

CAFCS EXECUTIVE BOARD MINUTES

February 1, 2008

5:00-6:00 p.m.

Double Tree Hotel- Mission Valley

Members Present: Jan Murphy, Janet Pope, Connor Walters, Richard Glotzer, Diane Richardson, Allen Martin, Dorothy Mitstifer, James Painter, Kay Wilder.

- 1) Jan Murphy, President called the meeting to order at 5:15 p.m. on Wednesday February 02, 2008.
- 2) The agenda was approved as amended.
- 3) The minutes were approved as printed.
- 4) Treasurer report: Allan has received the books from Duane Whitbeck.
  - a) Checks for the conference should come from the conference account if possible. Duane will need to write checks if there is not enough money in the 07 conference account since the checking account still needs to be changed over to Allan.
  - b) Dorothy reminded us that the new IRS ruling requires all organizations have to report income even if only \$200. Procedure is still not finalized by the IRS. Goal to put account into software program.
  - c) Motion was made to pay an honorarium of \$500.00 to guest speakers using the estimated \$2000-\$3000 still available in the conference budget. If the final hotel bill leaves the conference account with less than anticipated amount honorarium will be allocated from the organization account.
  - d) Dorothy suggested that next year we plan honorariums in advance.
- 5) Standing Committees:
  - a) Janet will work with the nominating committee to find candidates for president elect, vice president elect, treasurer elect and secretary. Strategic Planning Committee is comprised of past four presidents.
  - b) Budget Report: Budget was approved at the BSNS meeting.
  - c) Membership Report: Dorothy will send out a second notice for membership renewal.
    - i) Diane and Dorothy will work together to verify who qualifies for lifetime membership.
    - ii) We all need to work on identifying new administrators in FCS as well as those administrators in units that are separate from FCS departments.

- iii) We need to identify those administrators who have had departments disbanded and are in other leadership positions: Shirley Bower, Kay Clayton, Jim Moran, Sarah Kellet.
  - iv) Dorothy will put information about the scholarship on the website and announce through the distribution list.
  - d) Annual Meeting: 2009 Annual Meeting will be with BOHS. Connor and Jim will coordinate with program planners from BOHS. Time needs to be scheduled for a CAFCS business meeting and some programming should be specific to our goals.
  - e) Program of Work: POW is based on Strategic Plan. Richard and the strategic planning committee should have plan ready by late fall so new POW can be written. POW should be shared with treasurer prior the writing of the new budget.
  - f) Membership: Dorothy has had a number of requests from member schools asking for a mailing list from our database. She has not released. Names in database will not be sold and the website will not host a job bank.
    - i) The following ideas were suggested as ways to use the website for better communication:
      - (1) Information on the new IRS ruling
      - (2) Study abroad legal issues
      - (3) Books on leadership
    - ii) Dorothy mentioned that there are rubrics for higher education on the KON website.
  - g) TFPA: Task Force Program Advancement Committee has proposed that HEU be the host organization. The BOHS has approved. Motion was made that CAFCS approve the proposal. Motion passed.
  - h) Motion was passed to pay \$50.00/month to Dorothy Mitstifer for her work updating and maintaining the database. The pay will be retroactive starting with June 2007.
  - i) Dorothy will write a new proposal for her contract reflecting the membership services she will provide for \$50.00/month.
  - j) Dorothy suggested that there may be complications with the new IRS Ruling because we do not have a permanent address. Motion was made and passed that we use the same address as KON: 4990 Northwind Dr. Suite 140, East Lansing, MI 48823-5031
- 6) New Business
- a) Next Board meeting June 18 2:00-4:00

- b) 50 Year Celebration location should be some place warm rather than in Chicago. Destin , FL, Simon Island and Merlot Island were suggested locations.
- c) New and Emerging Administrators will be hosted at Illinois State University. Connor Walters will chair. Dorothy encouraged the use of a planning format for the lessons. Jorge Atilas and Billie Collier will help make the experience practical and hands on. Bess Haley will asked to help with fund raising.
- d) 2010 ideas included a futurist speaker. There was discussion that we might want to digitize the archives. It could be pricy. Does the book that Nina Delbeck worked on need to be updated?

7) Goals for the year:

- a) Increase membership
- b) Recruitment brochure
- c) Scholarship announcement
- d) Letter head for stationary and note cards
- e) Survey membership for best locations and times for annual meeting
- f) Increase number of people attending meeting.

Janet Pope will proof read the minutes.

Meeting adjourned 7:20 pm