

Executive Board Meeting
Feb 25, 2009 Melrose Hotel

Present: Jan Murphy, Jim Painter, Allen Martin, Dorothy Mitstifer, Connor Walters, Diane Richardson

Called to order by Jan Murphy at 10:00 a.m.

Meeting agenda was seconded and approved.

Meeting minutes for June 18, 2009 at Milwaukee were seconded and approved.

Treasurer Report: Correction to proposed budget item #39 (Decline in Value during 2008) was \$7512. Total assets: \$48,688.00 Concern about IFHE 2007-2008 payment of dues. We think we paid 08 twice. IFHE thinks we didn't pay 07. IFHE had a change in treasurer and increased dues amount during this time. Allen will continue to check into this concern. Rationale for keeping long term treasurer is the problems of confusion that happens when we change treasurers. Treasurer report was seconded and approved.

Standing Committee Reports:

Nominating Committee: Janet Pope put the ballot together and it was mistakenly mailed to the list serv. The listserv is much bigger than our membership. The vote will be re-taken electronically once the listserv is moved to Kappa Omicron Nu. Dorothy will use a separate list to email the ballot to the membership.

Strategic Planning Committee: Report presented by Jan Murphy (see handout).

Budget Committee: Did not meet. Board members will audit check book Thursday Feb 26.

2009-2010 Budget: This is a good time to survey membership as to why attendance is low at this meeting. Check their interest about meeting one day before AAFCS or some other creative format.

Fiscal year doesn't start until April. We will see the 2009-2010 budgets at the meeting at AAFCS in June. We basically are operating for two months without a budget. Do we need to get back to approving the budget at the winter meeting? Another alternative would be to plan a two year budget.

Membership Committee: Dorothy brought up that money for Kappa Omicron Nu services needs to be a line item in our budget. Dorothy will need to continue to serve as our liaison. We need to move the listserv to Kappa Omicron Nu.

Motion seconded and approved: Pay Kappa Omicron Nu \$625.00/year for a management service fee which includes maintaining listserv (Laurie Nichols wants to retire from keeping the listserv).

2009 Annual Meeting Committee: Expenses for this meeting are still an unknown. There are approximately five emerging administrators at this meeting who will receive \$300 each from CAFCS. We should expect expenses for mailing, printing, and extra technology.

Program of Work: The POW should be approved at this meeting. Richard should be bringing it with him but was unable to make this meeting. We will do something electronically if Richard doesn't get here.

Communication Committee: Dorothy had money left from Kellogg Grant and will do another Pathway to Leadership Workshop for Emerging/New Administrators at Conclave (August 2009 in Nashville, TN). The purpose of the workshop is to teach Appreciative Inquiry of Social Responsibility?

Dorothy has sent out two renewal notices. We have several new people. A membership list was handed out to the board. Dorothy will send out one more renewal notice. Life members are difficult to keep track of as they retire. Life members are placed on the listserv and receive mailings if we send them out. We reviewed the by-laws for who is life member.

Listserv updates: Notices are sent to Laurie Nichols who approves and mails. Do we want the same procedure as we move the listserv to Kappa Omicron Nu? The consensus was yes.

Motion seconded and approved that we transfer South Dakota University Listserv to Kappa Omicron Nu. Dorothy will talk to Laurie and make it happen.

Old Business

Archive Materials: We need guidance as to what to do with our archives. We can send archives to Cornell but we need to get permission from AAFCS to approach Cornell. We need to find out format and what content is necessary and vital to archive. Jan will research.

New and Emerging Administrators Workshop 2011: Marriott Conference Center in Bloomington/Normal, IL. The workshop will be chaired by Connor Walters. Jan has agenda from first workshop in 1995 in Athens, GA. She will share with Connor.

Conference 2010/50 Year Celebration: The value in this organization is networking with people who have similar issues. Can we have a conference with 30 people? Do we continue meeting with BOHS? Is HEU and CAFCS more similar to each other than BOHS and CAFCS?

Ideas for meetings: Consider having the meeting at a University, have a webinar, meet before AAFCS. Need to make sure we have a supportive local arrangements committee but it might be better to go through Dorothy to collect registration funds for the conference.

It is difficult to get many benefits when we have less than 50 people attending meetings in large conference hotels. Universities probably have agreements with local hotels. Need to look for schools where there is good transportation. Could alternate years with AAFCS and move meeting time to June.

50 Year Celebration Committee will discuss ideas while at this conference and will meet after we decide on venue for the 2010 Conference.

Jim will put together a survey that we can send out through the listserv.

Meeting adjourned at 12:30.