

CAFCS Business Meeting
February 7, 2010
8:30 a.m.
Humphrey's Half Moon Inn and Suites, San Diego, CA

1. Call to order at 8:30 a.m. by Jan Shane Murphy, CAFCS Past President
2. Request to group to hold leaders accountable for Robert's Rules of Order.
3. Agenda was approved with adjustments to dates:
 - a. line #5 should read February 25, 2009
 - b. Line # 11 should read 2010 – 2011
 - c. Organization history was added to new business.
4. Greetings from related organizations –1890 Council of Administrators, Doze Yolaine Butler congratulated CAFCS on 50 years; Jan Shane Murphy acted as a spokes person for BOHS and shared congratulations to CAFCS. Kappa Omicron Nu, Dorothy Mitstifer announced the Centennial meeting of KON to be held at University of Michigan in 2012; Phi Epsilon Nu, Susan Rickards shared that Phi Epsilon Nu had celebrated their centennial celebration in September, 2008. She is currently accepting scholarship and fellowship applications to award up to \$50,000.
5. Minutes of February 25, 2009 were approved with the following corrections:
 - a. Line #5 date should be February 1, 2008
 - b. Line # 7.a, spelling of Mary Pritchard
 - c. Line # 7d. spelling of Valerie Giddins
 - d. Line # 7.e.i. spelling of Shirley Hymon-Parker
6. Treasurer Report by Allen Martin was approved with:
 - a. The following corrections to 2009-2010:
 - i. Line # 2 mark out 5.30.08
 - ii. Line #8 mark out (~~\$125~~@\$35.00) this was estimated where proposed line item shows actual (90 @ \$35). Beginning balance of checking account is \$36,000.00. WCMA Account is \$62,035.00.
7. Standing Committees
 - a. Nominating committee chair, Jan Shane announced that the following people were elected to serve on the board:
 - i. Gearldean Johnson President-elect
 - ii. Jan Bowers Vice President-elect
 - iii. Nominating Committee: Laura Jolly and Angela Radford Lewis
 - b. Strategic planning committee chair, Jan Shane Murphy presented the strategic plan noting that there were two new items added in regard to the future direction of the organization and the annual meeting. Plan was seconded and approved.
 - c. Proposed 2010-2011 proposed budget was approved. Jan Shane-Murphy and Allen Martin gave explanation about the way funds for annual meeting are currently being handled. Allen is paying everything directly from our account where as in the past the local chair person set up a separate account.

- d. Membership Committee: Dorothy Mitstifer announced that we have 92 paid members to date for 2010-2011. Last year (2009) we had 99 members paid. She sent invitations to join CAFCS through a database of 250 potential members.
 - e. Annual Meeting Committees:
 - i. Jim Painter shared that responses to the survey sent out last year about the annual meeting provided information that led to the San Diego location and venue. Thanks to Kay Wilder for being the local arrangements person.
 - ii. Diane Richardson announced that we hope to meet with BOHS again next year. The meeting with BOHS is always in Washington, D.C. in February.
 - f. Program of Work (POW) was presented by Connor Walters, incoming president. The POW was seconded and approved. Most of our work is ongoing. A question presented by Susan Rickards resulted in a friendly amendment to the POW so that the two new items on the 2010 Strategic Plan were clearly reflected in the POW. It was agreed that a survey to determine future direction would fit under Goal 2 line # 4 of the POW and that a survey of viability of annual meeting would fit under Goal 1 line #3.
 - g. Communications
 - i. Dorothy suggested that we put a Blog on the webpage as a location where we can place news.
 - ii. It was suggested that we put video of presentations from this meeting up on the webpage. She will seek permission of presenters and provide them with an opportunity to edit their presentation video.
 - iii. Dorothy suggested a change in our list-serv. Our list-serv had a broader audience before we used the "op-in" system a few years ago. It has dwindled to about 60 people which isn't reflective of our membership.
8. Old Business
- a. 50 Year Celebration: Diane Richardson thanked the other members of the Gala Planning Committee, Shirley Hymon-Parker and Kitty Coffey, for their work and recognized Kay Wilder for her contribution as local arrangements chair and for arranging for Pointless to entertain us with their humor and music.
 - b. New and Emerging Administrators Workshop: Connor Walters announced her concern that 2011 may be too soon to do another workshop considering the current economic climate. As chair, she will be sending out a survey to see if administrators think they can afford to send emerging leaders. Cost is generally about \$1800 - \$2000 for participants. There is additional cost for mentors both in time and money. The last workshop was also supported by a Kellogg's grant that may not be available this time. If we don't have a grant, cost will go up.
 - c. Motion was made by Dorothy to redo the list-serv by using an "op-out" rather than "op-in" request. Motion was seconded and approved.
9. New Business
- a. The history of CAFCS needs to be updated to include the last decade. The last time it was written we paid \$1000 to a lab tech who had good writing skills. It requires one to go through the archives (Currently being held by Kitty Coffey) and write a summary and

put together an appendix of documentation. We are currently missing files from 1993 to 1998. Dorothy Mitstifer will send out a request to the membership to submit documentation for these years and to see if anyone would be interested in updating the history book. It was suggested that we have our IT people scan in the previous history and put it on the webpage. Dorothy Mitstifer will look into this. Sharon Rickards suggested that from here on out, we should write the history yearly and post it on the webpage.

10. Other

11. Installation of 2010-2011 president: Jan Shane Murphy inducted Connor Walters as our new president.

12. The meeting was adjourned at 9:30.