Welcome and call to order

I. Introduction of Attendees – Kathy Mosteller, Pam Stokes, Donna Valdez, Lisa Pecor, Kathy Saichuk, Amanda Graves

II. Treasurer Report for 2017

a. As of 12/31/2017

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checking Balance</td>
<td>$11,743.0</td>
</tr>
<tr>
<td>Savings Balance</td>
<td>$27,679.00</td>
</tr>
<tr>
<td>Total Assets</td>
<td>$39,422.00</td>
</tr>
</tbody>
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2018 Expenses/Revenue
As of 5/24/18
- Checking - $10,476
- Savings - $27,686
- Gave 3 scholarships
- Gave SCHA 3,500 for regional conference
  - Discussion of the Foundation donation amount, Donna suggested donating a certain dollar amount per SWCHA member (ex: $15.00 per member). Board agreed and discussed what the dollar amount should be; Kathy M. suggested $5.00 per member, all agreed.

III. New Business
a. SCHA Conference
   i. Attendance has been very low at the SCHA conferences and the SWCHA members are not applying for the SCHA scholarships to attend the regional conference. Proposed to end the sponsorship agreement with SCHA and instead use the money for the sponsorship and scholarship to increase the scholarships for SWCHA members to attend the ACHA annual meeting.
      1. Kathy M. posed question to board of how to ensure that SWCHA money is being used on ACHA registration
   i. Suggestion made to ask for proof of registration before the scholarship money is released.

b. SWCHA Membership Survey
   i. Amanda briefly described SWCHA survey and how SWCHA can use the results to help guide plans for to either restart a regional conference or look at other options.
   ii. Suggestion to incentivize the completion of the survey by drawing a name of a survey responded to win a scholarship to the 2019 ACHA meeting.
iii. Suggestion to add a deadline to completion for the drawing
   1. Suggestion of Friday, June 22\textsuperscript{nd}.

c. Positions
   i. Existing Board members have expressed interest in other board positions
      1. Pam Stokes for Secretary
      2. Amanda Graves for President Elect
   ii. Kathy S. reviewed nominations process
      1. Nominations to be held tomorrow during the general affiliate meeting, then nominations will be made open to the whole membership for 2 weeks, and then the nominations will be sent out to the membership for voting.
      2. Have 3 nominations to facilitate during meeting, Pres. Elect, Treasurer, and Secretary.
   iii. Revisit the idea to create a “manual” for executive board positions,
      1. Kathy M. and Amanda will begin to work on this.

d. ACHA Charges
   i. ACHA charges SWCHA each time that SWCHA uses conference call services. Kathy M. offered to use UT Austin’s conference call services, which are free of charge. Donna will verify the amount charged to SWCHA for conference calls.

e. Lunch at Affiliate meeting
   i. Kathy M. stated that the cost of providing lunch during the affiliate meeting is increasing and may not be a sustainable practice each year. Kathy suggested to only provide lunch when the ACHA meeting in held in a SWCHA state
      1. Board agreed, decision to be presented to membership at meeting tomorrow.

- Meeting adjourned.