



WESST Executive Meeting

Date: August 31st, 2009

Time: 8:00 MST

Location: Skype

Attendees: Shahrzad, Jordan, Morgan

Meeting Start: 7:00PM Pacific

Items on Agenda:	Action Items:
<p><u>Finances</u></p> <ul style="list-style-type: none"> - Account balance discrepancy (Morgan) <p>Morgan: emailed Daryl, will send us a cheque at WESST Retreat</p> <ul style="list-style-type: none"> - Account transfer successful? (Morgan) - U of S cheque <p>Shahrzad: correct names in the account, checked when deposited U of S cheque</p>	
<p><u>CFES</u></p> <p>Shahrzad: PM 2 weeks before WESST Retreat Report on our regions</p> <ul style="list-style-type: none"> - Regional Agreement** (Shahrzad) <p>Shahrzad: due on the 15th, will see how Thursday meeting goes first</p> <p>Shahrzad: started out with the Québec region, will see what member schools want out of CFES. It's a good idea, as schools see what each wants out of CFES, as there are WESST concerns with CFES memberships. Will help streamline goals.</p> <ul style="list-style-type: none"> - Annual Report member updates (Shahrzad) - Mutual Regional Report 	<p>Still need member updates from schools, Jordan will incorporate them into our website</p>



<p><u>Travel Subsidies Report</u> Shahrzad: Have to present at WESST Retreat. Progress. Current outline – current issues discussed, current mandates, proposed strategy for distributing funds if funds exist, methods for getting that funding. General sponsorship, provincial sponsorship, and airline sponsorship – no airlines sponsor with organizations and whatnot. Westjet does a 10% deal, will do a survey on delegate package. Allocation of fund strategy, discussed with Dave Barchyn, based on applications, board that decides. Once first draft is done, will send out draft to interested persons, then submit final draft. Deadline on first draft done by September 19th/20th. Send it to committee, then work on powerpoint (will only take 5 min once report is done). Morgan: give us each a section, we can flush it out. Shahrzad: scope of report is meant to be done at the end, general sponsorship – draft sponsorship package for WESST. Recommendations is application process, I can do that part. Recommend which funding strategy to take on. Can do that after our section on sponsorship. Morgan: to present report</p>	<p>Shahrzad: send latest copy of report to Morgan and Jordan Jordan: General sponsorship Morgan: Provincial sponsorship Have sections done by September 12th/13th. Jordan: can write conclusion Morgan: can do executive summary Morgan: to present report</p>
<p><u>Outreach videos</u> Shahrzad: was making headway, then laptop crashed. Will change executive to current. Did promise making a more formal/public video.</p>	<p>Shahrzad: to email Robbie's photos from EM to Jordan to put a few stock ones on our website</p>
<p><u>New members</u> (Shahrzad) Shahrzad: keeping dialogue with them, will forward WESST retreat package to them.</p>	
<p><u>Website</u> (Jordan) Jordan: just want to update favicon, other than that all is good Shahrzad: needs updated policy manual and constitution from EM. Jordan: don't have that copy</p>	<p>Shahrzad: send updated constitution and policy manual to Jordan</p>



<p><u>Other Updates</u> (all)</p> <p>Shahrzad: t-shirts – can have t-shirts since we seem to be in the green in WESST Retreat. Maybe wait till figures are in.</p> <p>Shahrzad: Are we still trying to go for sponsorship?</p> <p>Morgan: should wait from report before seeking sponsorship</p> <p>Jordan:I dropped the ball on updating the package, need a bit more info before sending it out.</p> <p>Shahrzad: don't worry about finishing up package, can look into it after WESST Retreat.</p> <p>Shahrzad: for upcoming WESST member meeting, do we want to use Skype or flash meeting?</p> <p>Jordan: much prefer skype to flash meeting</p> <p>Everyone is still ok with 8 pacific.</p>	<p>Schedule member meeting before start of classes – Done!</p>
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Meeting Adjourned: 7:53 PM Pacific