



EXECUTIVE BOARD MEETING MINUTES
2:00 – 4:00 pm

Monday, August 15, 2011

Call-in number: (507) 389-5000, if it's busy, try again as I may not have opened the line yet.

Attendees: Bill Smith (Region II Representative), Ellie Trautman, Corie Beckermann, Darci Nichols, Ashley Hunter, Laura Chellman, Wendy Schuh, and Pam Miller

Call to Order: 2:10 pm by Ellie Trautman; 2nd by Laura Chellman

Welcome: Wendy Schuh

Call for Additional Agenda Items

Darci Nichols taking minutes for Linda Lamont

ITEMS REQUIRING QUORUM

◆ Approval of June Meeting Minutes – Linda Lamont

Discussion:

Clarification on who worked on student grant guidelines.

Revision of the meeting schedule to be voted on by the incoming board.

Motion to approve minutes made by Amy Kelly; 2nd by Ashley Hunter

◆ NCCHA Scholarship Application – Linda Lamont

Discussion:

Provision of 2-4 scholarships worth \$500/each.

Professional staff has previously been given priority over students.

Application process is to apply to board secretary – Linda Lamont – who verifies eligibility before forwarding to board members for a vote.

Motion to extend the application deadline to September 15, 2011 made by Wendy Schuh; 2nd by Laura Chellman.

◆ Region 2 rep expenses – Wendy Schuh

Discussion:

Following a change to position description and by-laws, funding is provided to attend the winter board meeting in Baltimore, MD. The representative's home institution is expected to provide funding at some level to attend the annual conference.

Questions arose regarding the expectation from the association to attend meetings but a lack of financial support provided to meet those expectations.

DISCUSSION/INFORMATIONAL ITEMS

◆ Region II Representative Report – Bill Smith

Mr. Smith works in Health Promotion at UMKC. He is the member-at-large for MO and is an advocate for student veteran success. He was complimentary regarding the program for the upcoming conference in Madison, WI.

- ◆ Newsletter Report – Ellie Trautman

A short past-president's report is required for the next edition of the newsletter.

- ◆ Treasurer Report – Amy Kelly

Checking balance: \$14569

Savings balance: \$500 (approx.)

Certificate of Deposit: \$24000 (approx.)

- ◆ Member-At-Large Report for SD – Darci Nichols

Not returning to board. Position open.

- ◆ Member-At-Large Report for WI – Laura Chellman

- ◆ Student Representative – Ashley Hunter

Suggestion made to increase the number of student representatives.

- ◆ 2011 Annual Meeting update, October 6-8, 2011– Pam Miller (2:45 time certain)

Board Meeting schedule:

- ◆ Friday, October 7 at 7:00 am – NCCHA Current Exec Board

- ◆ Friday, October 7 at 12:00 pm – NCCHA General Membership

- ◆ Saturday, October 8 at 7:00 am – NCCHA New Exec Board

Discussion:

Expectation for the website to be updated with conference information on August 16, 2011.

A blast email for registration will be coming soon.

It was decided that the Gail Proffitt Award will be presented on Thursday evening, October 6, 2011.

Pam was asked to make a conference phone available for board members who will be attending via phone.

A request was made for hot breakfast to be provided for the 7 am meeting on Friday and Saturday morning.

Room blocks will only be available until Sept. 6, so a sense of urgency regarding registration is required.

- ◆ Gail Proffitt Award, etc – Dinner Banquet Friday, October 6, 2011

- ◆ 2012 Annual Meeting at Duluth update – Vicki Schneider (3:00 time certain)

Discussion:

Duluth is in the process of choosing a contact person.

Inquiries need to be made regarding future host sites.

- ◆ Gail Proffitt Award – Call for Nominations

Discussion:

A blast email will be sent for nominations.

The deadline for nominations is September 15, 2011

- ◆ Liability Insurance – Jerry Ryan / Amy Kelly

Discussion:

The check was sent. Amy is waiting for confirmation that the check has been received.

- ◆ Investment Policy – Amy Kelly

Discussion:

A change was made to the type of checking account we are using. Amy Kelly is a signer. We need a co-signer.

Amy reviewed our investment policy only to discover we are not following our own policy.

We are not earning any investment revenue.

We should establish our investment goals and consider using a 3rd party to manage our fund, if that is in line with our investment goals.

A suggestion was made to transition to 5 \$5000 CDs for a 5-year-term, but this needs further discussion.

A suggestion was made to modify the position description of the treasurer to include the previous treasurer in filing the association's taxes if the treasurer position has turned over.

- ◆ NCCHA Bylaws Membership Vote – Wendy Schuh

Discussion:

Bylaws were approved.

- ◆ Vacant Executive Board positions for 2012 – Corie Beckermann

Discussion:

Open positions:

President Elect

Member-At-Large for IA

Member-At-Large for MN

Member-At-Large for SD

1-2 student representatives

- ◆ Upcoming News button on website – Lisa Broek

Discussion:

Questions were raised about our ability to manage our own website.

Blast emails seem to be the most effective way to communicate in the present.

- ◆ Other discussion items

Motion to adjourn made at 4:00 PM by Laura Chellmna; 2nd by Amy Kelly