

**Association for Student Conduct Administration  
Board of Directors Conference Call Meeting  
Thursday, August 12, 2010**

Board of Directors present: W. Scott Lewis, Dwayne Scott, Chris Loschiavo, Jane Tuttle, Tamara King, James Neumeister, Lorrie Miller, Marc Shook, Marlin Nabors Donna Hight and Karen Boyd.

Absent: Daniel Swinton, Jeremy Inabinet, and Kellie Brennan

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, August 12, 2010, at 3:35 P.M. EST

**III. Approval of July 8, Board Meeting Minutes – Scott**

**IV. Motion by Nabors: Approve July 8, Board Meeting Minutes**

Second: Miller

Discussion: None.

Motion carried

**V. Budget Update – Tuttle**

Tuttle reported that as of July 31, the Association had received income in the amount of \$62,430.60 and expenses of \$96,455.03. According to Tuttle, the Association's current budgetary status is similar to last year's budget within the same time frame. Tuttle reiterated that the bulk of the Association's income is derived from the annual conference. Tuttle reported that the only outstanding expense at this point is from the Gehring Academy.

**VI. Tax Return Form 990 Review – Potts/Tuttle**

Tuttle reported that the BOD needed to review the 990 form carefully and give Potts and Lewis the authority to sign. Tuttle reported that the availability of the 990 form is another way to be transparent. BOD discussed having the information available upon request, as opposed to posting the information on the ASCA website. BOD will make association aware of the 990 form and that it is available upon request.

**Sense of the Board is to make ASCA members aware that information concerning 501 (c) (3) and 990 tax forms are available to members upon request.**

Potts reported that the Association's accountant completed the 990 forms for the the Association and Foundation. Potts reported that the delay was due to the separation of the Foundation from ASCA and other budgetary matters.

**VII. Update on CD Expiration – Tuttle/Potts**

Potts reported that the Association's CD was moved to Brazos Valley School Credit Union for a 1.54% return rate amount for 12 months. Potts reported the current value of the CD is \$115,000.

**VIII. Final 2010 Academy Report – Boyd**

Boyd reported that the Gehring Academy had a total of 203 participants. Boyd reported the following breakdown for participants: Mid-Level/Senior 50; Restorative Justice 22; Conflict Resolution (1 day) 52; and the Training Institute 79. Boyd stated that she will have a final budget for review soon.

**IX. 2011 Academy Report – Hight**

Hight reported that her committee has met once during the months of July and August to discuss the Gehring Academy. Hight reported that she anticipates having a budget, faculty recommendations, curricular development, as well as a schedule outline prepared for review by the BOD during the October board meeting.

Hight reported that she is in need of a subcommittee chair for Assessment and Learning Outcomes and to forward any recommendations to her.

[Potts will send out the 2010 Gehring Academy evaluations to the BOD.](#)

**X.2011 Conference Report – Holmes**

Potts reported that the Association has received 30 registrants for Early Registration. Potts reported that registration for the 2011 conference will open September 10-17, but the Call for Programs will be forwarded to Association members Friday, August 13. Potts reported that the deadline for pre conference proposals is September 3<sup>rd</sup> and for concurrent sessions September 10<sup>th</sup> and that the logo for the conference is currently featured on the Association's website. Additionally, Potts reported that the St. Petersburg Visitor Bureau will print 2000 conference Save the Date announcements.

Potts reported that Tradewinds executive staff provided her transportation to the hotel for a meeting to discuss a variety of issues and/or concerns expressed through the conference evaluations. Specifically, according to Potts, she was informed by Tradewinds staff that the main building renovations would be completed by the conference date and that the Breckenridge Tower will be under construction during the conference. Potts requested from the Tradewinds staff that Association members who register first should receive space in an updated room. Potts reported that Tradewinds have made significant upgrades to its internet capability and that additional furniture will be available in the lobby area for members to enjoy.

**XI. Update on Central Office Staff changes – Potts/Lewis**

Lewis reported that Lori Burrell is no longer employed by ASCA and that her vacant position will be reclassified to an Office Associate in a cost saving maneuver. Lewis reported that he, Swinton, Potts and McNair will review applications and intend to hire someone ASAP.

Lewis reported that the MOU with Texas A&M had expired, but he anticipated that a new MOU would be drafted and submitted for approval by Texas A&M soon. According to Lewis, the Association is currently in the process of obtaining the appropriate signatures for the MOU.

**XII. Request from Katie Koestner– Potts**

Potts reported that Katie Koestner requested ASCA send out information pertaining to the "Sexual Assault Response Training Series 2010-2011. Potts reported that ASCA members who participate will receive a 20% discount.

[Sense of the board is to provide Association members information pertaining to the Sexual Assault Training Series. .](#)

**XIII. October 2010 Board Meeting Update – Lewis**

Lewis reviewed the following fall board meeting schedule with the BOD:

Tentative Schedule

Restructuring Task Force – Saturday, October 2 beginning at 12 Noon through Sunday, October 3, ending around 12 Noon.

Additional member to serve on the Task Group (Matt Gregory and Jesse Ketterman) – anyone interested let Billye know

Board Meeting – Sunday, October 3 beginning at 3 pm through Tuesday, October 5, ending around 11:30 am.

Lewis reiterated that no one should plan on leaving the meeting early and requested to BOD make their reservations at least 2 hours or so after 11:30 am.

Lewis reported that Board reports are due on Friday, September 17 by 5 pm EST.

Potts will send out form for travel.

**XIV. Adjournment**

**XV. Motion by Miller : Adjourn meeting**  
**Second:** Loschiavo  
**Discussion:** None  
**Motion carried.**

**XVI. Meeting adjourned at 4:30 p.m. EST**

Submitted by: *Dwayne J. Scott*

**Approved September 9, 2010**