

<https://highlineschools.zoom.us/j/93493763371>

Attendance

Invited	Region	Present?
Sue Murphy (State Director)	E	yes
George Sun (Chair)	NW	yes
Scott McComb (Vice Chair)	NW	yes
Marla Haugen (Secretary)	E	yes
David Rosi (Treasurer)	SW	yes
Sheila Guard	NW	yes
Lei Jiang	SW	yes
Jay Loutherback	E	yes
Edie Lie	NW	yes
Senthil Natesan	E	no
Kuhu Pande (Student Advisor)	E	no
Cindy Liu (Student Advisor)	NW	no
Saisha Lakkoju (Student Advisor)	NW	no

I. Call to Order

A. Called to order

II. Roll Call

A. See above

III. Agenda

A. Welcome, overview

B. Supervisor recruiting and training

1. Communication

- a) Sheila has number of experienced volunteers
- b) David suggests CWU should build their own list
- c) Perhaps local volunteers in addition to experienced ones brought in
- d) We can give Dannica a simplified sheet to fill in room numbers and ES names. We can fill in our ES to see where see gaps are
 - (1) Experienced ES can help with communication

2. Type:

- a) Build
- b) Supplies?
- c) Test writing
 - (1)
- d) Inquiry

3. Strategies / compensation to encourage attendance from non-local experienced supervisors

- a) Marla moved and it was seconded to spend up to \$4000 to house volunteers. Sue will make reservations after volunteers contact her, using \$80 per night hotel rooms first. Motion passed unanimously with a voice vote.

4. Strategies to pair experienced supervisors with new supervisors

- a)

C. Tournament logistics

1. Site reservations - Jay has spoken with Dannica and gave her room requirements but no response yet. She may be more a phone person? Jay says he will call her. Best to see rooms in person. Edie says she could come check out rooms with Jay.

2. Set up

- a) Edie has offered to come over day before
- b) Sheila offered to come over day before
- c) Scott will be there the night before

- d) David will set up packets
- 3. Food
 - a) Need to feed volunteers - does Dannica know this? Sue has relayed that info to her.
- 4. Arbitration
 - a) Probably can find someone from the volunteers coming
- 5. Scoring
 - a)
- 6. Awards
 - a) Sue has ribbons - will send by 2/14 along with new school awards (SW is only tournament with no new schools).
- 7. Budget
 - a) 2023
 - (1) SW \$750
 - (2) NW B/C \$4200
 - (3) Eastern State - \$3000 food since had to use EWU catering \$2500 for remaining expenses
 - b) Edie moved and Scott seconded to allocate 2500 to each tournament to defray expenses. Passed unanimously with voice vote.
- 8. Volunteer
 - a) Recruiting
 - (1) In conversation with Scott, Dannica indicated that she intended / has already (?) reached out to education program for potential volunteers
 - (2) In conversation with Jay, she indicated that she knows who to contact. Sue has found service-requirements from student groups in the past a helpful source of volunteers.
 - b) Coordination
 - c) Communication
 - d) Incentives (money in budget (savings) to pay for this)

- (1) \$80 per volunteer x 50 volunteers for hotel
- (2) \$90-100 for second hotel
- (3) Rooms don't need to be paid for until used

D. Team communication

1. Scott to handle team communications
2. Logistics guide
3. Event sign-ups

E. Timeline and action items

1. Jay reaching out by phone to Dannica & finding time to meet
 - a) Edie has list of ES and room needs
2. Another meeting in a few weeks to see where we are at.

F. Next steps and closing