilities. Mari will update and include these additions. May need to solicit from those positions without the detailed list of responsibilities.
* Overall: The WAEA Job Descriptions continue to be tweaked and worked through for clarity and accountability. Job descriptions will stand as our Policies & Procedures guide.
The overall format is as follows:
**Section I.
Categorical/General Job Description: Qualifications & Expectations of Service**(e.g. *generic statements* –  WAEA Divisional Director Job Description)

WAEA adheres to policies that do not discriminate against individuals on the basis of race, color, orientation, national or ethnic origin.
In alignment with NAEA, the WAEA Board includes Divisional Representatives to support and represent members as they are employed within their professional educational group.  Divisions represented on the WAEA Board are as follows:(current WAEA Divisions align directly with NAEA – however we plan to discuss whether or not to put the Student Pre-service Division under the Higher Ed Division

**Section I also includes Qualification and Service & Support.**

**Section II. Definition and Purpose of Position’s Specific Tasks**(e.g. specific to supporting members who are elementary teachers) Definition and Purposes specific to the position listed in this section.

 **Section III. Guide for updating Website Page**

**Section IV. Guide for Submitting Monthly Reports WAEA: Vision – Alignment – Action**Cynthia has devised a ‘short form’ for reports. All board members will be receiving a monthly email reminder from me for submitting a report.  **Section V. Guide for Publishing in Splatter**

**B.) WAEA Bylaws**In DC, we learned integral sections we need to include. These include:

* Constitution, Bylaws
* Articles of Incorporation (for IRS) with Secretary of State
* Policies and Procedures:
	+ 1. Job Descriptions
		2. Conflicts of Interest
		3. Reimbursement

**Bylaws:**

* At the retreat, we did a close-reading the current document by marking sections and statements needing revision.
* After voting in changes in 2013, the original document was never uddated.
* Discussion included key revisions needed to be voted at the Business Meeting, at WWU. The consensus concluded more time was needed to research, review and draft Bylaws to be ready for proposing by September 15.
* Along with the Bylaws, the WAEA 5-year plan is due for renewal in 2017. The document will be renamed WAEA Strategic Vision 2022. Samantha will be writing the introduction to the WAEA Strategic Vision by aligning with the NAEA Strategic Plan concepts.
The Bylaws will be drafted first – emailed to all members for review, published in Splatter conference edition, prior to the membership vote.

**Conflict of Interest:**

* Signing a ‘Consent to Serve’ will be accepted electronically / paper.
* We looked at several conflict of interest documents from other states. They each has some ideas worth including. Next step: Olga will refine/merge these to come up with our own version.

 **Reimbursement:**

* Our organization needs greater transparency and clarity in its finances and with that comes the need for a reimbursement policy. This should include specific guidelines for how money is spent on professional development with focus on:
	+ **Application process:**
		- Need to communicate to members how to apply
		- On-Line Application
	+ **Criteria/Priorities:**
		1. Required NAEA Events:
			- * Presidents to attend NAEA Convention for delegate meeting (Registration, Travel, Accommodations)
				* Presidents to attend NAEA or Pacific Region Summer Leadership Event (Registration, Travel, Accommodations)
		2. Advocacy Opportunities: Advocacy Chair (Registration, Travel, Accommodations)
		3. Summer Retreat: Offset some costs of event with attendees to pay for own gas
		4. School for Art Leaders: (Registration) Priority for new/upcoming leaders in WAEA
		5. Other Professional Development Opportunities
	+ **Responsibilities/obligations of those who receive funds:**
		- Having a member attend a professional development opportunity should benefit WAEA. Suggested ways include reporting back at a WAEA monthly meeting, writing an article about learning for SPLATTER Magazine, presenting/conducting workshop in ESD or Fall Conference
* **Moving, Growing and Improving**Mari checked in with Kathy Duce from NAEA regarding the upcoming Seattle national conference (STEAM Theme) in 2018. The first organizational planning committee meeting will be after New York in April or May. Kathy advised Mari to get started organizing committees. Mari met with the Illinois Art Ed Association president, who specified the work NAEA expects from us prior to the first meeting with NAEA. We still need to brainstorm ideas under the topics to prepare for nationals. Mari was part of the conference planning committee the last time NAEA met in Seattle, and is very excited to start the work for 2018. Stay tuned!
* **Sustaining Membership**We had hoped to spend time calling first-time members who registered last July through October, and received free conference admission. We wanted to ask “How is it going?” Unfortunately, cell service was minimal. James will follow-up with phone calls to new members.

**2.  COMMUNITY**—To build a professional community by working toward NAEA community goal objectives for career pathways to inform, attract pre-service and retain diverse members.

 **Maryhill Museum of Art Tour:** We had a great tour by Curator of Education/WAEA member Louise Palermo who inspired us with her guided us to think about how to learn to see and read an artwork. We looked portraits using her prompts to examine the Pose, Props and Expression of those in the portrait. Lou’s enthusiasm was inspiring and we all enjoyed our first trip to this unique museum overlooking the Columbia River.

1. **ORGANIZATIONAL VIBRANCY**— To strengthen culture, systems, structures, and resources to facilitate our mission of advancing visual arts education.

**Splatter:** Conference issue will be jammed packed. Please turn in your articles, letters etc before Sept 15th deadline if possible.

**Conference Updates:**

* **Vendors/Sponsors:**
	+ We have 8 paid vendors and numerous sponsors.
	+ Perk for both is to have listing on webpage. Trinity and Tracy are working on getting new logos up as they sign up.
	+ Free Raffle tickets to members who donate items (promote with mail chimp)
* Membership: Free Raffle tickets to members who recruit new member or get their contact information for us.
* **Sessions**: Cynthia has excel sheet with sessions.
	+ Review and give feedback on ‘What are the gaps?’
	+ Be ready to do a session if we need to add more due to high enrollment
	+ Recruiting: Contact those you know that would be good presenters to see if we can get additional presenters
	+ Hands-On Sessions: Clarification on process for hands-on one hour sessions that would like reimbursement. Advertise as ‘Cash $5 pay at door and seats are limited’ and have greeter at door to monitor. Use mail chimp for communication.
* **Awards Lunch:** Lunch will not be in cafeteria as WWU students have booked this space. They are allowing us to eat lunch in hall. Discussion about how to repurpose Thrive donation with great suggestion to pay for winner’s registration with meal for self and two guests. Thrive will get full page ad in Splatter.
* **Promotions:**
	+ Postcard to be mailed to all middle and high schools
		- With directions to “Please Share with Other art teachers or interested generalists”
		- Letting attendees know they can earn clock hours or credits
		- Ed to design postcard
	+ Weekly mailchimp send-outs scheduled for Sept and Oct highlighting different highlights each time on benefits of attending ARTastic.
* **12 Max Art Show:** Reminder to work on artwork for the show at the conference.

**NEXT WAEA MEETING DATES:**

* **September Meeting:** Work Party in Bellingham Sept 24th at WWU
* **Fall Conference:** Oct 14-16 at WWU

Respectfully Submitted,

Tracy Fortune and Mari Atkinson
August  18, 2016