NCCHA Executive Board Meeting Minutes
October 19, 2017
Prepared by Laura Herbst-Johnson, NCCHA Secretary

Present: Susan Thorson, President; Heather Dale, Treasurer; Liz Miller, Past President; Nissa Fell, Membership Coordinator; Jen Sorenson, President Elect; Tara Girard, WI Member at Large; Laura Herbst-Johnson, Secretary; Wendy Schuh, MN Member at Large; Jess Doty, Newsletter Editor; Heidi Peterson, ND Member at Large; Shelley O’Connell, IA Member at Large; Brenda Andersen, SD Member at Large; Beth Cotton, Exhibit Coordinator; Jamie Davidson, ACHA Representative.

**Susan Thorson:** Welcome - Call to Order at 7:15am

Introductions

**Laura Herbst-Johnson: Secretary Report**
No new scholarship applications or grant applications. Remind colleagues to submit scholarship applications for ACHA Conference by January 15th.

Nissa motioned to approve meeting minutes from August 18th Board Meeting, seconded by Wendy. All board members approved, motion passed.

**Heather Dale: Treasurer Report**
Savings and checking accounts are up 3 cents, investments up $13.50 in the last three months.
- Cash Account: $16029.48
- Investments: $26,497.00
- Total Accounts Balance: $42,526.48

Annual Conference: Last year’s conference planner kept in touch with Heather more on where we were at financially, this year has been different.
- Jen proposed the conference planner gives monthly updates to treasurer.
- Liz: A good conference is considered ~120-150 attendees. We have about 100 attendees here in Iowa, we had about 90 in Duluth.
- Susan will hold a debriefing meeting with conference planners to discuss what went well and what can be approved upon.

**Nissa Fell: Membership Report**
Memberships go from January to December. Board members must renew by January 1st.
• Reminder to recruit students to join for FREE.
• Encourage colleagues to join and take part in our NCCHA board.

**Jess Doty: Newsletter Editor Report**
Newsletter going out in March will include same content as last spring, with updates and pictures of Fall 2017 conference, scholarship winners and Gail Proffitt awards
  • September and March are dates for newsletter dissemination.

**Nominating Committee Report**
Iowa Member at Large: Erin Baldwin
South Dakota Member at Large: Brenda Andersen
N Dakota Member at Large: Patty Derkin
MN Member at Large: Wendy Schuh
Wisconsin Member at Large- Julie Martindale
President Elect: Tara Girard
Membership Coordinator: Nissa Fell

**Jamie Davidson: ACHA Representative**
Get NCCHA buy-in from our Counseling Centers because there is so much crossover. Several APA credits at our conferences.

**Liz Miller: Past President**
Changes to position descriptions will be reviewed during January Board Meeting and must be sent to all members two weeks prior to ACHA meeting in order to be voted on.
  • The task of ordering the Gail Proffitt plaque was added to the Past President position, and several changes have been made to the treasurer position. No significant changes were made to other positions.

**Beth Cotton: Conference Exhibitor**
Only five exhibitors present at this conference.
Challenges to recruiting exhibitors:
  • It’s gotten more difficult to recruit vendors for smaller conferences because they often have a minimum attendance requirements
  • Vendor fees have increased and gotten negative feedback.
  • Finding exhibitors in a different state is challenging.
Suggestions for recruiting exhibitors:
  o Have the hosting school send a list of vendors they use, then Beth can forward flyer to those people.
  o Two vendors can share a table for one fee.
  o Consider offering a discounted rate for nonprofits at ACHA/NCCHA.
  o Incentivise vendor booth visits by offering a prize for stopping by.

**Susan Thorson: President Report**
Brenda Higgins is new to the ACHA Region II position.
Fall 2018 NCCHA Conference will be held in Minneapolis. Liz toured several hotels in Bloomington and will send potential hosting options to Jen.

- Tentative dates for 2018 NCCHA Conference November 7-9, 2018
- Liz suggested we begin recruiting colleagues for presenting

**Considerations for future conferences**

1. Do we host in Bloomington consistently?
2. Do we go down to only hosting every other year?
3. Should we explore other options for a conference planner?
   a. The workload of this year’s conference planning process is not sustainable.
4. Continuing education credits need to be confirmed prior to future conferences; we can use this to promote our conferences.

January Board meeting dates: week of January 22nd

Brenda motioned to adjourn meeting at 8:32am, Liz seconded.