

**Association for Student Conduct Administration
Board of Directors Meeting
Conference Call
Thursday, January 14, 2010**

Board of Directors present: Tamara King, Dwayne Scott, Brent Ericson, Katie McGee-Barras, Karen Boyd Lorrie Miller, W. Scott Lewis, Susan Baker, Daniel Swinton, Gary Dickstein, Jane Tuttle and Jeff Stefancic

Absent: Jennifer Hammat and John Jones

Executive Director: Billye Potts

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

I. **Call to Order:** King called meeting to order Thursday, January 14, 2010, at 10:06 a.m. CST

II. **Approval of December 17, 2009 Meeting Minutes** – Scott

III. **Motion by Scott: Approve December 17, 2009, meeting minutes**
Second: McGee-Barras
Discussion: none.
Motion carried

IV. **Conference Update** - Boyd and Ericson

Boyd reported that everything and everyone was in place for the opening plenary session for the annual conference. Boyd reported that excerpts from the opening session will be used to develop educational and/or training material. However, according to Boyd webcasting excerpts from the opening session is prohibited.

Boyd requested permission from the BOD to personally present some type of memento to the President of Alabama State University for the university's contribution. Boyd stated that she would like presentation to occur on the anniversary of the event. Boyd also requested that President King be a part of the presentation. **Sense of the Board was to present the president of Alabama State University with a memento that would commemorate the anniversary of the Dixon case. Potts will communicate with the President of Alabama State concerning the presentation.** Boyd reported that she is working with publishers to have books available after the first plenary and follow-up sessions. Peter Lake's book will be for sale during the conference. **Potts will send out notice to membership that books will be available for purchase during the conference.**

Ericson reported conference registrants are at 497 and that for the opening plenary session only, non-conference registrants can pay \$50.00 to attend. Ericson reported that the deadline for binder publications is Friday, January 15, 2010. Ericson also reported that the conference currently has 10 exhibitors. Revenue generated by exhibitors is \$14,000. Ericson reported that t-shirts will be sold during the conference bearing ASCA new logo. There is a small increase in the sale price to reflect the initial set up costs associated with the first order. Only 96 shirts of varying sizes will be available for sale at the conference. Once the shirts are sold out, shirts may be ordered and sent to the purchaser after the conference.

Potts reported that she is currently contacting members who are registered with the hotel, but not for the conference and encouraging them to submit their registration prior to the late registration deadline. **Potts also reported that she will be sending to Directors at Large a list of conference registrants from their respective circuits.**

Ericson reported that the Bracewell 2010 Conference Assistants are Mark Green (Florida State University) and Amanda Mullen (The University of Maine). Potts reported that the President interns are Dana Parcher (Miami University, Ohio) and Jasmine Pope (Texas A&M, College Station). Potts reported that both Presidential interns will be onsite February 1, 2010.

V. Arrival times of Board Members – Potts

Potts requested arrival and departure times for incoming and current board members to make sure rooms will be ready upon arrival and to make appropriate requests for those who need a late check out time.

VI. Board Book Reports – Potts

Potts reported that information for the board book was due Wednesday, January 13, 2010. However, Potts reported if she receives the information by mid next week, it will be included in the board book.

VII. Agenda Items – King

King requested all agenda items for the board meeting agenda be submitted by January 25, 2010.

VIII. February Board Meetings - King/Lewis

Sunday, January 31, 3:00-TBD/working dinner

Monday, February 1, 8:30-4:30

Tuesday, February 2, 8:30-4:30 (mandatory for new board members)

Wednesday, February 3, 8:30-12:00 (leadership training)

Sunday, February 7, 9:00-11:30

Potts will send list of events that BOD will need to attend.

IX. Silent Auction Times to Work – Potts

Potts will send via email to BOD a sign-up sheet pertaining to times individuals will work during the silent auction. All BOD are expected to work at least a one hour shift.

X. Conference Expectations/Carnival Attendance – King

King requested that BOD be visible and present at major events mingling with conference attendees.

XI. Leadership Training Update – Miller, Hammat, Lewis, King

Miller reported that information pertaining to leadership training will be made available next week by January 20, 2010. The goal is to send all new leadership a flashdrive with all of the materials including the training manual.

XII. Expectations if a Circuit Rep or Committee Chair is not in attendance at the conference - King

King reported that the Director at Large is responsible for running circuit meeting in the absence of the representative. Lewis reported that he is working on identifying folks to be available in the event multiple circuit representatives are not present for the conference.

XIII. 2010 Academy Update – Boyd

Boyd reported that the committee will meet during the annual conference. Boyd reported that the committee will be voting on the Academy costs for the 2010 conference. However, Boyd reported that early bird registration will remain the same as the 2009 conference. Boyd requested a decision from the BOD during the conference pertaining to a percentage of revenue generated by the Academy to remain with program to assist with start-up costs, graduate assistant, etc.

XIV. New Website – Potts

Potts informed the BOD that the website is up and running and that she has found a few kinks, but have contacted the company to rectify the matter. Potts reported that she has received positive feedback about the new website and she will update pictures shortly after the conference.

XV. Annual Reports for Year-End Report – King

King reported that the Presidential interns will put together a power point presentation that will run continuously during business session. Kings requested information for the presentation pertaining to all circuit activity for 2009.

XVI. Announcements

ASCA/NACA Student Organization Institute – July 22-25, 2010; University of Louisville

King reported that Swinton is currently conducting the final review of the strategic plan. King reported that she anticipates forwarding the plan to ASCA membership during the month of January 2010.

Last Conference Call before Conference – Thursday, January 28, 2010 (if necessary)

XVII. Motion by McGee-Barras: Adjourn meeting.

Second: Swinton

Discussion: None

Motion carried.

Meeting adjourned at 11:04 a.m. CST

Approved January 31, 2010