

**ASCA Post Conference Board of Directors Meeting  
February 8-9, 2009  
Clearwater, Florida**

Board members present: Tamara King, Billye Potts, W. Scott Lewis, Jeff Stefancic, Daniel Swinton, Gary Dickstein, Susan Baker, Jennifer Hammat, Lorrie Miller, Karen Boyd, Dwayne Scott, Katie McGee, John Jones, and Brent Ericson.

Late: Heather Turner and Brent Ericson

Presidential Interns present: Nicolette Avner and Karishma Kamath

**Key:** Red = Motions; Green = Action Items; Purple = Recess/Adjournment

**I. Call to Order**

King called the board meeting to order at 1:20 p.m. King welcomed new board members. King started the meeting with an icebreaker. King asked returning board members to discuss what they learned from past experiences and identify hidden and/or unknown skill sets. New board members were asked to identify skill sets and what they wanted to learn during their tenure on the board.

**II. De-briefing of Morning Activities - King**

Board members agreed that the various group discussions resulted in specific goals, themes and action items related to ASCA's strategic plan. All agreed that there was a need for increased transparency and a need to identify better ways of communicating with the ASCA membership. There was general consensus that ASCA should proactively engage college and university presidents in dialogue pertaining to necessary ongoing professional development opportunities for conduct officers. Board members also agreed that retention of membership was a high priority for ASCA. King agreed to make MICs chairs part of the leadership team and add them to all distribution lists which involve leadership.

**III. 10 Responsibilities of a Board Member – Potts and King**

King and Potts discussed board member responsibilities as outlined in the book Ten Basic Responsibilities of Non Profit Boards, topics of discussion included: determining mission and purpose, supporting and evaluating programs, selecting a chief executive, insuring effective planning, monitoring and strengthening programs and services offered, financial responsibility, building a competent board (identify people who will replace you), evaluating your own performance (board evaluation will be conducted at the end of the year and BOD input will remain anonymous), insure legal and ethical integrity, enhancing the organization's standing by articulating to the public what ASCA is and all about.

Board members received and discussed a handout on Information Gathering. King encouraged Board members to complete the reading assignment Ten Basic Responsibilities of Non Profit Boards in its entirety.

**IV. Office Manager/EDC Position – Potts and King**

OM/EDC position will be advertised on Texas A&M's website in the near future. Jeff Stefancic will provide the BOD with a copy of the completed job description.

#### **V. Current EDC Role/ Programs - Turner**

Turner discussed upcoming threat assessment program (budgeted for 60 participants). Threat assessment program will occur on May 20-21, 2009 on the campus of Concordia University in Wisconsin. Turner stated that her communication with conference attendees regarding the threat assessment program were extremely positive.

#### **VI. Foundation Giving - King and Dickstein**

Dickstein stated that the board of directors should have 100% participation in giving to the foundation at whatever level each member can afford. Donation forms were made available to individual board members. Board members discussed the value in having a minimum level of giving to the foundation as a standard for each board member and how that would impact individuals who wanted to pursue a position on the board, but could not afford the minimum level donation. The board will decide at a later date if and what should be a minimum donation level for board members to the foundation.

#### **VII. Meeting was recessed at 4:57 p.m.**

#### **VIII. Meeting reconvened 8:30 am**

#### **IX. MOU with TAMU - Potts**

Potts stated that she is working with Dave Parrot on the TAMU/ASCA MOU with Texas A&M which would include in-kind services and leasing of office space.

#### **X. Board Meeting Dates - King and Potts**

The following dates have been approved for board meetings: May 31-June 2 in Dayton, OH, October 5-8/St. Petersburg, FL (conference site), and monthly phone call board meetings will occur 10:00 a.m. central standard time. Schedule of monthly board meetings previously distributed by Potts via email. King informed board members that laptops will not be allowed during board meetings until further notice. However, King stated board members will be provided with a 30 minute break in the morning and afternoon to connect with their home institutions.

#### **XI. Cost to Other MOU Association for LPR**

Board members discussed potential discounts for other organizations regarding LPR. The board discussed how non ASCA members would be billed, specifically whether or not non ASCA members would receive the same discounted rate for LPR as ASCA members. There was consensus among board members that the association should benefit financially from non ASCA members utilizing LPR. The particulars of cost will be TBA. King will speak with Gary Pavela to discuss in more detail.

#### **XII. Liaison Roles**

King stated that board members must have a greater level of accountability as liaisons by communicating concerns and/or issues related to all committees. King directed board members to provide guidance and to be the voice for the committees. King also stated that board members will receive a participation check list in order to identify who accepted various assignments. Some board members requested clarification on their roles as liaisons, **so King asked Lewis and he agreed to develop a set of guidelines to aid board members in their liaison endeavors.** Committee assignments are as follows:

Awards - McGee/Lewis  
Diversity - Miller/Scott  
Elections - Scott  
Finance - Stefancic /McGee  
Legislative - Swinton/Stefancic  
Membership - Jones/Baker  
Research - Jones/Swinton  
Substance Abuse Liaison - King  
MIC - Hammat/Baker  
Leadership Training - Hammat  
EDC - Lewis/Miller  
Foundation - Dickstein  
CAS Liaison, 2010 Conference Chair, 2010 Academy - King  
Leadership training – Hammat/Lewis/Miller/ Educational Development Coordinator

### **XIII. Liaison with other National Associations**

ACPA - Baker  
AFA - TBA,  
FEA - Miller (tentatively)/TBA  
Black Greek Organizations Meeting - Stefancic  
NACA - Suzette Zompetti/King  
NASAP - Larry Bowles (tentatively)/Tim Albert  
NASPA - Potts  
NCAA - Sarah Feyerherm/Dickstein  
UVM - Lewis/Stefancic  
NACUA - Bill Fisher  
URMIA - Jones  
IACLEA - Stefancic/McGee  
League for Innovation in Community College -Baker/Lewis  
Center for Academic Integrity – Dorothy Gregg  
NIRSA - Hammat  
Enough is Enough - Gene Zdziarski  
ACUHO - Justin Price (tentatively)/TBA  
Disaster Resilience University - Jones  
COFHE – King/Swinton

The issue of paying for transportation to other national conferences was mentioned. However, the board will discuss at a later date potential financial consequences of providing representation during other national association conferences. Lewis stated that board members could be in contact on a regular basis with other national organizational leaders as liaisons without being present at conferences. Lewis further stated that ASCA members who were attending other national conference could potentially represent ASCA.

King stated that one of the goals for ASCA is to have a national presence and that is accomplished through liaison activities and ASCA representation during the various conferences. King also stated that any transportation expenses related to liaison activities would have to be approved by the board.

#### **XIV. 2010 Conference Chair - Ericson**

Ericson reported that the core of his committee was in place and that he would be conducting phone interviews in the near future to complete the planning committee. Ericson reported that Ryan Holmes is the assistant chair for the 2010 conference. Ericson reported he thought it would be beneficial to have a social event coordinator to assist with activities during the 2010 ASCA Conference.

Lewis recommended that the planning committee offer as a conference gift to attendees, an extension plug-in to assist with technological needs at the new Trade Winds Resort. It was also recommended that the chair contact restaurants near the conference site seeking meal discounts for conference attendees.

King and Lewis encouraged the board to recommend ASCA members for conference chair 2011 and beyond as a way to develop consistency and training opportunities.

#### **XV. Executive Session**

The board went into executive session.

#### **XVI. Other Issues/Comments**

Potts disseminated a leadership magazine to board members and stated that the information in the program booklet is valuable. The booklet was produced by American Society of Association Executives (ASAE) Potts' professional organization.

Dickstein reported that after a series of discussions with the major ADR book stake holders (Geist-Giacomini, Fischer, Olshak & Trageser) it was recommended that ASCA negotiate with LPR to buy back the rights. Upon ASCA obtaining the rights to the ADR book, Olshak requested a MOU between him and ASCA be developed giving both joint ownership or provide him with the ability to utilize the book for other endeavors. Dickstein stated that based on his conversations with Geist-Giacomini, Fischer, & Trageser; they had no interest in rights to the ADR book. Boyd reported that Olshak only wanted the ability to use materials to continue his consulting business.

**Motion by Dickstein: ASCA allocate up to \$3,500.00 from reserves to purchase the rights for the ADR book from LPR. Motion seconded by Hammat.**

**Discussion: King stated that she wanted the board to take full control of the materials. Boyd stated that a MOU should be developed specifically outlining use of the publication.**

**Motion carried.**

A call board meeting was set for February 26, 2009, at 10:00 a.m. central for the sole purpose of approving the 2009 budget.

#### **XVII. Comments/concerns**

Boyd made the board aware of a misrepresentation that occurred during the business meeting while she was presenting information on the Gehring Academy. Specifically, Boyd stated during the business meeting that prices for the Gehring Academy would remain the same as last year which was reflected on the power point presentation as \$550.00 for the Mid-Level Managers track. However, the actual cost for the Mid-Level Managers track is \$600.00 which is the same price as last year.

**XVIII. Motion by Stefancic: Adjourn board meeting. Seconded by Lewis**  
Discussion: none  
Motion carried.

**XIX. Meeting adjourned at 11:43 a.m.**

Submitted by: *Dwwayne J. Scott Ed. D.*

**Approved 3.12.09**