

**Association for Student Conduct Administration  
Board of Directors Meeting  
Conference Call  
Thursday, March 18, 2010**

Board of Directors present: Dwayne Scott, Karen Boyd, W. Scott Lewis, Daniel Swinton, Marlin Nabors, Chris Loschiavo, Marc Shook, Jane Tuttle, Kellie Brennan, Jeremy Inabinet, and Ryan Holmes

Absent: Lorrie Miller, Tamara King, and James Neumeister

Executive Director: Billye Potts

**Key:** Red = Motions; Blue = Sense of the Board; Green = Action Items; Purple = Recess/Adjournment

**I. Call to Order:**

II. Lewis called meeting to order Thursday, March 18, 2010, at 3:37 P.M. EST

**III. Approval of February 18, & March 4, 2010, conference call Minutes – Scott**

**IV. Motion by Shook: Approve February 18, & March 4, 2010, conference call meeting minutes**  
Second: Tuttle  
Discussion: none.  
Motion carried

**V. Budget Update – Tuttle**

Tuttle reported that the Chairman of the Finance Committee requested clarification from BOD pertaining to budgetary priorities.

Lewis replied by stating that the BOD may have to use monies from the reserves in order to balance the budget. Lewis stated that he believes the budget should be developed being conservative on income forecasts and liberal on forecasting expenses.

Lewis stated that the potential of reclassification of membership could create new revenue streams.

Tuttle reported that she is still tweaking the Statement of Position.

Potts reported that she is still waiting on the final bills for the 2010 conference. Potts also reported that she is waiting on income from webinars and a few other items. Potts estimated the revenue from the webinar and other sources that are currently not identified is \$3,000.

**VI. 2010 Gehring Academy Update – Boyd**

Boyd reported that all faculty for the Academy have agreed to serve. Boyd reported that she anticipates sending letters to vice presidents about the Academy. Boyd reported that approximately two weeks prior to the conference registration number will be assessed, with low registration numbers possibly resulting in a reduction in Academy faculty.

Potts reported that ACPA will provide an email list to ASCA of their membership. Potts reported that NASPA will not provide contact information of its members, but is willing to send an email to their members' about the Academy. Potts also reported that she will send Academy information to her professional organization, CHEMA.

Potts will send out to the BOD on April 8 the Academy enrollment status vs. last year during the current time frame.

**VII. 2011 Conference Update – Holmes**

Holmes reported that he and Potts are reviewing what did and didn't work with the 2010 conference to assist with determining the direction of the 2011 conference. Holmes also reported that the Core 2011 Committee selection process is underway and he should be submitting names for the BODs to review in 2 or 3 weeks.

Holmes reported that the 2011 conference committee will meet on the campus of UTEP and will utilize residence halls or apartments for lodging accommodations in an effort to save money for the planning meeting in May.

**VIII. Strategic Plan Updates**

Swinton will make substantive changes and send back to BOD. Swinton reported that the strategic plan lacked information regarding the assessment aspect of the strategic plan.

Tuttle and Shook will review strategic plan to improve assessment and evaluation aspects of the plan.

Potts reported that the association should be careful to not excessively assess the membership.

Tuttle will work on goal one (1) in an effort to develop assessment criteria and send to the BOD by Monday. Shook will work on goal five (5). The two will compare the formatting and they will bring forward to the Board in April. If the formatting is correct then Lewis will work on goal four (4), Nabors on goal three (3), and Potts on goal two (2).

**IX. Reminders**

- Update Leadership Appointment Roster – still need information from Board members
- June BOD Meeting University of Louisville, **who will be flying and who will driving in? All flight reservations need to be made by May 1, 2010.**
- Those attending ACPA No Host Breakfast – **Monday, March 22, 8 am, Marriott Copley Center - Champions**

**X. Motion by Nabors : Adjourn meeting**

Second: Shook  
Discussion: None  
Motion carried.

**XI. Meeting adjourned at 4:34 p.m. EST**

Submitted by: *Dwayne J. Scott*

**Approved April 8, 2010**