

**WAMLE Meeting Minutes**  
**July 28, 2007**  
**Totem Middle School**

Jan filled in as secretary.  
Attached: To Do list

In attendance:  
Connie, Brian, Rick, Ben, Jennifer Sanders, Jan

- 1: Connie introduced Jennifer Sanders, a Totem teacher who would like to join the board as member at large.
- 2: Minutes from last two meetings unavailable, though a draft from the June meeting was shared. The group revised and amended these and approved them as is. Ben edited on his computer and will forward these to Connie as the official meeting record. Rick moved minutes be approved, 1 abstain, accepted as is.
- 3: BUDGET: Rick was able to gather bank records from the bank since the Lakewood mailbox went defunct. He changed mailboxes, changed the associations checks and phone number so all is in order.
  - Bank balance is \$4, 126.85.
  - 1 dual membership has been logged in, NMSA sent Rick the \$25.00 for WAMLE
  - Everyone said Mea culpa's all around about the mailbox debacle, but now back on track....
  - Asked Ben to submit receipts for his attendance at Affiliate Summit in Columbus as there was \$ put aside in WAMLE budget for professional development. Like to keep records complete so budgeting reflects actual expenses for later forecasting. Ben agreed to get receipts to Rick.
- 3: Dotty has changed the WAMLE address on the web.  
Ben noted the WAMLE postcard does not have the return address so those sent to incorrect addresses weren't returned. He will revise the postcard and address this oversight.
- 4: Connie reiterated the NMSA/WAMLE spring conference was successful, didn't hit target #'s but bookstore a success and Al Summers happy to collaborate for a second year and a conference on the west side of the state in 2008. Ben will talk with Auburn High principal next week about the possibility of using that facility for the winter conference. Costs much less than at a University...has auditorium, break out rooms?.
- 5: There is concern the WAMLE mailing labels still not cleaned up. Connie will double check these, Ben will contact NMSA and use their state membership lists as addresses to market/communicate about WAMLE and the upcoming conference. The NMSA mailing list will be a great source for future marketing for membership as well.

6: Newsletter ~ Brian will get the next newsletter out in early Sept. He will contact Joanne about her article. Ben will send Brian MOYA information, also top ten (or something similar) ideas to go into the newsletter about starting off Sept. will a bang/positive ideas for teachers. Connie will send edited membership form and conference registration form. Classroom Connections also will be sent.

7: After some conversation about how to market the upcoming conference well to many in the state, along with newsletter and direct mailing to members, Brian will put together a conference flyer/brochure to go out to all middle school principals in state. ESD's and the website will also have details.

8: Connie, Ben and Jan shared importance of the Affiliate Summit for new ideas, networking, hearing the steps other affiliates have taken to grow their membership and organizations, etc. Ben shared some of the connections he made and ideas he gathered that excite him and have potential for the Association over time (MOYA, National Conference of State Legislators speaker and their Back to School Program & other Advocacy focus. Connie shared materials she gathered as well.

Jan shared insights/reactions from Jack Berckemeyer as national affiliate leader that WAMLE take the time to define roles and really solidify the board, the operating procedures and constitution/by-laws before taking on too much. Need to define what WAMLE is, begin drawing up a strategic plan so that the organization grows to do several things well and others will know who you are, what you stand for, and what you do. As a start up Association, you have put the association together in a short amount of time, taken on two very successful conferences, gotten a website up, have a newsletter that's becoming regular, and have a board that is operational...NOW, need to take the time to be thoughtful about what the organization is and not rush too fast or risk doing too much not very well or falling apart.

9: Several Affiliate contacts include:

Arkansas: Charles Green

Colorado: Sheila Pottorff ([pottorffs@thompson.k12.co.us](mailto:pottorffs@thompson.k12.co.us))

Maryland: Stacey Kopnitsky ([marylandmsa@comcast.net](mailto:marylandmsa@comcast.net))

Nebraska: Joey Zbylut-Birky

Oregon: Jill O'Neill

Texas: Butch Felkner

Utah: Annette West ([Annette.west@cacher.k12.ut.us](mailto:Annette.west@cacher.k12.ut.us))

Various Affiliate websites are listed and linked on NMSA's website under Affiliates

10: Recruiting and Retaining members:

Connie will speak with Dotty about her intentions as a board member with regard to keeping website updated or is there a nominal fee she'll charge WAMLE.

Ben contacted AWSP about partnering with WAMLE, as well as OSPI (phone tag so far) to have a representative on the board or at least be a partner in sharing communications.

Ben made an inquiry with WASCD to see if they had interest in having a shared board

connection. He also made a strong appeal for all board members to make a personal connection with members on the mailing list to re-up and come to the conference. He'll draft a recruitment message and divvy up the mailing list so all 7 on Board have about 15 folks to contact in early-mid September.

#### 11: Conference planning:

- JoAnne has done conference clock hours at the last conference. In her absence from this meeting, Jennifer was asked to help with this...can the Federal Way district be the official organization and grant conference clock hours for free.
- Lunch was chewed on...figuratively. Rick will check with a caterer source about putting on a salad/soup/sandwich lunch. Costs, possibility? Morning coffee set up? He'll also check that out with Tully's and Starbucks...partner for advertisement.
- Rick will talk with Smart Board rep. this next week to see if they will come to the conference and do a session/as a demonstration.
- Reviewed registration form and made corrections
- Reviewed conference agenda, decided the morning needs 1 more session to total 5 per time slot to absorb attendees. Connie will add an open computer lab during the later afternoon slot for those wanting to play around with information they garner at earlier sessions.
- Ben will look for a dynamite math presentation from an upcoming conference he'll attend and see if one more session can be added.
- Brian will also check with a math teacher he has about this as well.
- Ben will craft a sponsorship letter using WAMLE letterhead and logo, send that out to Holt and others for sponsorship, perhaps even an eventual partnership with WAMLE and conferences.
- Brian will design a tri-fold brochure about the conference will details about keynoter (Jack) and highlight the types of concurrent sessions offered so principals and others have details and might find conference has value for their teachers.

12: Ben asked group if any have interested in having information from Jack about NMSA's self assessment Toolkit. Several said yes. Jan suggested this happen after the conference, not Friday night as conference set up happens then. It was suggested Jack do this at the Jan. meeting. There will also be a Toolkit session at NMSA's Houston conference for anyone interested in knowing more sooner.

13: Ben brought up MOYA (Month of Young Adolescents) and asked if anyone does anything. He also brought back up the work with legislators in the classroom he will do and Totem might as well. Rick and Brian both have done things each Oct. at their schools so those ideas were shared. Brian might use some of these as the focus for the Nov. newsletter. NMSA also puts out lots of MOYA information on the web and in Middle Ground magazine mailers each Sept.

Thanks Connie for the food and use of Totem. The school is really taking shape!!  
Welcome Jenn and thanks for attending.

Congratulations Dotty on the birth of Oliver, your new grandson.

Next board meeting is Sept. 22<sup>nd</sup>, 10 AM start at Totem Middle School. Focus will be finalizing all the pieces for the Oct. 6<sup>th</sup> conference.

**Can't attend? Call Connie at Totem: 253-945-5100**