

12/9/2023

Present: Jennifer Hendrickson, Leah Sandian, Carri Kreider, Nicole Brekka, Terri Garrett, Sara Russel, Jenni McCloughan, Terri Farrar, Jeana Haag, Emily Whitiker, Kim Jackson, Cheryl Parks, Mellisa Boswell,

8:05 Start

- Introductions: name, what you do professionally, and what you do for SHAPE Wa.
- Reimbursement form: fill out the reimbursement calculating how much you would be reimbursed for your travel fees and you will get a check before we leave today.
- Icebreaker: cone game, 4 cones will be distributed to random people, you can go up to people and ask them if they have a cone, if they have it they have to give it to you.
- Icebreaker 2: Soup salad or sandwich conversation game

Call to order: 8:23

- Parliamentary reminder -
 - Voting members vs non-voting members
 - If you would like to make a change you need to make a motion that someone needs to second then we would have a discussion (Motion, second, discussion, vote)
 - Voting is "I"
- Goals for the meeting: approve the minutes from the last meeting, approve the current agenda, go over board positions and rotation timelines.
- Approval of agenda for today's meeting:
 - Erin moves to approve the agenda, Mellissa seconds.
 - All in favor of approving the agenda.
 - Motion passed.
- Financial update-Terri Farrar
 - June 1st-May 31st is our fiscal year.
 - Remaining budget
 - Bank account as of December 8, 2023: \$31,208.08.
 - We have a CD that was put in, in October for \$30,000.
 - Gayle will donate \$200 for each of the TOY's each year up to \$1000.00
 - Overall, we are doing okay coming out of COVID-19, we are going in a good direction.
- What are our current needs for SHAPE WA?
 - Better website, specifically one that opens well on a mobile device.
 - Increase membership and involvement:
 - Make it relevant so that people want to join it, why would professionals want to join SHAPE WA? Embed ourselves into their daily lives.
 - Possibly review the roundtable notes

- Voice - going to the district and state level to advocate for us. We need to strengthen the relationships between SHAPE WA, districts, and the state.
 - An OSPI rep, used to attend our meetings, we are still inviting Ken however he has not come to a meeting for quite a while.
- Greater communication from SHAPE WA
 - How are we keeping our members informed? What is the communication coming from us?
 - Could the social media position be positioning them?
- Attend the principal association and hold a booth/present to make our content area more known.
- Professional development: how do we keep PD relevant and available?
 - How do we keep our eastern state members involved?
- How do we stay strong as an organization to continue to grow and diversify?
- Social media: should be used to help reach all our members.

Roles and Responsibilities:

- Open positions:
 - Journal editor
 - Marketing
 - Social media
- Open on the ballot for 2024:
 - Elementary PE
 - Young professional
 - Adapted PE
- Break to read our current job/role descriptions:
 - We are reading these descriptions to identify what we may need to change/adjust to make them more relevant to our current needs as SHAPE WA. Do our descriptions/roles fit our needs?
 - What are the similarities in the roles? What is different?
 - Guiding - how much time commitment do you think your role is or needs?

Regroup at 9:20

- Exec Board made suggested changes to each of the roles, each of us is to review the suggestions and changes of our specific roles.
- Hold ourselves and each other accountable, as we leave today and we have responsibilities and actions we want to see. Let's stay on task and get it done together.
- Next steps in roles and responsibilities:
 - Everyone will take their edited job description and we will start a discussion about what we see and what's missing.
 - 20 minutes within the groups to write down things specific to your position that need to be on there to capture the edits.
 - Regroup at 10:15

- Group review share out:
 - Elected:
 - Publications: where are we moving with journals and newsletters, is it even relevant anymore? Instead of publications, maybe we change it to outreach.
 - Each role should be giving content to the social media chair based on each role.
 - Each role should also be in charge of their groups on the webpage, sections for elementary, secondary, health, adapted, etc.
 - Definitions for current members and what is good standing.
 - Each role should be responsible for reaching out to more/current members of the subsidiary.
 - VP of secondary should be reaching out to the secondary teachers, etc.
 - Each group should also assist in the TOY process for the awards.
 - Conferences: VP's should either present or find a presenter for their area, is this realistic? Yes, should be a part of this position.
 - Young professional: vague descriptions, adding more specific defined roles for this specific elected position. Ideas: Young professionals should organize college visits to speak to them about SHAPE WA (provide a contact list to help aid the young professional), and should present for specific college students and newer teachers. Do we change the title as well?
 - Standing Committees:
 - Increasing membership is the primary goal.
 - Is social media going to matter if we don't have more members?
 - Getting rid of the separate advocacy positions, advocacy should be a part of everyone's job?
 - Adding a membership position: job to focus on increasing and managing membership.
 - Would need a new roles/responsibilities for this position.
 - Adding a webmaster to take over managing the website.
 - Combining curriculum and instruction.
 - Everyone should have a hand in social media.
 - Mass text option for announcements?
 - Other at large:
 - Add HETE, not just PETE.
 - Agreed with all of the additions.
 - Clarification on other SHAPE conferences - B should be tabbed under A.
 - They did see how intertwined their roles were.
 - Awards: discussion on changing the award process, using the Western District questions, discussion on possibly not using the questions since it

is a process. The current chair is hesitant to create criteria that they are looking for when they are not a part of the selection committee for the TOY's. There are no specific timelines for this role, but this would be helpful for the position.

- Idea to bring flyers for nominations to the principals association.
 - Should the awards chair help order the awards?
- On all the sheets: suggestions were added to include finding/accessing notes from the previous chair on what they did so that we aren't struggling to find out what they should do/be responsible for. This could be done in the form of a Zoom meeting or by having the exiting chair attend the board meeting after the October board meeting. with the new chair to help guide them.
 - "You are responsible for passing the torch to the next person."
 - The idea is to dedicate 30 minutes at the beginning of the winter meeting to ask questions about their job.
 - Next steps:
 - Make the finalized edits and send out.
 - Regroup and vote on the changes during the spring meeting.

5-minute break will regroup at 10:55

Discussions:

- Journal vs newsletter:
 - Share out:
 - What is the difference between the two?
 - The journal goes out in the mail, is printed, and written two times a year by an editor.
 - The newsletter is more frequent, can be digital, and can go out via email, has links, little blurbs, and videos, and is more interactive. Can be more visual and exciting. Can still include longer blurbs if needed as we can make it more pages.
 - The journal is a good resource but it's not the best way to reach people.
 - Printing seems to be unnecessary based on the cost of printing.
 - Young professionals are less likely to read a journal.
 - A newsletter can have a lot more freedom.
 - Idea to possibly share the load of a newsletter by each taking a month to create and share. Could be specific to your role on the board.
 - A newsletter is a great way to disperse other information including YouTube channels, grants, etc. to help make people aware of resources.
 - If we want longer articles we can create a blog where we link blog posts to the newsletter.
 - When done collectively, newsletters should be easy to do.
 - The newsletter could have categories for each of the core areas.
 - September could be used to help promote the October conference, get the school year started, classroom management strategies etc.

- Each issue could have a highlight.
- Could also be an opportunity to highlight certain programs or teachers around our state to give others kudos.
- How do we get people to want to join? Maybe the articles on the page or specific to SHAPE members only.
 - Maybe we give everyone access to the front page but only members get all the pages?
- Things to think about?
 - Determine frequency.
 - Table talk about what members want, one group had people who loved the journal, so if we do transition to a newsletter, we need to clearly communicate why we are transitioning to this.
 - Bylaws: the journal is in the bylaws so this would be a member's change. The board can decide that this is something we want to do but it will need to go out to the assembly and can vote on it.
 - Essentially right now we can add the newsletter but we cannot replace journal yet.
 - We can do an online vote
 - Two-thirds of the regular membership would need to respond.
 - Can we provide a zoom meeting for the assembly?
 - Would be better to do it at the assembly.
 - There is nothing that says how long the journal needs to be.
 - Wondering: Can we print the newsletter and count it as a journal?
 - Make sure it is sized so that it can still be printed if needed.
 - Who will be doing the newsletter? And who will be submitting the spring journal?
 - Carri has a coworker who may be willing to do it.
 - Emily the current young progressional is also willing to help with it.
 - Ultimately the President will appoint these positions.
 - From a professor's point of view, they like the mixed idea where we can provide a link to longer articles or blog posts?
 - In the meantime possible to have the newsletter at the front of the journal to begin introducing them and then still have our longer articles?
- We all ultimately agree that we need to make a change. If we are going to change to a newsletter we need to make a vote. To make the transition smooth we need to involve the assembly.
 - Things that would need a vote is if it would be a budget item.
- We will have a journal this spring and start putting out a newsletter at the fall conference, we can do an assembly vote on which they would prefer.

- The journal will be out... when the articles are all acquired.
 - The winter one was due now.
 - With the newsletter, we need to make sure that the information is vetted well. Previously the journal was sent to Gayle to vet.
 - Date for journal input to be due: February 1st, 2024.
- Need for a webmaster:
 - Everyone knows that the current website needs to be updated.
 - This is a huge job that we need, we need to hire someone to fix our website.
 - The back side of our current website is a mess.
 - We want the website to be valuable and we need someone to set it up that way. Once it is set up correctly to begin with then we can have someone edit it.
 - It functions but it's not what we want.
 - Right now we need to have a motion from this group that we will have someone fix it.
 - Typically they run anywhere between \$50-\$100/hr.
 - The initial projection would be \$3,000 needed to hire a webmaster.
 - One problem with Wix is that it does not work on mobile devices.
 - Last year, the website funding was taken out of the budget since it was already paid for.
 - Would it be a huge loss if we just stopped using Wix and found a new web database? We are contracted for 2 more years but if we don't have to use it.
 - Two needs/options:
 - Fix the website
 - Or
 - Find something new
 - In the future, we will need the role of a webmaster.
 - Can Terri F look into these two options and then have an emergency meeting to make the motions.
 - Wondering: do we know what we want out of the website? Because if we don't even know what we want on it, we don't know what to build.
 - It needs to be accessible on mobile devices.
 - We would need an ad hoc committee.
 - Mellisa moves to make an ad hoc committee to look at the cost of other web databases:
 - Erin seconds
 - Discussion
 - It should be a hub for PE, health, and dance people.
 - The ad hoc committee could also look at other state SHAPE organizations to figure out what they like.
 - Jenni would like to make a motion to amend the motion that Mellisa put forth to motion for ad hoc committee to look into a website remodel.
 - Mellisa seconds
 - Discussion

- Vote: all were in favor therefore motion passes.
- Jenni asks for volunteers for the ad hoc committee
 - Erin, Carri, Nicole, Terri F, and Mellissa
 - Melissa volunteered to be the chair
- We have an ad-hoc committee of 5 people to create a sub-committee and come back with more information to the spring meeting.

Break for lunch 12:00

Return from lunch 12:55

Discussion cont.

- Bylaws
 - This conversation stems from big events that happened this past year that affected SHAPE WA.
 - EC discussed having an ad hoc committee to really look at going through the bylaws, look at what other states have in their bylaws that we are missing, do they match our operating codes.
 - They would start making a draft of bylaws that would come back to exec board for a thumbs up and then take to assembly.
 - Current bylaws are about 10 pages, there are also constitutions and operating codes.
 - There was a committee not too long ago for the operating codes or bylaws.
 - Sara mentioned that there is some outdated terminology that doesn't make sense to what we currently do.
 - What are our thoughts? Is this needed?
 - Some things can be clearer, more specific, and more broad that would make things better for the future board.
 - Jenni asks if there is anyone interested in this work with the bylaws.
 - Nicole and Mellisa both mentioned they are interested.
 - Another thing to consider is that this committee could have some financial costs for the organization.
 - Would require having to meet in person to make a work day of reviewing this.
 - Erin moves to make an ad hoc committee that will examine the current bylaws and bring amends or edits to the executive board
 - Cheryl seconds
 - Discussion:
 - Does the financial portion need to be a part of this motion? Because potential funds will need to be used for this. What is the financial impact?
 - There is a budget line for special projects that can be used if needed.

- Carri moves to amend the motion to add to the end of the motion that the finances from the special project line can be used for the committee.
 - Erin seconds the amendment
 - Discussion
 - Jenni asks for a vote
 - All in favor: Unanimous yay
 - Motion is passed.

SHAPE Wa State Conference:

- Where it is being held:
 - No location has been determined yet.
 - If we use a school, the costs are a lot more reasonable.
 - The problem with schools is that we cannot reserve until the current school year.
 - EC did discuss the possibility of using PLU again but using a different part of campus that may be more conducive to exhibitors.
 - Jenni checked with a couple conference centers
 - Lynnwood Convention Center would be \$5,000 but with an expensive lunch price, also not including technology.
 - We have not reached out yet but are open to reaching out to other places we have previously had it at.
 - Wisconsin holds theirs at a water park to make it more of a vacation, they hold it at the same place every year. They signed a 10-year contract with the facility to bring the costs down.
 - Do we want to look at picking a location that we have every year that we begin to build a relationship with?
 - Erin has an idea to use a facility in Lacey at River Ridge High School with Greg Burt.
 - Greg also has a PETE club that may be good to partner with.
 - Carri's former student is the AD at Cascade High School in Leavenworth and will reach out to see if they have a facility that could be used.
 - Terri mentioned that because PLU is a private school they are allowed to do things differently, the cost was \$3,100. Most of the price came from food.
 - Jenni also mentioned that a pro was the help from the students
 - Terri mentions that another thing to consider is that doing the conference at more remote locations will cost the board a lot more since we need to pay for board members hotel rooms and mileage.
 - On top of this, historically we have had a lower turn out from the east side PE teachers.
 - Do we want to look at having it on the west side for a couple more years to build revenue before going back to the east side?
 - Reach out to Marni as well because Bellevue is located close to i-90 for travel.
- What days would be ideal?

- Historically it was Friday-Saturday, COVID pushed us to a Saturday only, last year we did Saturday-Sunday. What do we want to move to?
- Used to be attached to the state PD release day.
- Is it better to have lower attendance on Friday or Sunday? How did our Sunday attendance differ from our Friday?
 - No data to look at for this.
- Two-day vs a one-day
 - Only one day of a facility and lunches
- Another question would be how much more money do we make from having two days of clock hours.
 - Saturday had 33 people get clock hours and 11 on Sunday
- Cheryl asked if we have to give lunch.
 - California State Conference does not have lunch provided, they had food trucks available.
 - At PLU we would have to do catering
- Carri mentions that the one-day isn't a bad option if they have a longer day
 - We wouldn't have to pay for rooms.
 - If we did a longer day, when would we schedule the assembly meeting
 - Wherever it makes the most sense, assembly only counts for who shows up.
 - Would we want to have the awards on Friday night? And then the conference Saturday?
- Now that we need STEM clock hours, let's make sure we are finding clock hours available to STEM to help bring more people in.
- It would be great to have a location by the spring board meeting.
- For a location, we would need at least 2 gyms and then 2-3 classrooms.
- As of right now, Oregon is running their conference on the 11th and 12th of October.
- Sara mentions two more things about the conference
 - Conference theme: Health and PE for EVERYbody
 - Emphasis would be on how we reach everybody in PE, hitting the inclusivity aspect of PE.
 - Sara will reach out to see if there is anyone who would be willing to help out with the conference focusing on how we make it fun and engaging.
 - Jenni mentioned that part of the reason why many people go to the conference is for networking so making sure we plan some social events also.
 - Vendors were brought up by Melissa
 - Sara shared that they would put something together with a presenter application and a rubric to help guide who we want at the conference and give us the right to decline presentations/vendors.
 - Matt mentioned that there were presenters who wanted to present but didn't want to pay full price, can we talk about a rate that is appropriate for presenters who are presenting?
 - In the past, presenters always pay the conference fee to present.

Committee Work:

- Standing committees:
 - Zoom Webinars with different subjects that we share with other colleagues around the state.
 - What do we want these to be and when do we want to do it?
 - Assessment and Curriculum
 - Legislative action
 - Membership
 - What would that person be responsible for?
 - Social Media
 - Social Justice - not here today
 - Advocacy: what is the purpose of this committee or lack of this committee?
 - We can't all just go rogue, we cannot advocate for things using our SHAPE WA platform, that SHAPE WA has not agreed to advocate on.
 - There needs to be ownership and vetting that needs to happen.
 - Cheryl is wondering if we should move to having quick SHAPE WA board meetings to touch base and check-in.
 - We have added up to 5 meetings for the year including some on zoom at the last board meeting.
 - Sara poses a question about what the advocacy chair does if no one else is on the committee. She thinks that if there is not going to be a true committee with a task, there is not much for them to do.
 - Jeana mentions that each committee needs a different amount of time and can meet as they need to outside of the board meeting.
 - Teri mentions that we have people who are volunteering to be on committees but where is the list of people who sign up?
 - There should be a voting member on each standing committee.
 - Are there general guidelines that can be shared so that each of the roles can do their job without having to check on everything?
 - Emily mentions that in the last journal, there was information on each of the committees, the committees should be on the newsletters consistently so that members know who to contact if they want to get involved.
 - Teri mentioned that it would be helpful that in the monthly emails, there were reminders of what each of us said we would do and get done by, this would make us commit to a date and hold us accountable.
- The committees we are having today are: (two asks are
 - Assessment and curriculum: purpose is to learn how to implement these things
 - Legislative
 - Social justice
 - Social media

Topics for committees:

Zoom dates and website needs

- What are we doing with marketing and advocacy?
 - Mellisa mentioned that we are spread too thin.
 - Jenni asked if for today there is an opportunity to combine for today.
 - Jenni asked if there is a bigger theme we are working on with advocacy so that it's more focused
 - Nicole asked if there is advocacy under all of the bigger ones.
 - Matt sees that advocacy is for advocating for the profession, marketing is building membership.
- Membership chair?
- Committee Share Out:
 - Assessment and curriculum: Erin Jenn Carrie Jenni
 - Talked about a couple of different types of sessions including how to take and adapt curriculum and make it work for them.
 - Start with a curriculum map and how you make your curriculum and you go.
 - Figured this would be popular for HETE/PETE students along with new teachers.
 - Name of session: Curriculum mapping and tools
 - Time of year-February
 - Legislative: Teri, Nicole, Matt
 - Discussed work that needs to be addressed, discussed who they may need to contact to get SHAPE WA back out there, what lobbyist to talk to and work with.
 - Two big things will need to be addressed, adaptive PE along with recess minutes.
 - To organize some type of SHAPE update.
 - The group did not get to talking about a Zoom session yet.
 - Social Media: Emily, Kelsey, Leah, Cheryl, Kim
 - Worked on a goal together about what they wanted to do.
 - Vessel
 - With social media, we can draw people in, both members and non-members.
 - A reset to what is going on.
 - Want to revamp the home pages on each of the social media.
 - Shared documents, one with a monthly calendar with resources so they have things to post along with when they will post each week.
 - Will communicate with the newsletter coordinator about when they will have things to post.
 - Also talked about how we can synch some of the things that are focused on in the newsletter or legislative to put things on social media more currently.
- Zoom Events:
 - January:

- Teri
 - “Secondary PE and classroom management ideas”
 - February:
 - “Curriculum and instruction”
 - End of february
 - Erin, Carrie, Jen, and Jenni
 - March:
 - “Field Day from the experts”
 - With an elementary focus
 - Panel of elementary presenters
 - Cheryl taking lead recruiting other experts
 - April:
 - Toni Bader
 - Adaptive PE probably
 - May:
 - “Funding and Grants” focus
 - Jenni
 - Other ideas:
 - Connecting and networking with other PE teachers across the state
 - Clarifications:
 - Formal Zoom meeting needs to be run through the SHAPE WA Zoom site, their presentations need to be vetted by the board, and everyone who is planning on attending need to be registered.
 - Jeana added that there will need to be structure because it will help the parliament, the EC, what needs to be voted on etc.
 - There was a motion that was made last year for the Zoom sessions.
- Circling back to Newsletter
 - A motion will need to be made that we want to do newsletters.
 - Matt makes a motion that we start using newsletters to communicate with our members.
 - Leah seconds
 - Discussion was offered:
 - Vote:
 - Jenni asks for all in favor- unanimous
 - Jenn asks for all, not in favor - none
 - Motion passed

General Updates:

- West-Best
 - Lori is in need of volunteers if you are available
 - Feb. 3rd at Catherine Blaine K-8
- Jenni is
- Adapted PE Update
 - Washington will officially have an adapted PE specialty endorsement

- PESB has officially accepted the endorsement
- Universities can apply to have the specialty endorsement
 - PLU will present for it in March
- Only current PE and SPED-endorsed educators can apply to receive this endorsement.
- To get the endorsement, it would take about a year:
 - Will be online at night and will need to meet in person a little bit in the summer to work with adaptive students.
 - Will be through continuing education.
- Next advocacy piece would be that adaptive PE class are offered and taught by those who are certified.

- Spring board meeting date:
 - Proposed dates:
 - March 23rd
 - April 27th
 - May 11th
- Reminder to recruit for open positions
 - Send potential recruits to the EC board.
- Carri moves to approve the fall board meeting notes.
 - Mellissa seconds
 - Discussion:
 - Vote
 - Motion was approved

Meeting was adjourned 3:38