NCCHA Executive Board Meeting Agenda
Thursday, November 9th 2018

Welcome and Call to Order - 7:21am

Introduction: Guest ACHA Representative, Michael Huey

Secretary’s Report - Laura Herbst-Johnson:

- One scholarship application received for ACHA. Continue promoting at your institution.
- Meeting minutes from August Board meeting were sent via email. Motion to approve minutes by Tara Girard, seconded by Brenda Anderson.

Treasurer’s Report - Heather Dale:

- Since 2013, our annual end-of-year balance has been slowly dwindling.
  o $16,203.88 - Checking/Savings
  o $26,583.15 - CD’s

- Conference budget is looking to be in the red this, despite earlier and more expansive outreach, and an increase in exhibitors. This was primarily due to lower registration numbers than anticipated.

- ACHA Rep, Michael Huey said ACHA is looking at strategies to help affiliates with regional meetings.
  o Talking about sponsoring popular web-based national level speakers/content for affiliates, along with helping alleviate some of the conference planning.
- Affiliate kickoff from ACHA Membership dues was the lowest it’s been in six years.

- Wells Fargo account has been updated to include Nissa Fell, Laura Herbst-Johnson, and Heather Dale

Newsletter - Jess Doty

- Fall newsletter went already out, another newsletter will go out in Spring.
- Send any suggestions or ideas to include into newsletter.
Membership Report - Nissa Fell

- Current membership is similar to what we’ve always been at. Continue encouraging others to become members, as 17% of membership dues are paid back to the affiliate (NCCHA)
- Each institutional member can add up to six executive members for free.
  - Access to all membership content
- Encourage student membership! It’s completely FREE to UNLIMITED students.
- Our new student rep is Laura Gagnon from Saint Mary's University of Minnesota

President’s Report - Tara Girard

Executive Board Positions

- Need to fill President-Elect. Bring forward any ideas for recruits.
- Proposal to create a New Board Member Orientation for new recruits to better understand their roles and expectations, along with a calendar guideline.
  - ACHA has a document with board members’ roles, responsibilities, and expectations with a timeline.
- Heather proposed including a document for dealing with NCCHA bank accounts into the Treasurer job description.

Executive Board

- NCCHA scholarship recipients who weren’t able to attend asked to have their scholarship deferred to next year. Board suggested recipients reapply next year instead. Heather motioned to encourage recipients to reapply next year, seconded by Nissa.

- Board discussed whether or not it’s financially feasible to do an annual meeting and is considering yet again going biennial. However, with all board positions being open in 2019, it might be in our best interest to host a 2019 Fall Meeting. Board agreed to unpack this at our January meeting. Come prepared to make the decision!
  - Julie would be willing to learn about conference planning responsibilities.
  - Board members also suggested recruiting other members to help with conference planning as to avoid burnout.

- Tabled for January Meeting: Discussion on offering a stipend for executive board members to attend January and August board meetings. Go-To Meeting format was then suggested rather than in person meetings, especially since January roads are unpredictable.

Next board meeting tentatively scheduled for January 25, 2019.
Meeting adjourned 8:34am.