Region Division Meeting – Minutes - 2011

Saturday, October 1, 2011  Hyatt Regency, Denver CO  Mineral D at 1:00 – 5:00 p.m.

Those expected to attend:
JP Regalado – Region Division Representative
Gayle Juneau – Incoming Region Division Representative  Diane Matteson – Executive Office Region Liaison

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<tr>
<th>Susan Moyers – Region 1 Chair</th>
<th>Terri Downing - Incoming Chair</th>
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<tr>
<td>Paula Dollarhide - Region 2 Chair</td>
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<td>Art Farlowe – Region 3 Chair</td>
<td>Pamela Stephens - Incoming Chair</td>
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<td>Rachel Singleton – Region 4</td>
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<td>Jennifer McCaul – Region 5 Chair</td>
<td>Michael Broshears - Incoming Chair</td>
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<td>Amy Sannes – Region 6</td>
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<td>Carol Pollard – Region 7 Chair</td>
<td>Patti Griffin - Incoming Chair</td>
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<td>Judi Haskins – Region 8 Incoming Chair</td>
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<td>Gayle Juneau -</td>
<td>Cheryl Tillotson - Incoming Chair</td>
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<td>Patty Pedersen – Region 10 Chair</td>
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New Chairs Meeting: 11:00-12 noon in Mineral D – Hyatt Regency Hotel

Everyone attended the luncheon at “Altitudes” in the Hyatt Regency.

1. Introductions – one thing that everyone can remember you by.
2. Additions to agenda - none
3. Old business:

   1. International issues: Region 8 is hosting an international meeting the day before their conference in Portland and across the country, Region 4 is also incorporating an international theme into their meeting. Last year we were asked to discuss how NACADA could be more inclusive with our international members.
      a. It will be recommended to the council that if the Region structure is to be used, that the international members (not CANADA) be organized into a Region 11.

   2. Training modules on Adobe Connect
      a. Gayle and Cheryl are working on a module for using steering committees and doing reports. They received feedback from the chairs during the sessions listed below.

   3. On-line awards nomination and evaluation system. Similar to the conference proposal system, people can nominate others or self-nominate for region awards, grants and scholarships. Region Award committees can appoint readers for specific awards, read and evaluate the submissions on-line and make final selections. Can help involve more people in the evaluating process, saves e-mails from being missed in your in-box, helps keep records of what, where, how, how much, etc.
      a. Chairs agreed they would like to use this system. Diane will get this organized at the Executive office and send out more information.

4. We broke into smaller groups to discuss the following topics. While the topics are very general, more specific projects were discussed as part of each session.

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<th>Steering , Goals &amp; Reports</th>
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<td>Budgets</td>
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Steering Committees/By-laws and Reports

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Elections/appointments
Decision making processes
Division of labor
Communication
Diversity projects & Region Demographics
Hands on: Report forms & Region Demographics

Finances
Region Budgets
Involving the steering committee
Policies for spending and reimbursement
Conference budgeting & setting conference fees
Financial reports
Hands on: Budgets for 2012

Big Ideas! Connecting with all Members of your Region
Social media – blogs, updating web pages,
On-line resources - web page, webinars, common readings
Scholarships and Awards
Drive ins

Items taken to the Council:
For information and advice:
1. Is it allowable for the Regions to fund their Region Chair’s attendance at the regional conferences. Comments: May be losing qualified people because institutions are not funding travel, etc. to the extent they used to. (Feedback from Council – it may be possible but probably not advisable. Need to consider the whole organization – regions are the only ones who have the ability to raise funds. Other leaders may be in the same financial position. )

Housekeeping:
1. Most likely will not be collecting money at Regional Conferences in the future. EO will work on process to ensure participants are submitting payments.
2. NACADA bucks are available for give-aways at your region business meetings.
3. For now, Adobe connect will only be used for Region Chairs meetings. Local Region steering committees should continue to use the inexpensive teleconference system.
4. Region Division Reps will work on a specific calendar for Region Chair meetings in 2011-12.
5. Regions voted to allow regions to budget for up to $500 for seed money for state activities.