

July 15, 2016
Conference Call

The board convened at 12:03 p.m. EST

Board members present:

Robin Ozz, Deborah Daiek, Annette Cook, Patrick Saxon, Meredith Sides, Gwenn Eldridge

Absent: None

Discussion Items:

1. Review of June Minutes (Board)

Motion to approve the minutes from June board meeting

First: Deb Daiek

Second: Annette Cook

Motion Passed 4-0

Specific Action Items: None

2. Update from Pat Koziol (Pat Koziol)

- We have seen an uptick in the membership
- Several new members as a result of McCabe conference, and new individual members last month as well
- People are taking advantage of the membership campaign and getting the extra year of membership (10 new people renewed membership just today)
- July renewals have been sent out
- Email blast going out today for May and June people who have not paid
- The offer is only for current or expired members, not retired or student members
- Annette is going to follow up on getting Pat involved with the 2017 conference calls
- Pat is willing to help with reaching out to exhibitors. Annette suggests that Pat specifically mention this on the 2017 planning conference call next week.
- Pat will need to change the number at the bottom of the spreadsheet to 2017 to make it clear what year they are working with.
- A few more people have signed up for McCabe. Pat will run us a new report on Monday.

- Pat will print name tags of those who have registered for McCabe and she will mail them to the hotel in Cleveland and also provide extras

Specific Action Items: None

3. Review Action Items (Board)

- Deb and Meredith still need to create a research grant proposal
- Conference Manager contract – there were some questions about the timing of the transition and the amount and timing of the contract.

Motion to give Robin the authority to speak to the current conference manager and construct a contract with a specific amount and date for no more than one fiscal year at the same rate

First: Deb Daiek

Second: Meredith Sides

Motion Passed 4-0

Specific Action Items:

- Deb & Meredith
 - Research grant proposal
- Robin
 - Conference manager contract

4. President's Report (Robin Ozz)

- McCabe Conference/NACTC. There are 110 attendees registered so far. Robin has broken off ties from NACTC. After we see how the conference goes, the board should continue making the conference an annual event and possibly expanding the event. Consideration might need to be made regarding the proximity in dates with the Kellogg Institute
- McGraw-Hill/Knewton/SEF/TASS (Teaching Academic Survival & Success). We received a proposal from McGraw-Hill. There is the recommendation that McGraw-Hill should remove the wording about the Kellogg scholarship. Question to ask the McGraw-Hill people: Is the course offering capped at 60 people overall or will it be offered on an on-going basis? Instead of certified, perhaps the people participating can get a certificate in IRW.
- Knewton also wants to support us in some way to develop professional development activities. Gates Foundation has also expressed interest in helping support these efforts.
- Discussion about the possibility of creating a reciprocal agreement with TASS. Issue will be tabled for now until we meet next time.
- Discussion about Belfast. It seems like similar higher education issues are dealt with in both countries. It is a great experience. Next year is in Glasgow. We would like to somehow get a larger contingency next year.
- Patrick is our current CLADEA representative through 2017.

Specific Action Items: None

5. President Elect's Report (Deb Daiek)

- Accreditation Commission would like to have the session/table at reciprocals if Board does not want them. The commission also wants to work on Partners Collaborative. They would like to be involved with the national partners, such as using the evaluation guides. The general board consensus is undecided at this time about these requests.
- No update at this time about the Bonham replacement.

Specific Action Items: None

6. Vice President's Report (Annette Cook)

- Annette sent an email to the board outlining information and updates and requests that the board refer to her email for the updates.

Motion to approve the requests from the organizations in Annette's email

First: Annette Cook

Second: Meredith Sides

Motion Passed 3-0

Specific Action Items: None

7. Immediate Past President's Report (Gwenn Eldridge)

- Discussion about the importance of branding/graphic design.
- Robin has asked Gwenn to assist Veronica.
- Several ads are going to be coming out this year and next via JDE and reciprocal conferences. General discussion about the idea of retaining the general services of a graphic designer who has assisted us in the past. Gwenn will get a budget estimate and email it to the board.
- Discussion about the website, content on the new website, navigation, etc. Gwenn recommends having a committee to help work on this. Gwenn will pull together this committee.

Specific Action Items:

- Gwenn
 - Budget estimate
 - Committee for the website

8. Treasurer's Report (Patrick Saxon)

- Guidebook app bill should be paid by 2017 committee
- General discussion about 2017 committee budget / requesting funds from Patrick
- Patrick did close out the books on the 15-16 fiscal year
- He is taking all of the physical records to the auditor next week
- Tax filings for our type of organization are due November 15. We will either meet that deadline or file an extension. We will get an audit report and copy of records around the turn of the year.
- Patrick will put together the actual numbers, which will be shared via email. He will put together numbers in a projected budget to start the discussion (will receive late July or early August)
- The board will need a good half of a day to work on budget items during our September meeting
- We are still in good financial shape as an organization

Specific Action Items:

- Patrick
 - Projected budget emailed to the board

Meeting adjourned: 1:53 p.m. EST