

NCAHEAD Board Meeting: Conference Call

Agenda

August 10, 2011

Phone Board Meeting Present: Lance Alexis, Rita Sullivant, Janelle Cary, Angie Song, Joshua Kauffman, Katie Montie, Debbie Roberts, Tiffany Bailey, Nance Longworth

I. Retention and Recruiting

We have about 168 members. Jim and Rita are working on updating the list serve (active members only).

Would like to reach out to institutions not involved in NCAHEAD.

II. Records Maintenance

a. Older records - Lance has minutes, agendas, conference agendas, lists of participants, treasurer's reports and newsletters that were kept from previous years. Rita also has some on a drive from Nance. Will burn onto a CD and mail to Lance.

It was decided that it is very important to keep old conference agendas and lists of participants.

b. New records

III. Website

Josh has updated board members. Application needs to be updated. Rita and Josh will update.

IV. Brochure

At National Conference other states had literature. Board decided we would like to have a NCAHEAD brochure for that and other purposes. Would like to have paper and web version. Angie will take this on, as she is already doing Newsletters.

V. Cleveland Community College

Currently in process of accreditation. Maybe for Spring, Katie will assist training for faculty and staff.

## Budget update

a. Paypal-Can pay memberships on here. Is a user fee of \$1.03. We still send out an invoice. You do not have to have a personal pay pal account to pay this way. Takes Visa, Master Card and American Express. Is not linked to our website, but Debbie can send via email the instructions to people. Would like to include on membership applications.

b. Current Balance

Checking: \$7,380.78

Savings: \$3,76.09

Grand total: \$10,456.87

## Conference Update

A lot of people have agreed to assist. NCAHEAD monies have went down. Wondering if there is a way to cut costs for conferences. Judith will cover a topic at next conference for cheaper than a key note.

a. Registration fee - Lance would like to not charge a registration fee to attract more people. Will not have to pay room fees, could eat off campus. If we charge registration fees, we would have to go through their catering services. The location is close to down town and restaurants. May do lunch on our own on the first day to cut down on costs.

Could probably do conference this way for \$1,500 max.

Might want to raise membership dues for next year. Vote on this in Spring. Currently institutional is \$125, increase to \$300 (includes 2 free registrations and 2 conferences). Individual is currently \$25, raise to \$100 or \$150 (includes registration). Idea is membership is an easier sell to institutions rather than getting approval for money to attend a conference.

Our prices are cheap compared to other states.

Currently we have 20 institutional memberships.

It was decided that we will not charge this time for Registration Fee.

Will have a board meeting at a restaurant the night before the conference for another board meeting.

## Business Meeting topics

a. Review of all processes

Would like to review all and vote on processes in the Spring.

- i. Membership Dues
  - ii. Bylaws - Last revision was 2004.
  - iii. Informal Document
- b. Amending Memberships, Award & Scholarships Committee
- i. Create Awards and Scholarships Committee
    - 1. Student Scholarships