

CAFCS EXECUTIVE BOARD MEETING

June 23, 2007

3:30-5:00p.m.

Grand Serra Hotel, Reno, Nevada

Minutes - DRAFT

Members Present: Janet Pope, Billie Collier, Jan Shane, Duane Whitbeck, Allen Martin, Dorothy Mitstifer, Diane Richardson.

1. Janet Pope, President, called the meeting to order at 3:30 p.m. on Saturday June 23, 2007.
2. Billie Collier was appointed parliamentarian for this meeting. Jan Shane and Janet Pope agreed to read the minutes.
3. Agenda. The agenda was approved as printed.
4. Minutes. The minutes from the February 20, 2007 Executive Board Meeting were approved as printed.
5. Committee Reports
  - a. Treasurer Report: Budget reviewed. There were no questions.
  - b. Nominating Committee: Committee hasn't met yet. There was a concern about how the ballot would be distributed. Dorothy plans to send ballot electronically to paid members.
  - c. Strategic Planning: Committee is communicating electronically this summer. Their plan will be passed on to Jan Shane by September so she can design the program of work (POW) for the February meeting.
  - d. By-laws: no report
  - e. Budget Committee: Duane will get Excel spreadsheet to Allen who will figure out some of the kinks in the format. Income Fund with Merrill Lynch should be transferable to Allen, our incoming treasurer, since it now has a generic code. Thank you to Duane for getting the problem of transfer resolved.
  - f. Membership Committee: Dorothy will cross check the AAFCS HEU and KON Administrators list with CAFCS membership to look for those who are in administrative positions but not members of CAFCS. She will invite them to join CAFCS.
    - Question: Jan asked if emerging leaders would be invited to the conference even if they are not currently in administrative positions. The consensus was yes, since we provided a year membership for each of them through Pathway to Leadership (PTL).
    - It was discussed that there should be questions added to the membership application/renewal form that might help us identify new administrators. Questions on membership form might include: Do you have other faculty members in administrative positions who might join

CAFCS? Do you have faculty members who want to move into leadership positions?

- Dorothy will check list for emerging leaders from PTL who received free membership and get this information to Duane so that he can balance the account. We set aside \$1260.00 for honorary (complementary) memberships. Duane needs to show a transfer of those funds to membership dues received for new administrators.
- g. Annual Meeting Committee – Program: Richard Glotzer is in charge of the program. The committee has had several conference calls. The plans are being finalized. To date, Rick Johnson and Marjorie Kostelnik are confirmed speakers.
- h. Annual Meeting – Local Arrangements (Kay Wilder): There is a need for income and expenditures chart soon so we can get conference fees developed. Consensus after discussion was that registration should not exceed \$300.00. The committee needs to move forward as quickly as possible so it can be posted on the website. Kay Wilder needs to know if a dinner cruise should be built into the conference fee. Cost is \$80.00. Members concur that this might be too high of a cost for dinner. Kay should look at a dinner meal at the hotel. Duane will pass this information on to Kay who was unable to attend this meeting.
- i. POW: A student is being hired to clean up the database for the Web interface TFPA of FCS Units. The intent is to make the database more searchable and information more retrievable.
- We paid our monetary commitment in March to Virginia Vincenti. FAIS does not want to assume the database. It will remain with Virginia for now. No one knew if HEU is still involved.
  - There is concern for direction and use of TFPA. It was discussed that most of the initial goals have been met. Data should help people to compare university/colleges information. Where do we want to go here? How long will Virginia be able to maintain.
- j. Communications: We need mechanism or direction for what and how we want to communicate to our members.
- The suggestion was made to highlight new members, awards, etc. on the CAFCS Website and/or in an email to the membership. A question was raised as to whether or not we have a link from and to the AAFCS Website. Janet will check with Gaynell at AAFCS to see that this gets done.
- k. Archives: no report
- Old Business:
1. Contract with KON for maintaining the membership list was presented by Dorothy Mitstifer.

- Item #1- Discussion about the term executive director. It was agreed that this would be a significant change in operations. Item #2 - a concern because according to our current operating procedure the elected treasurer determines the address for the organization. In the long run a permanent address will be a positive but we need to determine how to set up the checking account. Who should have the checkbook? If Dorothy maintains the account it will create a new process that would require a change in the by-laws or handbook.
  - It was determined that the strategic planning committee and bylaws committee will discuss the contract and make recommendations prior to annual meeting.
2. New and Emerging Administrators Workshop: Typically every 3-5 years. Projected date for the next workshop 2011.
    - Dorothy received a Kellogg Grant through KON to follow up on reflection with mentees from the Path Ways to Leadership Workshop. Report should be presented in 2009 at CAFCS/BOHS. We need to identify a committee to plan the next Emerging Administrators Workshop.
    - Jan offered Illinois State University's new conference center as a possible location.
  3. Jan recommended that we start looking for an IFHE representative to Switzerland in 2008. Dorothy will post a notice and ask Deborah to write up a summary of her trip to the last IFHE conference. Dorothy will use the summary as a marketing tool.
  4. Jan asked how to get the executive board meeting on the schedule for next year at AAFCS. One needs to go through the Call for Proposals procedure even though it doesn't fit the form. It would be better at a time earlier in the week, closer to the HEU and CA meetings.
  5. Meeting adjourned 5:30 p.m.

Diane Richardson, Secretary CAFCS